

Additional Information and Duplicate Reports

Rhode Island Department of Children, Youth and Families

Policy: 500.0055

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Version 1

An Additional Information Report is used by a Call Floor worker when another report is received concerning the same incident of child abuse or neglect (CA/N). It is also used when an investigation is pending and a report is made to the Call Floor about an incident which happened prior to the date and time of the oral report on a pending investigation. For currently active investigations, a Child Protective Services (CPS) Report is generated to include the new reporter and/or allegation(s).

A Duplicate Report is used only when a report is made alleging a similar incident to one which has already been investigated and closed. For closed investigations, the same allegation must pertain to a previously investigated CA/N incident to be considered a Duplicate Report.

Related Procedures

[Additional Information and Duplicate Reports](#)

Additional Information and Duplicate Reports

Procedure from Policy 500.0055: [Additional Information and Duplicate Reports](#)

I. Addition Information Report

- A. An Additional Information Report is processed on the Child Protective Services (CPS) Report Window and assigned to the appropriate Investigative Unit for use in the ongoing investigation if:
 - 1. The reporter and the allegations made are exactly the same as the previous report.
 - 2. The involved subjects (perpetrator and victim) are the same as the previous report.
 - 3. The same incident is being reported by a different reporter.
 - 4. The same incident is being reported but new allegations are being made.
 - 5. The same incident is being reported but new involved subjects (perpetrator/victim) are being added.
 - 6. An incident is reported which happened prior to the date and time of the oral report on the pending investigation.
 - 7. The information provided alters the data currently on file in RICHIST.
- B. For Additional Information Reports the CPS report is processed as follows:
 - 1. The report is linked to the existing case.
 - 2. The case is assigned by the Call Floor Supervisor to the appropriate Investigative Unit for use in the ongoing investigation.
 - 3. The assigned Child Protective Investigator (CPI) links the report to the pending investigation.

II. Duplicate Report

- A. A Duplicate Report (which always pertains to a closed investigation) is processed as a CPS report.
- B. If the report contains no new allegations or new involved subjects, the CPS report is processed as follows:
 - 1. The CPS report is forwarded to the Call Floor Supervisor.
 - 2. The Call Floor Supervisor reviews the CPS report for accuracy, accepts the report and closes the case.
- C. The Duplicate Report must be reviewed by the Call Floor Supervisor and if necessary, the Chief, Child Protective Investigator or his/her Administrative designee.
- D. If the report contains new allegations which meet the criteria for investigation, a new CPS report is processed.