



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

July 23, 1996

GENERAL LETTER NO. 18-A(1)-2

ISSUED BY: Bureau of Alternative Living Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 18, Chapter A(1), *Child Welfare Glossary*, obsolete.

Summary

The text of this chapter has been updated and transferred to 18-A, *Child Welfare General Provisions*.

Effective Date

August 1, 1996

Material Superseded

Remove the entire Employees' Manual, Title XVIII, Chapter A(1), and destroy it. This includes the Title Page, Contents, and pages 1 through 16, all dated April 19, 1994.

Additional Information

Please contact your regional service administrator if you need additional information.

July 10, 2020

GENERAL LETTER NO. 18-A(1)-3

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 18, Chapter A(1), **Child Protective Services Intake**, Title page, new; Contents pages 1 and 2, new; and pages 1 through 120, new.

Summary

The content of the following has moved to Title 18, Chapter A(1):

- Employees' Manual, Title 17, Chapter A, **Intake Policy**
- Employees' Manual, Title 17, Chapter A(1), **CPS Intake Procedures**
- Employees' Manual, Title 17, Chapter A(3), **Intake Practice Guidance**
- Employees' Manual, Title 17, Chapter A(4), **Additional Intake Information**

The content is also revised to:

- Update information to align with current law, policy, and procedures.

Effective Date

July 1, 2020

Material Superseded

None.

Additional Information

Refer questions about this general letter to your service area administrator.

December 24, 2021

GENERAL LETTER NO. 18-A1-4

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 18, Chapter A(1), **Child Protective Services Intake**, pages 1-3, 15-17, 24-29, 48, revised.

Summary

Title 18, Chapter A(1) is updated to implement the Structured Decision Making (SDM) Safety Assessment developed in collaboration with Evident Change.

Effective Date

January 4, 2021

Material Superseded

This material replaces the following pages from Employees' Manual, Title 18, Chapter A(1):

<u>Page</u>	<u>Date</u>
1-3, 15-17, 24-29, 48	July 10, 2020

Additional Information

Refer questions about this general letter to your service area administrator.

March 10, 2023

GENERAL LETTER NO. 18-AI-5

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 18, Chapter A(1), **Child Protective Services Intake**, Title Page, Contents Page 1 and 2, 1-3, 4-14, 15-17, 18-23, 24-29, 30-47, 48, 49-90, revised; 91-120, removed.

Summary

This chapter is updated to:

- Change the extension of safe haven to 90 days
- Reflect new and modified definitions (including a requirement that Denial of Critical Care and Dangerous Substance occurred within five years of a report to the department to be considered abuse)
- Add new code citation for CINA definitions
- Remove of the written report requirement for mandatory reporters
- Reflect the extension of MDTs to be used throughout department service cases
- Change language around removals, placement priority, and relative notice,
- Update safety plans
- Add massage therapists as mandatory reporters
- Address duties performed by physician assistants
- Update style and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter A(1), and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	July 10, 2020
Contents Page 1 and 2	July 10, 2020
1-3	December 24, 2021
4-14	July 10, 2020
15-17	December 24, 2021
18-23	July 10, 2020
24-29	December 24, 2021
30-47	July 10, 2020
48	December 24, 2021
49-90	July 10, 2020
91-120	July 10, 2020

Additional Information

Refer questions about this general letter to your area service administrator.

February 2, 2024

GENERAL LETTER NO. 18-AI-6

ISSUED BY: Bureau of Child Protective Services Child Welfare Policy
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter A(1), **Child Protective Services Intake**, 44 and 45,
76-81, revised.

Summary

This chapter is revised to implement changes to the one-hour response time. The changes more closely align practice with the basic requirements defined in Iowa law and Iowa Administrative Code.

Effective Date

February 1, 2024.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter A(1), and destroy them:

<u>Page</u>	<u>Date</u>
44 and 45	March 10, 2023
76-81	March 10, 2023

Additional Information

Refer questions about this general letter to your service area administrator.

August 9, 2024

GENERAL LETTER NO. 18-A1-7

ISSUED BY: Bureau of Child Protective Services
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter A(1), ***Child Protective Services Intake***, Title Page, Contents Page 1 and 2, 1-43, 44 and 45, 46-75, 76-81, 82-90, revised; 91-103, new.

Summary

This chapter is revised to update information relating to SBC removal, legislative updates, references to forms, and other information relating to intake, and to update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter A(1), and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	March 10, 2023
Contents Page 1 and 2	March 10, 2023
1-43	March 10, 2023
44 and 45	February 2, 2024
46-75	March 10, 2023
76-81	February 2, 2024
82-90	March 10, 2023

Additional Information

Refer questions about this general letter to your service area administrator.