### 6820 Reviewing an Abuse or Neglect Investigation

LPPH ~~January 2014~~ DRAFT 8303-CCL

Procedure

The supervisor or secondary approver reviews the following items before approving or rejecting an investigation:

a. All documentation requirements listed in the following are met:

[6710](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6710) Documentation in the CLASS and IMPACT Systems

[6720](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6720) Documentation on the Investigation Conclusion Page in CLASS

[6730](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6730) Updating the Person Detail Page

b. The preponderance of evidence supports the disposition

c. The documentation is professionally written with minimal spelling and grammar errors

d. All notification letters are in draft form and contain appropriate language, citations, and technical assistance

Once the supervisor or secondary approver reviews the investigation, the supervisor or secondary approver either:

• approves and closes the investigation; or

• rejects the investigation.

The supervisor must approve and close the investigation no later than 15 days after the investigator first submits the investigation.

To review reasons a supervisor may reject an investigation, see [6830](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6830) Rejecting an Abuse or Neglect Investigation.

For the time frames a supervisor must observe when rejecting an investigation, see [6840](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6840) Resubmitting an Abuse or Neglect Investigation After Rejection

If a supervisor conducts all or part of any investigation, that investigation must be submitted for review and approval to another supervisor.

### 6840 Resubmitting an Abuse or Neglect Investigation After Rejection

LPPH ~~March 2013~~ DRAFT 8303-CCL

Procedure

Investigation Is Rejected Because of Documentation Errors

If the investigation is rejected for documentation errors, the investigator resubmits the investigation for approval in IMPACT by the date specified by the supervisor. The supervisor must review the changes and either approve and close or reject the investigation. The investigation must be approved and closed within 15 days of the first submission.

Investigation Is Rejected Because Additional Investigation Activities Are Required

If the investigator is required to conduct additional investigation activities, the investigator conducts the activities by the date specified by the supervisor and conducts a new staffing to determine the disposition. The investigator then resubmits the investigation and changes the *Investigation Complete* date and *Documentation Complete* date to match the new submission date. The supervisor must review the changes and either approve and close or reject the investigation. The investigation must be approved and closed within 15 days after the investigation is considered complete.