Licensing Policy and Procedures

Handbook Revision, January 2014

This revision of the Licensing Policy and Procedures Handbook was published on January 2, 2014. Summaries of new or revised items are provided below.

Rejecting an Investigation

The item below is revised to reflect change made in the IMPACT system related to rejecting an investigation.

Display of Revisions with Changes Highlighted (Word Document)

See:

6830 Rejecting an Abuse or Neglect Investigation

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### 6830 Rejecting an Abuse or Neglect Investigation

LPPH January 2014

Procedure

When rejecting an investigation, the supervisor selects each applicable reason the investigation was rejected on the *Investigation Conclusion* page and the date of the rejection in IMPACT.

The reasons offered in IMPACT are listed below:

a. Inaccurate or incomplete documentation;

b. Incorrect or missing citations;

c. Need to interview all principals (adults or children);

d. Preponderance of evidence does not support the disposition;

e. External documentation has not been obtained and/or documented;

f. Need additional collaterals/professional collaterals;

g. Abuse/neglect history is not documented;

h. Documentation does not address all allegations;

i. Person list is not complete; or

j. Other reasons not included above.

If the supervisor or secondary approver selects *Other*, a reason for the rejection must be entered in the *Comments* narrative box.

The supervisor does not have to reject an investigation for the following reasons:

• Minor documentation errors that the supervisor can easily correct; or

• Required investigations activities were not completed, but conducting the activities would not change the preponderance of the evidence.

At the time the investigation is rejected, the supervisor must provide specific feedback to the investigator on what information must be corrected and a specific timeframe by which the investigation must be resubmitted.