



## System Checks for Child Abuse and Dependent Adult Abuse Intakes

CHILD ABUSE INTAKES: FIVE (5) REQUIRED CHECKS FOR ALL ALLEGATIONS				
System	Screen	Info	If Information is Present	If No Information is Present
1a- JARVIS/STAR	SYSTEM CHECKS STAR TAB	CA, FA info	JARVIS will pull for ALL HOUSEHOLD MEMBERS AND PERPETRATOR into "STAR" tab	System will document if no history is located
1b- JARVIS/CINA	SYSTEM CHECKS CINA TAB	CINA info	JARVIS will pull for ALL HOUSEHOLD MEMBERS AND PERPETRATOR into "CINA" tab	System will document if no history is located
1c- JARVIS/DARES	SYSTEM CHECKS DARES TAB	DA info	JARVIS will pull for ALL HOUSEHOLD MEMBERS AND PERPETRATOR into "DARES" tab	System will document if no history is located
2-JARVIS/FACS	EVEL	EVEL history "I" inquire case transfer information if archived worker	This is an auto pull; JARVIS will copy/paste EVEL history AND Archive Worker for VICTIM into "FACS" tab	System will document if no history is located
	PERD	Date of birth, social security number, case worker	This is an auto pull; JARVIS will copy/paste entire PERD for ALL HOUSEHOLD MEMBERS into "FACS" tab	
3-WISE	Individual	Name, identifying information for members of the household and open benefits	This is an auto pull. If it does not auto pull, select all open (blue) cases, leads to Case Summary Screen	Document: "WISE: No history found"
	Case Summary	Home address, phone numbers, household members and benefits that are approved	This is an auto pull. If it does not auto pull, copy/paste the Case Summary and Individuals sections	
4-ICAR	CHILD2	Child name and parental rights	Copy/paste for VICTIM into "ICAR" tab	Document: "ICAR: No history found"
	View Case Or REFER2	Parent legal status, name/address of NCP; Phone number verified, work information/address	Copy/paste for VICTIM into "ICAR" tab	Document: "ICAR: No history found"
	CHILD2 on linked intakes	On <u>linked intakes</u> only complete if there are additional victims identified Child name and parental rights	Copy/paste for VICTIM into "ICAR" tab	Document: "ICAR: No history found"
	View Case Or REFER2 on linked intakes	On <u>linked intakes</u> only complete if there are additional victims identified Parent legal status, name/address of NCP; phone number verified, work information/address	Copy/paste for VICTIM into "ICAR" tab	Document: "ICAR: No history found"

<b>CHILD ABUSE INTAKES Continued</b>				
<b>System</b>	<b>Screen</b>	<b>Info</b>	<b>If Information is Present</b>	<b>If No Information is Present</b>
5-Criminal	Iowa Courts Online	<b>ACCEPTS:</b> Criminal Cases	Copy/paste for <b>ALLEGED PERPETRATOR</b> count (From "State v. Person's Name" thru "adjudication date" for each count) into "CRIMINAL" tab	Document: "Criminal: No history found"
	Iowa Courts Online	On <b>linked intakes</b> only complete (criminal cases) if a new perpetrator is identified	Copy/paste for <b>NEW ALLEGED PERPETRATOR</b> (From "State v. Person's Name" thru "adjudication date" for each count) into "CRIMINAL" tab	If a new perpetrator is identified, document: "Criminal: No history found"
	Iowa Courts Online	<b>FOR REJECTS:</b> NA	There is no requirement to document criminal history for rejected intakes	

<b>ADDITIONAL CHECKS BASED ON ALLEGATION</b>				
<b>Sexual Abuse Allegation or Sex Offender Access to Child:</b>				
<b>System</b>	<b>Screen</b>	<b>Info</b>	<b>If Information is Present</b>	<b>If No Information is Present</b>
6-Sex Offender Registry (State and National)	View Registrant	History of alleged perpetrator for sex abuse allegations or confirmation for allows access	Copy/paste into "SOR" Tab under the perpetrator's name	Document: "Sex Offender Registry (State, Federal): No history found"
<b>If WISE Case Summary shows open waiver (aid type = 377) or if there is indication that the subject of the report may have an active waiver:</b>				
IMPA	Program/Services Tab	Services that are active, effective dates	Document the open service under the IMPA look up (in child abuse intake document, the history of language barriers/disabilities box in intake information tab	Document: "IMPA: No history found"
	Member Tab	Identifying information of subject and the MCO who is assigned	Copy/paste entire tab under the information from the Program/ Services Tab	
	LTC Case Record	Name of Community Base Case Manager and their contact information	Copy/paste entire tab under the information from the Member Tab	
<b>If PERP is believed to be a Foster parent</b>				
FACS	PRVM (Provider Maintenance) PRPH (Provider Placement History)	If a foster parent is approved and active and which children are active in their household	Use for purposes of verification and to obtain/verify names of child subjects in the home.	

<b>ADDITIONAL CHECKS BASED ON ALLEGATION Continued</b>				
<b>If allegation involves a Day Care:</b>				
<b>System</b>	<b>Screen</b>	<b>Info</b>	<b>If Information is Present</b>	<b>If No Information is Present</b>
KinderTrack	Costumer Reports	Is the daycare registered; confirm provider address	Copy/paste into "KinderTrack" tab; this will auto pull if a SS# is provided	Document: "KinderTrack: No history found"
<b>Additional Resource As Needed</b>				
County Assessor Website		Verify address/determine county	Use to cross reference information received	
ARTS		Verify address/identifying information	Use to cross reference information received	

**Special considerations when completing system checks:**

- ◆ If the NCP is the alleged person responsible:
  - Explore whether there are other children residing with the NCP.
    - ◆ At minimum, check WISE; additional checks may be needed.
  - Note (for the Intake Screening Criteria) whether there is an open DHS service case on the NCP's children, or their sibling, or on any child in the home of the NCP.
- ◆ Determining TPR:
  - Information regarding TPR should be found in ICAR, under the Child2 screen OR in FACS, on the EVEL screen.
- ◆ TPR/birth parents as alleged persons responsible:
  - If TPR has occurred and the alleged person responsible is the biological parent, additional lookups may be needed to locate names. Information may be located if the adoptive parent is/was a foster parent.
  - Research this information through the Provider Maintenance Menu in FACS.
- ◆ Unknown Information:
  - Additional lookups may be needed if the reporter does not have an address or correct spelling of names.
  - In addition to using the Search features in JARVIS, ARTS and county assessor page may be used.
  - If you cannot verify names in any system, do not create new FACS ID numbers.
  - If no name for a household member or alleged person responsible was provided, use the most appropriate selection from the dropdown box in JARVIS.
- ◆ Lookups for unknown persons responsible:
  - If it is unclear who the alleged person responsible is but based on the reporter information it is believed to be one of 2-3 specific people, complete system checks for each of them (i.e., if the child's only caretakers are parents and maternal grandmother, then complete system checks for both parents and the maternal grandmother).
  - If based on reporter's information and previous abuse history, you are fairly certain who the alleged person responsible is, "unknown perpetrator" should be entered into the system but include the name in additional information section. It may be helpful to include their abuse history and/or criminal history.
- ◆ Reviewing for previously reported allegations:
  - If the allegation is from an incident from months/years ago, it may be necessary to review previous assessments to determine if the allegation was previously assessed. If the allegation has been previously assessed, the incident number should be entered into JARVIS.
- ◆ If you receive information to suspect that the family has moved to Iowa from another state or another Iowa county, check the CABA Person screen (under the STAR Intake module), for protective service alerts.

<b>DEPENDENT ADULT ABUSE INTAKES: FOUR (4) REQUIRED CHECKS FOR ALL ALLEGATIONS</b>				
<b>System</b>	<b>Screen</b>	<b>Info</b>	<b>If Information is Present</b>	<b>If No Information is Present</b>
1-JARVIS/DARES	Allegation	Previous reports and outcomes for both victim and perpetrator	Summarize in "Look Up" section; include registry #, date, type of abuse and outcome	Document: "DAA: No history found"
2-ISIS	Role	Service provider information	Summarize in "Look Up Section" (Document waiver type from program requests screen and MCO Assignment from details screen)	Document: "ISIS: No history found"
		Case Manager information		
3-Criminal	IA Courts Online	SR, AG, FE, SM, SW, and DA – both victim and perpetrator	Copy/paste by count (From "State v. Person's Name" thru "adjudication date" for each count) into "Look Up"	Document: "Criminal: No history found"
	IA Courts Online	FOR REJECTS: Criminal Cases	There is no requirement to document criminal history for rejected intakes	Document: "NA Reject"
4-IABC	TD01	Home address; phone number; residence field	Copy/paste into "Look Up" section	Document: "IABC: No history found"
	TD07	Household members and benefits; is there a parent not living in the household	Copy/paste the section containing IDs and names into "Look Up" section	
		Facility info	Copy/paste into "Look Up" section	

<b>ADDITIONAL CHECKS ON DEPENDENT ADULT ALLEGATION</b>				
<b>System</b>	<b>Screen</b>	<b>Info</b>	<b>If Information is Present</b>	<b>If No Information is Present</b>
<b>If Dependent Adult is 25 Years of Age or Less:</b>				
JARVIS/STAR and CINA	Search	CAN/CINA info	Copy/paste into "Look Up" section	Document: "JARVIS: No history found"
JARVIS/FACS	SERL – most current screen	Services received	Copy/paste into "Look Up" section	Document: "FACS: No history found"
	PERD	Date of birth, social security number, case worker	Copy/paste into "Look Up" section	
<b>Sexual Abuse Allegation or Sex Offender Access to Child:</b>				
Sex Offender Registry (State and National)		History of alleged perpetrator	Copy/paste into "Look Up" section	Document: "Sex Offender Registry (State, Federal): No history found"
<b>Additional Resource As Needed:</b>				
ARTS		Verification of address, date of birth, SSN	Copy/paste into "Look Up" section	