**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Time of Initiation for Non-Abuse or Neglect Investigations (PATS 7702)

The items below are revised to remove the requirement to document the time of day when a non-abuse or neglect investigation is initiated. Time of day will remain a requirement for all abuse and neglect investigations.

Display of Revisions with Changes Highlighted (Word Document)

See:

6414 Documenting the Initiation

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#### 6414 Documenting the Initiation

LPPH ~~December 2012~~ DRAFT 7702-CCL

Policy

The investigator documents the initiation under the *Initiation of Investigation* section on the *Investigation Conclusion* page in the CLASS investigation. The investigator must document the initiation by the following calendar day.

Procedure

The investigator includes the following information in the initiation documentation:

a. The date of the initiation

b. The time of the initiation (for abuse or neglect investigations only)

c. The method of initiation

d. The name of the person, operation, or entity with whom the initiation contact was made

e. A summary of the information obtained during the initiation, including the new information that was learned

If the investigator initiated the investigation using a method that requires consultation and approval from a supervisor, director, or manager, the investigator also documents:

a. the reason why the method of initiation was used;

b. that approval was obtained before initiation;

c. the name of the approver; and

d. the date the approval was obtained.