

Policy and Procedure Concerning Abuse and Neglect

Appendix C Investigative Process

1. Interview all relevant parties
 - all witnesses to the alleged abuse/neglect
 - the victim
 - the alleged perpetrator
 - anyone who might have information about circumstances which may have contributed to the incident
 - document interviews and verify in some fashion with signature/initials of person interviewed, date and time of interviews
2. Review all relevant documents
 - incident reports
 - medical reports
 - IPPs
 - program data
 - assessments
 - social or service histories, etc.
 - any other pertinent documents
3. Observe the environment where the incident occurred
 - establish placement of people, furnishings and/or equipment
 - look for any implications the environment might have for the incident
4. Establish facts
 - list/detail those things which can be verified by consistency through interviews/statements or are supported by independent documentation, etc.
5. Summary of findings
 - write up a narrative of what was discovered during the investigation
 - describe points of inconsistency between statements/interviews
 - describe points of inconsistency between statements or interview responses which are in conflict with documents or records reviewed or are inconsistent with the environment
6. Form a conclusion or determination
 - based on the information obtained, develop a decision concerning the likelihood that abuse or neglect occurred as alleged
 - provide support for the conclusion based on the investigation
7. Follow up
 - describe what action was taken upon the conclusion that abuse/neglect did occur to address the allegation, such as disciplinary action, environmental changes, etc.
 - describe what action was/will be taken to prevent the likelihood of similar abuse/neglect occurring in the future (a proactive response)