


Rhode Island Department of Children, Youth and Families Department Operating Procedure			
	DOP Number: 500.0055	Effective Date: January 10, 2018	Page 1 of 2
	Version #:2	Revision History: December 9, 2011 V.1	Director:
Section: Child Abuse/Neglect Investigations		Title: Additional Information and Duplicate Reports	
Legal Authority: <ul style="list-style-type: none"> • Rhode Island General Law §40-11-3 • Rhode Island General Law §40-11-7 			
Related DOPs: <ul style="list-style-type: none"> • Reporting Child Abuse and/or Neglect; DOP: 500.0000 			
Related Forms: <ul style="list-style-type: none"> • n/a 			

I. PURPOSE

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.

II. TERMS DEFINED

III. PROCEDURE

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.