



TEXAS

Department of Family
and Protective Services

**CPI & CPS Protocols for
Investigations on Open Substitute
Care (SUB) Stages**

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Introduction

The following protocols outline the steps and procedures that CPS and CPI staff must take when there is an Investigation involving a child in an open SUB Care stage. For investigations involving CCI, refer to the [Child Sexual Aggression Resource Guide](#).

Notifications When an Intake is Received

Upon receiving an Intake involving children in conservatorship or on a home in which a child in conservatorship resides, the investigation supervisor will notify by email the:

- CPS Risk Manager
- Conservatorship caseworker
- Conservatorship supervisor
- Conservatorship program director

If the investigation involves a kinship placement, the investigation supervisor must also notify by email the:

- Kinship worker
- Kinship supervisor
- Regional kinship leadership

These notifications must occur no later than 7 p.m. the next calendar day.

When There Are Risk and Safety Concerns or Danger Indicators

If there are any risk or safety concerns, or danger indicators, then the CPI caseworker will immediately inform the:

- CPI program director
- CVS caseworker
- CVS supervisor
- CVS program director
- Kinship staff, if assigned

CPI and CVS staff will coordinate together any need for a new placement. If a new placement is needed, staff must follow policy for notifying legal parties.

The CPS Risk Manager will facilitate a staffing between CPI and CVS staff within 10 days.

Risk and Safety Concerns in a Kinship Home

If CPI determines there are safety or risk concerns, but there are no immediate child safety concerns, involving a kinship home, CVS and kinship staff will complete a developmental plan with the kinship caregivers to address the identified concerns.

Investigation Conclusion and Final Steps

Once CPI gathers all pertinent information, the CPI supervisor will contact the CVS supervisor to inform them of the information gathered during the investigation.

CPI will forward a copy of the notification letter to CVS staff and the CPS Risk Manager once the case is closed.

The CVS program director and kinship management staff will review the documentation in the case within 10 days of receiving notification of case closure and document the review in IMPACT.

Incidents of Sexual Abuse or Child Sexual Aggression

If there is an incident that involves the child being a victim or perpetrator of sexual abuse (SXAB) or child sexual aggression (CSA), the CVS staff will document and designate the information in IMPACT. See the [Child Sexual Aggression Resource Guide](#) and the [Working with a Child who has Experienced Sexual Abuse Resource Guide](#).