From: Rachel Sommerfeld  
Sent: Tuesday, March 31, 2015 12:43 PM  
To: Theresa Freed  
Cc: Todd Fertig  
Subject: RE: Open Records Request from KSN News, Wichita

Ms. Freed, Mr. Fertig,

Thanks for following up. As you have seen in a previous email this morning, I have also followed up with a clarification, if needed, on the request initially sent. If either of you have additional clarification questions on this request, please don’t hesitate to reach out to me.

I understand that the records are not due within three days, but an initial response is required within those three days. I called yesterday for that reason – since I hadn’t heard any response I wanted to make sure that my request had been received and was moving through the process.

Thank you for updating me on the process of my request.

Thank you,

Rachel Schrag Sommerfeld  
Executive Producer  
KSN | ksn.com  
833 North Main St. Wichita, KS 67203  
Newsroom: 316-292-1111  
Direct: 316-292-1141  
Cell: 316-292-1141

From: Theresa Freed [mailto:Theresa.Freed@dcf.ks.gov]  
Sent: Tuesday, March 31, 2015 11:30 AM  
To: Rachel Sommerfeld  
Cc: Todd Fertig  
Subject: RE: Open Records Request from KSN News, Wichita

Just to follow up, I want to make sure we’re on the same page. We have three business days to provide our initial response, which would only be an acknowledgment and a time estimate. The data you requested would not have been provided within that time. Again, I apologize that your email got lost in my inbox. Thank you for bringing it to my attention yesterday. I advised Todd yesterday, to expedite the KORA process to ensure you receive a quick response. In his effort to do that, he provided the answer to part of your request right away (when he received the information from the program area that oversees CINC). He provided clarity to the CINC process and asked that if you have additional questions about that to let him know. I can confirm we are working on the remainder of your request which involves the amount of time between the steps in the CINC process. We are working quickly to determine if we have that data and will either provide that data or advise you that we do not have that record, by the end of the week.

If you have any questions, feel free to contact Todd directly.
From: Rachel Sommerfeld [mailto:Rachel.Sommerfeld@ksn.com]
Sent: Monday, March 23, 2015 4:08 PM
To: Theresa Freed
Subject: Open Records Request from KSN News, Wichita

Please see the attached Open Records request. I have included the request in Word and PDF format, in addition to pasting the content of the request below.
Please contact me with any concerns.
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.

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.

(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.

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Dated: 3/23/2015

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