

June 18, 2021

**GENERAL LETTER NO. 18-B1-1**

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), ***Child Protective Services Assessment***, Title Page, Contents page 1-5, pages 1-268, new.

**Summary**

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

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

The content is also revised to:

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

**Effective Date**

Upon receipt.

**Material Superseded**

None

**Additional Information**

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

December 3, 2021

**GENERAL LETTER NO. 18-B1-2**

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), ***Child Protective Services Assessment***, Contents Page 1-5, 9-267, revised; 268, removed.

**Summary**

Employees' Manual, Title 18, Chapter B(1) is revised to:

- ◆ Highlight expectations around timeliness in observing children, clarify the appropriate use for delaying observation timeframes, and outline the documentation required.
- ◆ Provide guidance documents to assist in practice application.

**Effective Date**

October 1, 2021.

**Material Superseded**

<u>Page</u>	<u>Date</u>
Contents Page 1-5	June 18, 2021
9-268	June 18, 2021

**Additional Information**

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

December 24, 2021

**GENERAL LETTER NO. 18-B1-3**

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), ***Child Protective Services Assessment***, Contents Page 1-5, 4 and 5, 11, 20, 28, 35, 36, 38-265, revised; 266 and 267, removed.

**Summary**

Employees' Manual, Title 18, Chapter B(1) is revised to implement the Structured Decision Making (SDM) Safety Assessment developed in collaboration with Evident Change.

**Effective Date**

January 4, 2022.

**Material Superseded**

<u>Page</u>	<u>Date</u>
Contents 1-5	December 3, 2021
4 and 5	June 18, 2021
11, 20, 28, 35, 36, 38-265	December 3, 2021
266-267	December 3, 2021

**Additional Information**

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

December 8, 2023

**GENERAL LETTER NO. 18-B1-4**

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), **Child Protective Services Assessment**,  
Contents 1 and 2, revised; Contents 3-5, removed; 1-3, 4 and 5, 6-8, 9 and 10, 11, 12-19,  
20, 21-27, 28, 29-34, 35 and 36, 37, 38-199, revised; 200-265, removed.

**Summary**

This chapter is revised to implement the amendments to Iowa Code, which resulted in the 2022 Legislative Session, including:

- The extension of safe haven to 90 days
- 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)
- New code citation for CINA definitions
- The removal of the written report requirement for mandatory reporters
- The extension of MDTs to be used throughout department service cases
- Language around removals, placement priority, and relative notice,
- Safety plans
- Add massage therapists as mandatory reporters
- Update duties performed by physician assistants
- Some minor conforming changes
- Update style and formatting throughout

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents 1 and 2	December 24, 2021
Contents 3-5	December 24, 2021
1-3	June 18, 2021
4 and 5	December 24, 2021
6-8	June 18, 2021
9 and 10	December 3, 2021
11	December 24, 2021
12-19	December 3, 2021
20	December 24, 2021
21-27	December 3, 2021
28	December 24, 2021
29-34	December 3, 2021

35 and 36	December 24, 2021
37	December 3, 2021
38-265	December 24, 2021

**Additional Information**

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

August 9, 2024

**GENERAL LETTER NO. 18-B1-6**

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), ***Child Protective Services Assessment***, Title Page, Contents 1 and 2, 1-199, revised; 200-247, 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 B(1), and destroy them:

Page	Date
Title Page	June 18, 2021
Contents 1 and 2	December 8, 2023
1-199	December 8, 2023

**Additional Information**

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

March 28, 2025

## GENERAL LETTER NO. 18-B1-7

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), **Child Protective Services Assessment**, Contents 1 and 2, 1, 4-17, 20-246, revised; 247 and 248, removed.

### Summary

This chapter is revised to

- Add information about differences between Family Assessments and Child Abuse Assessments
- Update Joint Law Enforcement protocol and related Miranda warning procedures
- Add language regarding Medical Cannabis
- Update outdated language and department information

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1 and 2	August 9, 2024
1, 4-17, 20-246	August 9, 2024
247 and 248	August 9, 2024

### Additional Information

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

June 13, 2025

**GENERAL LETTER NO. 18-B1-8**

ISSUED BY: Bureau of Policy  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter B(1), **Child Protective Services Assessment**, 83, revised.

**Summary**

This chapter is revised to revise practice related to the Safe Together model.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
83	March 28, 2025

**Additional Information**

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



June 27, 2025

**GENERAL LETTER NO. 18-B1-9**

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

SUBJECT: Employees' Manual, Title 18, Chapter B(1), **Child Protective Services Assessment**, 2, 107 and 108, 229, revised.

**Summary**

This chapter is revised to reflect that Social Worker 6s in the Central Consult Unit may complete secondary reviews and approve assessment closures in addition to supervisory staff.

**Effective Date**

Immediately.

**Material Superseded**

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

<b>Page</b>	<b>Date</b>
2, 107 and 108, 229	August 9, 2024

**Additional Information**

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