Ms. Sommerfeld,

I am the KORA coordinator for DCF, and I have just today received a response to your inquiry about the workflow in abuse and neglect cases. While the response doesn’t differ greatly from your description of the process, I will await your response as to what exactly information you would like to request.

The red is your description of the process. The blue is the input provided by one of our staff:

The information below is generally accurate and appears to be reflective of policy and procedures. The only correction that I would make would be that Child Abuse and Neglect allegations receive a full investigation and an assessment for services, whereas CINC/NAN cases receive an assessment for services but do not receive an investigative response, i.e. we do not interview alleged perpetrators because no abuse/neglect has been alleged.

My understanding of the initial response/workflow, from the DCF Policy Procedure Manual, for a case involving a child is below:

1) Report (Policy 1000/1200) -- This is the initial report from a concerned party, i.e. Law enforcement, school, citizen, etc. alleging a child to be in Need of Care, Non-abuse neglect (CINC/NAN), abuse, etc.
2) Preliminary Inquiry (Policy 1320 and 1321) - Preliminary inquiry is to determine if an allegation of abuse or neglect is known through a current or completed investigation.
3) Initial Assessment (Policy 1300, 1330) -- The Initial Assessment is to determine when there are reasonable grounds to believe abuse or neglect exists and immediate steps are needed to protect the health and welfare of the abused or neglected child. An Initial Assessment is made on all abuse/neglect and non-abuse/neglect reports received by the agency.
4) Further Assessment & Investigation (Policy 2000) -- Reports meeting criteria for further assessment are assigned with following criteria: Abuse/Neglect, Child In Need of Care/Non-Abuse/Neglect (CINC/NAN). This would include investigation/interview of suspected perpetrators, guardians/parents, etc. in the further investigation of a report that would move beyond the Initial Assessment.

Todd Fertig
Public Information Officer
Kansas Department for Children and Families
785-368-6613
Thank you.

DCF Public Information Officer  
Kansas Department for Children and Families  
Office of the Secretary  
915 SW Harrison St, 6th floor,  
Topeka, KS  66612-1354  
Fax: 785-296-4685  

KSNW-TV, Wichita Kansas, is requesting the following records, through the Kansas Open Records Act. We understand that a charge for providing access for inspection or copies of records may be applicable. Email delivery is preferred. Please contact Rachel Schrag Sommerfeld, at the contact information below, with any further questions.

Open Records Request:  
I am requesting information regarding DCF responses to initial report calls and their follow up. In order to request this, it is first important that my understanding of the workflow is correct.

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(If this understanding is incorrect, please contact me for an updated request.)

I am requesting documentation of the response times of each of these 4 steps for child cases in DCF for the past 5 years. I would like documentation of the average response times of each step. For example, when an initial report is made, what is the average response time for a preliminary inquiry (24 hours? 2 hours? 48 hours? Etc.); after that, what is the average response time for the initial assessment; and then what is the response time for determination if further investigation is needed? I would like a breakdown by each year, or if possible, month-to-month.

I understand that DCF has a report on its website regarding “Timely contact with victim/family member FY2015” located at the link below. In regards to this request, I am not interested in that specific report, and instead am looking for specific data regarding the amount of time it takes for DCF to take these steps.

Link:  

Also, please note, for the purposes of this request, I am not interested in abuse of adult reports.

Please let me know if there is more specific information you would like for this request or if you need any further clarification.

Thank you.
This message and accompanying documents are covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, and contain information intended for the specified individual(s) only. This information is confidential. If you are not the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail and delete the original message.