##### 6222.2 Classifying an Intake Report as a Priority 2 (P2) Investigation

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Abuse or Neglect Intake Reports (P2)

An abuse or neglect intake report is classified as a P2 investigation in IMPACT and CLASS, if the report concerns an allegation of abuse or neglect, and:

• the child is currently safe; or

• the child is not at immediate risk of serious physical or emotional harm as a result of the abuse or neglect.

Non Abuse or Neglect Intake Reports (P2)

A non abuse or neglect intake report is classified as a P2 investigation in CLASS, if the report does not contain an allegation of abuse or neglect, but does concern:

a. inappropriate discipline;

b. inappropriate physical restraint;

c. a serious injury or medical incident;

d. a significant safety or health hazard;

e. a significant supervision problem; or

f. a person is present at the operation whose criminal or Central Registry history poses a risk of harm to a child.

The term *serious* indicates that the alleged violation has resulted in or may result in impairment to the child’s overall health or well-being.

##### 6222.3 Classifying an Intake Report as a Priority 3 (P3) Investigation

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A non abuse or neglect intake report is classified as a P3 investigation in CLASS, if the report concerns:

a. an illegal operation (with no other allegations);

b. a violation of the law or minimum standard rules that poses a low risk of harm to children;

c. possible risk factors that may indicate a violation of minimum standards or rules;

d. a sex offender’s address within proximity to the operation;

e. a report that is assigned to a child-placing agency as an internal investigation; or

f. any injury or medical incident that does not rise to the level of a priority 2 investigation.

##### 6222.4 Choosing the Priority of an Intake Report in CLASS

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The priority assigned to an abuse or neglect intake report in IMPACT automatically transfers to the *IMPACT Priority* field under the *IMPACT Information* section of the *Intake Report* in CLASS.

For both abuse or neglect reports and non abuse or neglect reports, the investigator, supervisor, or designee must select the correct CLASS priority from the dropdown list under the *Priority* section in the *Intake Report*. The priority assigned to a report of abuse or neglect in CLASS must be consistent with the *IMPACT Priority*.

The chart below outlines the appropriate CLASS options to prioritize intake reports.

| Priority  CLASS Options | Explanation | Type of Investigation |
| --- | --- | --- |
| *Priority 1: Death of a child* | A child dies while in the care of an operation or an operation that is subject to regulation. | Abuse or neglect |
| *Priority 1: Immediate danger of death* | A child in care has been abused or neglected and the abuse or neglect places the child or other children in care at immediate risk of death or serious physical or emotional harm. | Abuse or neglect |
| *Priority 1: Violation of the law or minimum standards that pose an immediate risk to children* | A violation of a law or minimum standard places children in care at immediate risk of serious harm.  May also be used for listed family homes when there is an immediate risk of danger to the health or safety of children in care. | Non abuse or neglect |
| *Priority 2: Abuse or neglect that does not indicate an immediate danger of death or serious injury* | A child in care has been abused or neglected, but the child and other children in care are currently safe from the risk of death or serious physical or emotional harm. | Abuse or neglect |
| *Priority 2: Injury or serious mistreatment of a child* | A child is disciplined, punished, or physically restrained in a manner that is prohibited by minimum standards.  A child in care sustains a serious injury or has a medical incident that has resulted or may result in impairment to the child's overall health or well-being. This does not include:  • injuries for which a child is evaluated by a professional as a precaution, but the injury or medical incident does not warrant evaluation or treatment;  • Injuries for which first aid is administered at the operation, but no further treatment by a medical professional is warranted; or  • routine, ongoing medical issues, such as asthma or seizures.  When determining whether an incident is serious, consider the following questions:  • At the time of the incident, was the caregiver aware of what happened?  • Once the caregiver became aware of the incident, how did the caregiver respond?  • Is there a pattern of similar injuries at this operation?  • Is the child able to explain what occurred?  • Is the injury consistent with the explanation given?  • Was medical treatment by a professional required?  • Was the injury sustained while the child was engaged in an age appropriate activity? | Non abuse or neglect |
| *Priority 2: Serious safety or health hazards* | A violation of the minimum standards related to safety or health may pose a risk of significant harm to children in care. When determining whether a health or safety hazard may pose a risk of significant harm to children, consider the following questions:  • Does the operation have a history of health or safety hazards?  • Is there an allegation that children have been harmed because of the health or safety hazard?  • Has the health or safety hazard resulted or may result in impairment to the child's overall health or well-being?  A person who is present at the operation has criminal or Central Registry history that may expose children in care to risk of harm. This includes:  • a person who has recent arrest history that poses a risk of harm to children and whose arrest has not gone through the justice system;  • a person who has recent Central Registry history and the person has not gone through due process; and  • a person on the sexual offender registry whose address is an exact match to the operation’s address. | Non abuse or neglect |
| *Priority 2: Serious supervision problems* | A violation of the minimum standards related to supervision may pose a significant risk of harm to children in care. When determining whether or not a violation of minimum standards related to supervision is significant, consider the following questions:  • At the time of the incident, was the caregiver aware of what happened?  • Once the caregiver became aware of the incident, how did the caregiver respond?  • What is known about the child’s behavioral history and have any similar incidents involving the child occurred recently?  • Were any specialized supervision plans in place at the time of the incident?  • Did the incident result in or may result in impairment to the child’s overall health or well-being? | Non abuse or neglect |
| *Priority 3: Illegal operations with no violation of law or minimum standards* | A report that care is being provided to children by an operation that does not have a permit and the operation may be subject to regulation and there are no other allegations. | Non abuse or neglect |
| *Priority 3: Minor violation of the law or minimum standards that involve low risk to children* | A violation of a law or minimum standard poses low risk of harm to the health or safety of children in care.  Risk factors exist that indicate children may be at risk of harm. Risk factors include, but are not limited to:  • minor injuries that are accidental in nature and may indicate supervision problems;  • a pattern of incidents that normally do not require an investigation (such as repeated runaways).  An injury or medical incident that does not rise to the level of a priority 2 investigation. The intake report is assigned to the child-placing agency as an internal investigation.  The intake report is administratively closed in CLASS without an investigation. | Non abuse or neglect |
| *Priority 3: Possible risk factor* | A sex offender is living in the proximity of a child care operation according to the listings on the sex offender database. | Non abuse or neglect |

Changing the Priority of an Investigation in CLASS

If necessary, the CLASS priority can be changed once the report has been progressed to an investigation in CLASS. The supervisor or designee selects the new priority from the drop-down list under the *Priority Change* section on the *Investigation Main* page in CLASS.

##### 6413.4 Initiation of an Investigation Involving a Child With Serious Injuries

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Policy

If an intake report alleges that a child involved in the allegation has serious injuries, and is assigned a priority 1 or priority 2 investigation, the investigator must initiate the investigation by making a face-to-face contact with the child so that the child’s injuries (or lack of injuries) may be photographed in a timely fashion.

If the investigator is unable to photograph the injuries timely, the investigator must notify the supervisor and documents the reason why the injuries could not be photographed in a timely fashion as a contact on the *Investigation Conclusion* page in CLASS.

## Definitions of Terms

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**impairment:** An injury of a non-permanent nature which prevents the injured person from performing all of their usual and customary daily activities.

**serious injury:** Any physical injury to a child that results or may result in impairment to the child's overall health or well-being.