



# WELD COUNTY CHILD ABUSE PROTOCOL

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## TABLE OF CONTENTS

|  |        |
|--|--------|
| Protocol Agreement and Signatures  |        |
| Statement of Purpose .....   | 1 - 1  |
| Statement of Roles .....   | 2 - 1  |
| Child Abuse Resource Team (CART) .....   | 3 - 1  |
| CART Purpose .....   | 3 - 2  |
| Role of CART Members .....   | 3 - 3  |
| CART Organizational Structures .....   | 3 - 4  |
| The Investigating Cart Members .....   | 3 - 5  |
| The Weld County Child Abuse Coalition .....  | 3 - 6  |
| The Coalition's CASA (Court Appointed Special Advocates)<br>Advisory Committee ..... | 3 - 7  |
| Identifying Child Abuse .....  | 4 - 1  |
| Abuse and Neglect Legal Definition .....   | 4 - 2  |
| Physical .....   | 4 - 3  |
| Sexual .....   | 4 - 4  |
| Neglect .....  | 4 - 5  |
| Reporting Child Abuse .....  | 5 - 1  |
| Reporting Flow Chart .....   | 5 - 2  |
| Reporting Procedures .....   | 5 - 3  |
| Reporting Procedures for Weld County Schools .....                                   | 5 - 5  |
| Third-Party Abuse and Neglect by School Employees .....                              | 5 - 10 |
| Investigating Child Abuse .....  | 6 - 1  |
| Criteria for Responding to Reports .....   | 6 - 2  |
| Weld County Law Enforcement Procedures .....   | 6 - 5  |
| Medical Professionals .....  | 6-13   |
| Department of Social Services Procedures .....                                       | 6 - 19 |
| A Kid's Place .....  | 6 - 29 |
| District Attorney Procedures .....   | 6 - 32 |
| Post - Investigation Coordination .....  | 6 - 32 |

|  |        |
|--|--------|
| Treating Child Abuse .....   | 7 - 1  |
| Organizational Chart for the Colorado Judicial System .....          | 7 - 2  |
| Organizational Chart for the 19 <sup>th</sup> Judicial District..... | 7 - 3  |
| The Weld County Court System.....                                    | 7 - 4  |
| Civil Law and Court.....   | 7 - 4  |
| Dependency and Neglect .....   | 7 - 4  |
| General Court Information.....                                       | 7 - 10 |
| Victim Advocate Services.....  | 7 - 18 |
| Treatment Provider Information .....                                 | 7 - 20 |
| Medical Professionals .....  | 7 - 22 |
| Mental Health Professionals .....                                    | 7 - 24 |
| Alcohol and Drug Treatment Professionals.....                        | 7 - 28 |
| Foster Parents.....  | 7 - 30 |
| School Professionals .....   | 7 - 31 |
| <br>   |        |
| Evaluating the Protocol .....  | 8 - 2  |
| <br>   |        |
| Glossary of Terms.....   | 9 - 2  |
| <br>   |        |
| CART Member Listing.....   | 10 - 1 |
| <br>   |        |
| Appendix .....   | 11     |
| A - History of the Protocol  |        |
| B – Weld County Child Abuse Coalition Strategic Plan                 |        |
| C - Guidelines for Interviewing Children                             |        |
| D - Protective Custody Hold  |        |
| E - Further Definition of Guardian ad litem                          |        |
| F – Adoption Assistance and Child Welfare Act                        |        |
| G - Treatment Providers and Family Preservation Programs             |        |
| H – Forms  |        |
| Release of Confidential Information                                  |        |
| Parole Agreement/Order   |        |
| Weld County Report Form  |        |
| I- Legal Definition  |        |

**WELD COUNTY CHILD ABUSE COALITION  
ADOPTION OF PROTOCOL AGREEMENT**

THIS AGREEMENT is made by and between the agencies and individuals involved in the child abuse and neglect system in Weld County and the members of the Weld County Child Abuse Coalition.

The purpose of this agreement is to enhance the ability of agencies, organizations, and individuals to implement coordinated efforts in dealing with children and families involved in child abuse and neglect. The Weld County Child Abuse Coalition Protocol is for the use of participating agencies and does not apply in any criminal or civil proceeding. The Protocol should not be construed as a creation of a higher level standard of safety or care with respect to any civil claim or criminal matter. Deviations from this Protocol will only form the basis for further discussion and coordination among the members of the Weld County Child Abuse Coalition.

Therefore, it is acknowledged and agreed that:

- All parties are responsible for the treatment and prevention of child abuse and neglect in Weld County.
- All parties understand this Protocol adheres to the Colorado Children's Code and the Colorado Criminal Statutes.
- All parties desire to cooperate and will follow the Protocol to the best of their ability.
- All parties consider the protection of children a priority and all reasonable efforts will be made to facilitate the reporting, investigation and treatment of children.

All parties understand this agreement, in no way, shall be construed to:

- Limit law enforcement's authority to investigate reports of child abuse and neglect; limit the Department of Social Services, authority to assess, respond, and investigate reports of child abuse and neglect, nor limit DSS, authority to make all subsequent decisions on behalf of children placed in protective custody;
- Mandate the activities of respective agencies, but rather, is an indication that parties shall use best efforts to comply with the intent of this agreement;
- Impose or imply financial responsibility on any agency for programs of the Coalition.

Given the above understanding, all parties shall comply with and require employees to comply with this Protocol.

This agreement is effective September 11, 1998 until major revisions require new agreements.

Ronald E. Lewis  
Ft. Lupton Police Department

Linda S. Allen, M.S.W., Executive Director  
Participating Agency and Agency Representative

9/8/04  
Date

Centennial Boxes Kathryn Gutz  
Participating Agency and Agency Representative

10-6-04  
Date

Platteville PA / Chief Troy Farlow  
Participating Agency and Agency Representative

9/12/04  
Date

Ronald Jacobson, Chief - Eaton Police  
Participating Agency and Agency Representative

9/9/2004  
Date

EVANS POLICE DEPARTMENT - Michael Carter  
Participating Agency and Agency Representative

9/8/04  
Date

Cheri S. Anderson, Supervisor  
Participating Agency and Agency Representative

9-10-04  
Date

Chris Add At Kids Place 10/25/04

Michael Martin County of Weld 3/12/04  
Participating Agency and Agency Representative Date

Julie Klein NCMC 8-12-04  
Participating Agency and Agency Representative Date

Kuslinier 12/1/06  
Participating Agency and Agency Representative Date

SASI

Highland Elementary School, Tonia Beard - Counselor  
Participating Agency and Agency Representative Date

Highland Middle School, Renee Serecki - Counselor

9/14/04

Kelli P. McLesw 11/07/06  
Participating Agency and Agency Representative Date  
Island Grove Regional Treatment Center

Karen A. Richardson 9/14/04  
Participating Agency and Agency Representative Date

SP 9-17-04  
Participating Agency and Agency Representative Date

Platte Valley School District Re-7  
E. Glenn McClain,  
Superintendent

Joyce Oberman P.D.  
Ackerman and Associates, P.C.  
Participating Agency and Agency Representative  
9/17/04  
Date

J.E. Mitchell  
Participating Agency and Agency Representative  
9-14-04  
Date

Juan Chavez  
Participating Agency and Agency Representative  
~~08~~ Sept 22, 0  
Date

Carl Harvey  
CARL HARVEY  
Participating Agency and Agency Representative  
072104  
Date

Angela Firestone P.D.  
Participating Agency and Agency Representative  
7/21/04  
Date

Weld County Soc. Serv. Office Randy Winst  
Participating Agency and Agency Representative  
072104  
Date

Johnstown P.D. Chief Reggie Mayes  
Participating Agency and Agency Representative

North Range Behavioral Health / Pautelle Tarnady case  
Participating Agency and Agency Representative Date 9/22/04

Greeley Police Dept.  
Participating Agency and Agency Representative Date 11-9-06  
Chief Jerry Garner

PAWNEE RE 12  
Dyler / P  
Participating Agency and Agency Representative Date 9/7/04

WINDSOR P.D. H.L. Jenkins  
Participating Agency and Agency Representative Date 7/21/04

Dusan Mance  
Participating Agency and Agency Representative Date ~~08~~ Sept 22, 0



## Section 2

# Statement of Roles

## STATEMENT OF ROLES

### **WELD COUNTY DEPARTMENT OF SOCIAL SERVICES (WCDSS)**

The role of the Weld County Department of Social Services (WCDSS) is to protect children whose physical, mental or emotional well-being is threatened by the actions or omissions of parents, legal guardians or custodians, or persons responsible for providing out-of-home care, including a foster parent, an employee of a residential child care facility, and a provider of family child care or center-based child care. The focus of services shall be on providing for the child's safety, enhancing the family functioning, and addressing the child's need for permanency. Staff is available 24 hours a day to receive and investigate reports. Caseworkers do not have the legal authority to take children into protective custody. 7.402.1 CSDSS (10 /1/ 92)

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|--|
| <p>The focus of services shall be to provide for the child's safety,<br/>Enhance family functioning, make reasonable efforts to prevent<br/>Placements, and address the child's need for permanency.</p> |
|--|

### **WELD COUNTY LAW ENFORCEMENT (LE)**

Law enforcement (LE) personnel have a responsibility for the protection and welfare of children in the community through identification of situations involving danger to the physical well being of children. Officers will respond appropriately to and conduct a thorough investigation of all reported incidents of child abuse and/or neglect, or exploitation of children. Law enforcement officers have the legal responsibility to take children into protective custody when necessary.

|  |
|--|
| <p>Officers will conduct a thorough investigation of all reports involving the<br/>Well-being of children.</p> |
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### **MEDICAL PROFESSIONALS**

Medical professionals, typically physicians and/or nurses conduct examinations and provide medical treatment to children involved in the child abuse and neglect system. Due to the nature of their services, medical professionals are involved with reporting suspected incidents, of child abuse and neglect, as well as working closely with law enforcement and the Department of Social Services during the investigation stage. Two areas of client's rights that impact on medical professionals working in child abuse and neglect are privileged communication and privacy and confidentiality.

## **WELD COUNTY SCHOOL DISTRICTS**

The primary role of Weld County schools is to report suspected cases of child abuse and neglect. Any school employee having reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would result in abuse or neglect, shall immediately report or cause a report to be made to the Weld County Department of Social Services or the local law enforcement agency (C.R.S. Section 19-3-304). After reporting to social services or law enforcement, a report should be made to the Child Abuse Resource Team (CART) member in your school. School employees do not conduct detailed interviews with the child, contact family members, or take part in the investigative interview.

### **CHILD ABUSE RESOURCE TEAM (CART)**

CART is composed of individuals who work in the area of child abuse/neglect within the normal scope of their responsibilities to their agency and jurisdictions. CART members are specialized in their fields and will form the communication link between their various entities. Some organizations may have several CART members. Each CART member is responsible for taking the lead in his/her specialized area and coordinating with other appropriate CART members. For example, if a joint investigation is required, social services and law enforcement CART members will take the lead and coordinate with others like medical members and district attorneys. Each CART member has his or her own specific role and goals. The objective of the CART members is to bridge communication gaps and promote coordinated efforts in order to improve services to children and families.

### **A KID'S PLACE**

A Kid's Place provides a child-friendly, neutral site for investigative interviews in child sexual abuse cases. A Kid's Place audio and videotapes these interviews for use as evidence in cases leading to criminal prosecution, and in Dependency & Neglect cases. A Kid's Place receives referrals only through law enforcement, and the Department of Social Services. A Kid's Place provides evidentiary medical examinations, following an interview, via referral to area pediatricians; and provides referrals to other victim services. No suspected perpetrator may accompany a child to A Kid's Place, or be interviewed at A Kid's Place.

### **CHILD ADVOCACY CENTERS (H.B.1061)**

Allow a competent interview at a child advocacy center that has a memorandum of understanding with the law enforcement agency to interview children concerning reports of child abuse. Requires that the child advocacy center possess the ability to videotape or audiotape child interviews. Requires a law enforcement agency that enters into a memorandum of understanding with a child advocacy center to insure that the interviewers meet the training standards for the agency's interviewers. Allows the law enforcement agency to require that the advocacy center meet national performance standards established by a national accrediting body. Defines "child advocacy center" to mean a center that provides a comprehensive, multi-disciplinary team

responses to allegations of child abuse or child neglect in a dedicated, child-friendly setting. Effective: May 21, 2003. Statutes: 19-1-103; 19-3-308.5

## TREATMENT PROVIDERS

Several agencies provide treatment services for families and children involved with the child abuse and neglect system. Due to the nature of the involvement with children and families, treatment providers also take the role of reporting parties when they suspect child abuse or neglect has occurred. Typically, these services can be accessed through non-profit and private for-profit agencies. Listed in the Treatment Section are both types of agencies that are active participants in the Weld County Child Abuse Coalition. Also noted in that section are the hours and cost of available services.

## MENTAL HEALTH PROFESSIONALS

Mental Health Professionals provide a variety of services offering emotional and psychological support and assessment for individuals and families. Mental health professionals include clinical psychologists, psychiatrists, social workers, licensed professional counselors, and marriage/family therapists. Due to the nature of their services, the therapist's role falls into treating child abuse and neglect with their main objective to provide a safe and private environment for their clients. Client's rights are covered in the 1986 Protection and Advocacy Bill for Mentally Ill Individuals. These rights cover areas such as access to records without prior consent and protection from abuse and neglect. Two areas of client's rights that impact on mental health professionals working in child abuse and neglect are privileged communication or privacy and confidentiality. Though there are stringent ethics and procedures that govern this area, therapists are also required by law to report suspected child abuse cases.

## ALCOHOL AND DRUG PROFESSIONALS

Alcohol and drug professionals offer emotional and psychological support and assessment for individuals and families around alcohol and drug abuse. Client's rights are covered in the federal laws and the state licensing standards. Alcohol and drug counselors tend to work with adults and intervene with children when they are included in family counseling or are using alcohol/drugs in order to escape abuse. As with mental health professionals, there are non-profit and private providers from which clients can choose.

## CIVIL AND CRIMINAL COURT

Both courts become involved with child abuse and neglect cases and at times, the same case may be heard in both courts. The courts function independently of each other and require different levels of proof in order to establish guilt. Because of this, most child abuse cases are heard in the civil court.

Civil courts are involved with Dependency & Neglect (D&N) cases where the court determines the status of a child as abused or neglected. If it is established that the child is abused (D&N), it becomes the court's role to oversee progress on the treatment plan and determine if treatment plan requirements have been met. Treatment plans are made around families' capabilities and needs. If families do not meet basic treatment plan requirements, the court may be called upon to oversee the trial that may terminate parental rights.

Criminal law and court proceedings deal with conduct that is legally forbidden and sets forth the penalties for conduct violations. The purpose of criminal law is to protect the public safety and prevent harm to the community. Criminal law governs individual conduct in relation to society. The criminal court's role in child abuse and neglect is to determine the innocence or guilt of the alleged perpetrator and typically is in the area of physical and/or sexual assault.

### GUARDIANS AD LITEM

Guardians ad litem (GAL) play critical roles in the child abuse and neglect system. A GAL is appointed by the court on all dependency & neglect cases. The GAL does not necessarily represent a child's desires. It is the role of the GAL to investigate and formulate an independent position concerning the child's best interest. The GAL assumes a pivotal professional role in litigation. As an attorney of record in the case, the GAL shall be included with all other parties of record on all settings, certificates of mailing and hand delivery. The GAL shall receive copies of all parties' pleadings and participate, where appropriate, in all depositions and negotiations. The GAL shall be given notice of all hearings, depositions, staffings and settings.

### CASA OF WELD COUNTY

CASA of Weld County trains community volunteers to advocate for the best interests of children involved in the Dependency & Neglect court system. Cases are referred by a Judge or Magistrate, and are then matched with a volunteer who will provide information to the court about the well being of the children. CASA volunteers play a vital role in the Dependency & Neglect court system as neutral, fact-gatherers. Their most important role involves meeting with the children throughout the life of the case. A court order provides the CASA volunteer with access to the same information made available to a Guardian ad litem. A CASA volunteer is included in all mailings, receives copies of court documents, reports by treatment providers, and receives notice of all hearings, staffings, or other court intervention.

### THE PROSECUTING ATTORNEY

This attorney represents the state in prosecuting those defendants accused of a crime or involved in a civil dispute. In Weld County, the District Attorney's office prosecutes criminal child abuse and neglect cases and the County Attorney's office prosecutes civil cases. In most instances, the prosecuting attorney acts as a conduit between law enforcement and the Department of Social Services and the courts by screening and prosecuting only those cases that warrant prosecution. Neither victims nor law enforcement can directly initiate the prosecution of criminal cases.

## DEFENSE /PARENT ATTORNEYS

These attorneys are appointed by the court or hired by the families/individuals to defend their rights in dependency and neglect and/or criminal cases. All parents, guardians, or legal custodians have the right to counsel in either civil or criminal court and by law; the state is responsible for providing indigent defendants/parents with lawyers. A defense attorney is responsible for representing and protecting the defendant's/parent's interests and for advising the client of legal and strategic options of the case.

## THE WELD COUNTY CHILD ABUSE COALITION

The Weld County Child Abuse Coalition is responsible for the creation of:

- A written Protocol of standardized policies and procedures that adhere to the Colorado Children's Code and the Colorado Revised Statutes title 18;
- A 19th Judicial A Family Compass Program;
- A Kid's Place for interviewing children who are alleged victims of sexual abuse, and severe physical abuse; and
- CASA (Court Appointed Special Advocate) trained volunteers to provide the court with independent and objective information regarding children in dependency and neglect cases.

The Coalition continues to oversee Protocol and CASA. The Coalition continues to respond to child protection issues. In addition, more emphasis will be placed on child abuse prevention. The Family Compass program now is a program of the 19<sup>th</sup> Judicial Court. A Kid's Place has incorporated as an independent non-profit agency. Both are active participants in the Coalition.

## Media Section

### *I. General Media Guidelines*

- A. Purpose: To help agencies and organizations respond appropriately to media request for information in child abuse cases. Our overall goal is to not re-victimize children. Entities must weigh the public's right to know with victims right to privacy and protection, and Law Enforcements need to protect an investigation. Mutual respect and on-going dialogue between child abuse agencies and the media will support this goal. To this end the Weld County Child Abuse Coalition has adopted these guidelines and will work with representatives of the media to protect child abuse victims.  
Agencies and organizations are encouraged to use these guidelines to develop their own media policy, as well as the legal guidelines governing release of information by certain entities.

## II. Guidelines for Agencies

### A. *Management of Media Situations*

1. Inform the Chair of your agency's Board of Directors Immediately. Work with your Board's Executive Committee to formulate your plan.
2. Have one agency spokesperson – this will most likely be the Executive Director; refer all questions to that person and instruct all staff, board members, volunteers and others to do so.
3. Decide on the factual message that will be given to the press or public and write it out. It may be that the agency, with Board approval, will want to release this as a public statement.
4. In the case of a child death, express sorrow for the loss of a child.
5. Do not give case information or information from confidential reports.
6. Provide factual information about the work of the agency as appropriate to the situation.
7. Do not facilitate connecting media with families and victims.

### B. *Agency Checklist for Contact with Media*

1. ***A single spokesperson should be responsible for external communications during an emergency. The spokesperson's name and function should be made known to all media representatives.***
2. Names of children involved should not be made public.
3. No information about the cause of the emergency should be given until it is verified.
4. Employees should always avoid saying "no comment." Instead, say, "I don't know. Someone will get back to you." Do not be forced into making a statement.
5. No statements should be made "off the record." Anything you say may be used directly or indirectly.
6. There should be follow-up after any emergency. News coverage should be monitored for accuracy, and the record set straight if necessary.
7. A written record should be kept of all statements that are released.
8. Be calm and courteous in dealing with the press.

### III. Guidelines for Law Enforcement

- A. Each department should designate a spokesperson. Larger departments have a Public Information Officer; in smaller departments the Chief usually acts in that capacity.
- B. All requests by the media should be directed to the Public Information Officer or department spokesperson.
- C. Agencies are encouraged to refer to the Colorado Revised Statutes dealing with public records in general, criminal justice records including sexual assault matters and finally the grounds for allowing inspection or denying inspection for those matters. Case law exists in addition to the statutes themselves that help interpret or apply those statutes. These are generally found in Title 24 of the Colorado Revised Statutes. Criminal and civil sanctions may result if the law is not followed. It is best that each agency contact their legal representative if they have any specific questions. The facts in a particular case are very important in applying these statutes and legal procedures. It is strongly recommended that you discuss the inspection or denial of inspection with your agency's legal advisor.

Departments are allowed to withhold information in sexual assault and child abuse cases. Departments are encouraged to not release names, addresses, and perpetrator's name if in an interfamilial case, and any other information that might identify the victim. Once an arrest is made the perpetrator's name becomes public record. Agencies should encourage the media not to release name(s), if identify the victim and or perpetrator would re-victimize the child.

- D. Never give misleading or false information; if in doubt ask your legal representative.
- E. In general, prior to releasing copies of officer reports we encourage the following information should be edited out:
  - 1. Juvenile Reports: Juvenile arrest/suspect information including identifying information such as address must be blacked out off the copy of the report.
  - 2. Rape and Sex Offense Reports: The victim's name and any other identifying information, including address, telephone number, etc. should be blacked out on the media copy of the report. The location of occurrence should also be withheld if the crime occurred at the residence of the victim.
  - 3. Incest, Child Abuse and Neglect Reports: The victim and suspect information including any identifying information shall be blacked out on the media copy of the report. Both victim and suspect information is withheld as the identity of the suspect could divulge and identity of the victim. If the crime occurred at the residence of the victim, the location of occurrence will be blacked out on the media copy of the report.



4. Departments are encouraged to be aware of exceptions to these guidelines and to consult their legal representative if in doubt.

IV. School District Guidelines (to be added)

V. D.S.S.

All contacts with the media go through the Director of the Department

VI Guidelines for the Media

A. In general in reporting about child abuse cases the media should:

1. Not release victim names, street address, school or description that will identify victim.
2. Not release suspect name if an interfamilial assault, even after an arrest has been made.
3. Each report will be accompanied by break out box with the following info:

To report abuse call

Department of Social Services 352-1551 x 6211

Law Enforcement 350-9600

For information about child abuse and/or support service

Child Advocacy Resource and Education (c.a.r.e.)

(970) 356-6751

A Kid's Place 353-5970

For information about the Weld County Child Abuse

Coalition call 353-4300 x 109

- B. The Weld County Child Abuse Coalition will meet with representatives of the media at least yearly, to review this policy and discuss issues.

VII. Information for victims and their families

**Section 3**

**Child Abuse Resource Team**

**(CART)**

## CHILD ABUSE RESOURCE TEAM (CART)

CART is composed of individuals who work in the area of child abuse/neglect within the normal scope of their responsibilities to their agencies and jurisdictions. CART members are specialized in their fields and will form the communication link between their various entities. Some organizations may have several CART members. Each CART member is responsible for taking the lead in his/her specialized area and coordinating with other appropriate CART members. For example, if a joint investigation is required, the social services caseworker and law enforcement officer (CART members) will take the lead and coordinate with other CART members (i.e., medical/district attorney) Each CART member has his/her own specific role and goals. The objective of the CART is to bridge communication gaps and promote coordinated efforts in order to improve services to children and families.

### CART

Is a multi-discipline group of specialists throughout the county who work together in various capacities in the Weld County child abuse and neglect system.

### CART PURPOSE

CART has been designed by the Weld County Child Abuse Coalition which is responsible for the creation, evaluation, and revision of a written Protocol that adheres to the current Colorado Children's Code and the Colorado Criminal Code. (See Weld County Child Abuse Coalition Role). CART is designed to:

- provide a systematic communication link to expedite reporting, investigating and treating child abuse and neglect in Weld County;
- promote cooperative and collaborative team efforts to maximize the effectiveness of the child abuse and neglect system, while minimizing trauma to children and families;
- enhance understanding and define the unique roles of each organization, agency, and professional group within the child abuse and neglect system; and
- implement the Weld County Child Abuse Coalition Protocol.

### CART ORGANIZATIONS

The following organizations, groups of professionals, and agencies have designated staff as CART members to work with the various components in the Weld County child abuse and neglect system. Each organization, agency and/or individual has agreed to support the free participation of his or her CART members at CART trainings (about three (3) hours a year). Other meetings for CART members will be those already included in their job description surrounding their unique role in the child abuse and neglect system in Weld County. The following list is not all encompassing of the organizations involved in this project.

\*Weld County Department of Social Services

\*Weld County Sheriff's Office

\*19th Judicial District Court

\*Greeley Police Department

\*Weld County Law Enforcement Agencies

\*Weld County District Attorney's Office

\*Weld County School Districts

\*Medical Professionals

\*Family Compass

\*Legal Professionals

\*North Range Behavioral Health

\*Weld County Health Department

\*Island Grove Treatment Center

\*Foster Care Professionals

\*Treatment Providers

\*Mental Health Professionals

\*Child Advocacy Resource & Education, Inc.

\*United Way of Weld County

\*A Kid's Place

\*CASA of Weld County

## CART MEMBERS

CART members represent their organization and bring their expertise to the various components of the child abuse and neglect system. CART members are listed by organization/agency name in Section 10. NOTE: Not all CART members will be involved in every case.

## ROLE OF CART MEMBERS

CART members have several roles in the child abuse and neglect system. These roles are defined in the Weld County Child Abuse Coalition Protocol, which adheres to the Colorado Children's Code and Criminal Code and require participants:

To read, understand, and adhere to the Weld County Child Abuse Coalition Protocol including:

- taking the lead in specific areas where their agency, organization and/or professional group is legally responsible and is so designated in the Protocol;
- communicating appropriate information back to their agency, organization and/or professional group in order to keep the system running efficiently and effectively;
- notifying verbally and in writing other organizations/ agencies or CART members as designated in the Protocol; and
- keeping all materials and information confidential and disclosing only to those appropriate people on the CART or in the organization or agency who have been authorized access to the

information by the client on a release of information form.

To actively cooperate and assist with reporting, investigating, and treating children and adults who are involved in child abuse and neglect. This includes:

- cooperating with the 19th Judicial District Coordinator of A Family Compass in attending staffings and submitting written information when appropriate and requested; and
- cooperating with A Kid's Place staff by attending interviews, submitting reports, conducting medical assessments and attending case review staffings when appropriate and requested.
- cooperating with CASA staff and volunteers by providing requested information, as mandated by court order.

To attend trainings provided by the Weld County Child Abuse Coalition (about 3 hours annually) and to share their organization's expertise on the issues of child abuse and neglect with other CART members during training sessions.

## CART ORGANIZATIONAL STRUCTURE

CART consists of several areas of participation to fulfill the above stated purposes.

### THE REPORTING CART MEMBERS

#### **Composition**

These are primarily school personnel, mental health and human service professionals. Reporting procedures have been outlined in the Reporting section. Within each school or agency, the CART member will:

- Assist with talking with the child;
- Assist with making report information complete;
- Assist with completing written report;
- Give emotional, educational and training support; and
- Assist with physical information.

These CART Members will have regularly scheduled communications with the Department of Social Services and will serve as the link between his/her agency reporting parties and the investigative CART members. These CART members will pass on information about the status of the case to the reporting party within one week.

## THE INVESTIGATING CART MEMBERS

### **Composition**

This component of CART will include:

- Law enforcement
- Department of Social Services

The type of case will determine who will coordinate the efforts between the two organizations. The Weld County Sheriff's Office is available to assist local law enforcement municipalities in their investigation of child abuse and neglect cases. Note: The Weld County Sheriff's Office assistance is not required. The head of the local law enforcement municipality may request this assistance.

- Medical personnel will be part of the investigative CART members when social services or law enforcement request a physical assessment.
- A Kid's Place may coordinate other investigative CART members when it is utilized by social services or law enforcement.

DSS and law enforcement will involve reporting CART members and treatment CART members, as the investigation requires.

## TREATMENT CART MEMBERS

### **Composition**

This component of CART will include:

- Department of Social Services on-going caseworkers;
- Agencies providing direct services to families and children (See Treatment Section);
- All attorneys involved with Dependency & Neglect and criminal cases;
- The 19th Judicial District Court Coordinator of A Family Compass on designated cases; and
- CASA (Court Appointed Special Advocates) on assigned cases.

The type of case will determine who will be involved and the extent of their involvement. It is the role of the Department of Social Services to coordinate services offered to families through treatment providers.

## THE WELD COUNTY CHILD ABUSE COALITION

The Weld County Child Abuse Coalition (WCCAC) is responsible for the creation of:

- a written Protocol that adheres to the Colorado Children's Code, Title 19, and the Colorado Revised Statutes Title 18;
- a 19th Judicial A Family Compass position; and
- Kid's Place for interviewing children who are alleged victims of sexual abuse and severe physical abuse; and
- CASA (Court Appointed Special Advocates) trained community volunteers to provide the court with independent and objective information regarding children in dependency and neglect cases.

The Coalition continues to oversee Protocol. The Coalition continues to respond to child protection issues. In addition, more emphasis will be placed on child abuse prevention. The Family Compass program now is a program of the 19th Judicial Court. A Kid's Place has incorporated as an independent non-profit agency. CASA is a program of a Kid's Place. Both are active participants in the Coalition.

The Coalition completed a strategic planning process in the fall of 1997, which reviewed and redefined the purpose, mission, and goals of the Coalition as well as Coalition membership (see Appendix B).

### THE COALITION'S PROTOCOL ADVISORY COMMITTEE

#### **Composition**

The Protocol Advisory Committee will consist of the CEOs and/or assigned personnel of:

- |  |                               |
|--|-------------------------------|
| *Weld County Department of Social Services             | *Weld County Sheriff's Office |
| *Greeley Police Department                             | *19th Judicial District Court |
| *North Range Behavioral Health                         | *United Way of Weld County    |
| *District Attorney's Office                            | *Weld County Schools          |
| *Child Advocacy Resource & Education, Inc.             | *Weld County Chiefs of Police |
| *Weld County Board of Cooperative Educational Services | *Treatment Providers          |
| *A Kid's Place   | *Family Compass               |
- Protocol Advisory Committee Member Responsibilities and Duties:

- Review, update and establish policies and procedures for implementing the Protocol;
- Render full support to their organization's CART members;
- Evaluate and recommend changes based on concerns and suggestions about the Protocol;
- Bring conflicts and issues between organizations and agencies to the attention of the Coalition for suggestions and resolution; and
- Design a communication network.

### A FAMILY COMPASS

A Family Compass program is now under the supervision of the 19<sup>th</sup> Judicial Family Court. A Family Compass Advisory Committee continues to meet.

### A KID'S PLACE BOARD

A Kid's Place, as a non-profit, independent agency, is governed by its own Board of Directors.

### THE COALITION'S CASA (COURT APPOINTED SPECIAL ADVOCATES) ADVISORY COMMITTEE

#### **Composition**

The CASA Advisory Committee will consist of the CEOs or assigned representatives of:

- |                         |  |
|-------------------------|--|
| *19th Judicial District | *Weld County Department of Social Services   |
| *Guardians ad Litem     | *Child Advocacy Resource and Education, Inc. |
| *Community at Large     | *Various Community Agencies                  |

A CASA Advisory Committee Member Responsibilities and Duties:

- To support a CASA of Weld County;
- To oversee the recruitment, training, and supervision of CASA volunteers;
- To assist in community awareness, publicity and fundraising for CASA of Weld County; and
- To adhere to the National Association of Court Appointed Special Advocates standards.



# Section 4

## Identifying Child Abuse

# IDENTIFYING CHILD ABUSE

## **ABUSE AND NEGLECT**

### LEGAL DEFINITION

According to the C.R.S. Section (19-1-103(1)(a), “Abuse” or “child abuse or neglect”, as used in part 3 of article 3 of this title, means an act or omission in one of the following categories that threatens the health or welfare of a child:

(I) Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either: Such condition or death is not justifiably explained; the history given concerning such condition is at variance with the degree or type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence;

(II) Any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution as defined in section, see appendix K. Section 16-22-102(a), C.R.S.

(III) Any case in which a child is a child in need of services because the child’s parents legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take. The requirements of this subparagraph (III) shall be subject to the provisions of section 19-3-103.

(IV) Any case in which a child is subjected to emotional abuse. As used in this subparagraph (IV), “Emotional Abuse,” means an identifiable and substantial impairment of the child’s intellectual or psychological functioning or development or a substantial risk of impairment of the child’s intellectual or psychological functioning or development.

V) Any case in which, in presence of a child, or on the premises where a child is found, or where a child resides, a controlled substance, as defined in section 18-18-102 (5), C.R.S., is manufactured or attempted to be manufactured.

VI) Any act or omission described under “Neglected or Dependent Child” in section 19-3-102: (1) (a), (1) (b), or (1) (c)

(b) In all cases, those investigating reports of child abuse shall take into account accepted child-rearing practices of the culture in which the child participates. Nothing in this subsection (1) shall refer to acts that could be construed to be a reasonable exercise of parental discipline or to acts reasonably necessary to subdue a child being taken into custody pursuant to section 19-2-502 that are performed by a peace officer, level I, as defined in section 18-1-901(3)(1), acting in the good faith performance of the officer’s duties.

- A parent, guardian, or legal custodian has abandoned the child or has subjected him or her to

mistreatment or abuse or a parent, guardian, or legal custodian has suffered or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring;

- The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian;
- The child's environment is injurious to his or her welfare;

## PHYSICAL ABUSE

Physical abuse occurs when there is evidence the child has experienced physical harm or injury by the parent or caretaker, or has been subjected to circumstances that could reasonably pose a serious threat of physical harm. **The following indicators when found in groups or when following a pattern may be an indication of abuse.**

### **Physical Indicators**

- unexplained bruises (in various stages of healing), welts, human bite marks, bald spots
- unexplained burns (cigarette or scalding water immersion)
- unexplained fractures, lacerations, or abrasions

### **Behavioral Indicators**

- self-destructive
- withdrawn and aggressive behavioral extremes
- uncomfortable with physical contact
- arrives at school/daycare early or stays late, as if afraid to be at home
- chronically runs away
- complains of soreness or moves uncomfortably
- wears clothing to cover body inappropriate to weather

## SEXUAL ABUSE

Sexual abuse occurs when a child has been subjected to sexual intercourse, sexual contact, including touching of the genitals, buttocks, or breasts. Sexual abuse also includes actions and behaviors when there is not physical contact, including but not limited to exhibitionism, sexual exploitation, and pornography. The following indicators when found in groups or when following a pattern may be an indication of abuse.

### **Physical Indicators**

- torn, stained or bloody underclothing
- pain or itching in genital area

- difficulty walking or sitting
- bruises or bleeding in external genitalia
- venereal disease
- frequent urinary or yeast infections
- often there are no visible indicators
- a recent onset of wetting and/or soiling

### **Behavioral Indicators**

- withdrawal, chronic depression
- role reversal, overly concerned for siblings
- poor self-esteem, self-devaluation, lack of confidence
- peer problems, lack of involvement
- massive weight change
- eating disorders
- suicide attempts
- hysteria, lack of emotional control
- sudden school difficulties
- chronically runs away
- inappropriate sex play or premature understanding of sex
- threatened by physical contact, closeness

Third-Party Sexual Abuse occurs when a child is subjected to abuse or neglect by any person who is not a parent, stepparent, legal custodian, spousal equivalent, or any other person included in the definition of "intrafamilial abuse." Law enforcement shall be responsible for the coordination and investigation of such abuse and neglect if the suspected perpetrator is ten years of age or older; the Department of Social Services is responsible if the suspected perpetrator is under the age of ten. A report should be made to the law enforcement agency in the jurisdiction where the abuse or neglect occurred.

***Law enforcement shall be responsible for the coordination***

***and investigation of third-party sexual abuse and neglect if the suspected perpetrator is ten years of age or older.***

### **Gang issues are to be referred to law enforcement**

#### NEGLECT OF BASIC NEEDS

Neglect occurs when the parent or caretaker fails, either deliberately or through inability, to take those actions necessary to provide a child with adequate food, clothing, shelter, or other essential care. **The following indicators were found in groups or when following a pattern may be indication of abuse.**

## Physical Indicators

- \* abandonment
- \* unattended medical needs
- \* consistent lack of supervision
- \* consistent hunger, inappropriate
- \* dress, poor hygiene
- \* distended stomach, emaciated
- \* school dropout

## Behavioral Indicators

- \* regularly displays fatigue or
- \* listlessness, falls asleep in class
- \* steals food, begs from classmates
- \* reports that no caretaker is at home
- \* frequently absent or tardy or self-destructive

Other areas that fall under the neglect of basic needs area are:

- Educational Neglect occurs when the parent or caretaker either, through action or omission, fails to provide for the child's education and/or school attendance;

Truancy issues are to be handled by schools and follow school truancy procedures when truancy is the only issue with the child. Should you suspect child abuse and/or neglect issues and truancy happens to be one of the signs, call the Department of Social Services.

- Abandonment occurs when the child has no parental support nor available alternate caretaker;
- Medical Neglect occurs when the child requires medical treatment that the parent/caretaker has not provided due to negligence or religious beliefs, and the failure to treat is life-threatening or could cause serious impairment to the child's functioning;
- Emotional Maltreatment occurs when the parent or caretaker's acts or omissions have caused, or are likely to cause, injury or impairment to the child's psychological capacity or functioning;
- Lack of Supervision occurs when the child's age and skill level would require parental supervision and could or did result in harm to the child. If you find a child alone and believe being left alone will result in harm to that child, call law enforcement. If you believe the child is okay but notice a pattern of being left alone that you believe is inappropriate, call social services.

|  |
|--|
| <p><b>The Children's Code lists no set age that is legally permissible to leave a child alone.</b></p> |
|--|

- Lack of Adequate Care occurs when the parent is unavailable to provide care due to incarceration or hospitalization and there is no alternate caretaker.

# Section 5

## Reporting Child Abuse

## Weld County Child Abuse Coalition Child Abuse Reporting Flow Chart

### Abuse Suspected

- Notify CART member for support
- Don't investigate.
- Review definitions of abuse section 4
- You are responsible to see that a report is made

### Undecided/Questions

- If not sure, it's suspected abuse
- Call Social Services supervisor to review issues.

352-1551 ext. 6211

Call the Communication Center at 350-9600. The appropriate law enforcement agency will be notified.

- **If suspected perpetrator is not a relative and not living**

### Call Social Services

- If perpetrator is:
  - A relative
  - Someone living in the home
  - Is a non-relative who is 10 years old or under

352-1551 ext. 6211

### Investigating Agency

- Can investigate at the school
- District employees should not be present unless it is absolutely necessary and mutually agreed to.

CART members may call to request follow-up information.

- 5 days after investigation

File written report in three days.

- Send to Social Services  
PO Box A  
Greeley, CO 80632
- Do not send to law enforcement

- If a caseworker has not investigated and
- if the child would be in danger if sent home at the end of the school day and
- school is near dismissal  
Call the Communication Center to have law enforcement investigate.

### Phone Numbers

Communication Center **350-9600**  
Communication center takes calls for all Weld County law enforcement agencies except Fort Lupton (**303-857-4011**) and Erie (**303-828-3200**)

Department of Social Services **352-1551 ext. 6211**

## REPORTING CHILD ABUSE

Persons required to report child abuse and neglect that have reasonable cause to know, suspect or have observed a child subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made of such fact to the county department or local law enforcement agency. (C.R.S. Section 19-3-304)

**FAILURE TO REPORT PROMPTLY**  
MAY RESULT IN CIVIL AND/OR CRIMINAL LIABILITY. IT IS A CLASS  
THREE MISDEMEANOR WITH A MAXIMUM PENALTY OF SIX  
MONTHS IN THE COUNTY JAIL AND A FINE OF \$750. IT MAY ALSO  
CREATE CIVIL LIABILITY FOR MONETARY DAMAGES FOR ANY  
INJURIES CAUSED TO THE CHILD AFTER THE TIME OF THE FAILURE  
TO REPORT.

A person who makes a report of child abuse or neglect in good faith is immune from civil or criminal liability and is protected from loss of employment due to the report, unless it was done in a willful, wanton, and malicious manner. (CRS 19-3-309)

See Identifying Child Abuse section 4

Intrafamilial Abuse & Neglect Any instance of child abuse listed that occurs within a family context by a child's parent, stepparent, guardian, legal custodian, or relative, by spousal equivalent, or by any other person who resides in the child's home or who is regularly in the child's home for the purpose of exercising authority over or care for the child. This does not include any person who is regularly in the child's home for the purpose of rendering care for the child if the person is paid for this and is not related to the child. **Report all Intrafamilial Abuse and Neglect to the Department of Social Services.**

Third-Party Sexual Abuse occurs when a child is subjected to abuse or neglect by any person who is not a parent, stepparent, legal custodian, spousal equivalent, or any other person included in the definition of "intrafamilial abuse." **Law enforcement shall be responsible for the coordination and investigation of such abuse and neglect if the suspected perpetrator is ten years of age or older; the Department of Social Services is responsible if the suspected perpetrator is under the age of ten.** A report should be made to the law enforcement agency in the jurisdiction where the abuse or neglect occurred.

The following are mandated reporters:

\*Physician or surgeon, including a physician  
in training

\*Public or private school official or  
employee



- |   |   |
|---|---|
| *Child health associate   | *Social worker or worker in any facility or agency that is licensed or certified Pursuant to certified: The Child Care Licensing Act. |
| *Medical examiner or coroner  | *Fireman  |
| *Dentist  | *Mental health professional   |
| *Osteopath  | *Dental hygienist   |
| *Optometrist  | *Psychologist   |
| *Chiropractor   | *Physical therapist   |
| *Chiropodist or podiatrist  | *Veterinarian   |
| *Registered nurse or licensed practical nurse                               | *Peace officer  |
| *Hospital personnel engaged in the admission, care or treatment of patients | *Pharmacist   |
| *Christian Science practitioner   | *Commercial film and photographic print processor   |
| *Victim Advocate  | * Licensed professional counselor   |
| * Licensed marriage and family therapist                                    |   |
| * Registered dietitian  | *Unlicensed Psychotherapists,<br>*Clergy member, for clergy see statute,C.R.S. Section 19-3-304 (2) (aa)                              |

Reports of known or suspected child abuse or neglect shall be made immediately to the Department of Social Services or the local law enforcement agency where the abuse or neglect occurred.

|   |
|---|
| <p>If you suspect abuse make a report to<br/>Weld County Department of Social Services<br/>Child Protection Intake Phone Number<br/>352-1551 ext. 6211<br/>or Law Enforcement at 970-350-9600</p> |
|---|

All after hours and weekend calls and reports are connected directly to a law enforcement dispatcher (970-350-9600), who notifies a social services emergency caseworker and/or a law enforcement officer to investigate.

**In Emergency Situations  
CALL 911**

The obligation to report is that of the person who has reason to know or suspect that abuse/neglect has occurred. It is not sufficient to notify one's supervisor or any other person.

If your agency has established policies for the reporting of child abuse and neglect that require the person with knowledge to notify a supervisor or administrator so that they can make the report, please note: the person suspecting the abuse, by law, must make the report or make sure that his/her agency has in fact reported.

If a mandated reporter is unsure if the situation warrants reporting - make the report. It is NOT the responsibility of the reporting party to:

- do any investigation;
- contact the family or the suspected perpetrator;
- determine the cause of the injuries; or gather further information from the child or others. It is the investigator's (social services and/or law enforcement) role to ask further questions. Say, "No!" if you are asked to gather further information.

All reporting parties are required by law to follow the verbal report with a written report form. Please send the form in Appendix I to the Department of Social Services within three (3) days of making the verbal report.

## REPORTING PROCEDURES FOR WELD COUNTY SCHOOLS

"Any and every public or private school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made...“Colorado Children's Code”.

All Weld County schools and schools associated with the Weld County Board of Cooperative Educational Services understand their role is to report or cause a report to be made. It is NOT the school's role or responsibility to investigate or prove the abuse has occurred.

DSS & LE have the authority to conduct interviews on school property.  
C.R.S. Section 19-3-308

## RECOGNIZING AND RESPONDING TO A CHILD'S DISCLOSURE OF ABUSE

Children disclose abuse in a variety of ways. Most abused and neglected children demonstrate educational, behavioral and/or psychological problems in the school environment. (See Identification of Abuse, p.) As a school employee, making a request to the Department of Social Services (DSS) or Law Enforcement (LE) to investigate a child's environment once you SUSPECT abuse/neglect is a professional response and an appropriate means of advocating for children. **Remember**, states: school officials or employees participating in good faith in making a report of suspected abuse and/or neglect are immune from liability, unless made in a willful, wanton, and malicious manner.

As a school employee, your role is critical in the child protection system. Schools are the number one reporting party in Weld County. Children perceive you as trustworthy and "safe." Though it would make things easier if children would disclose abuse through direct and specific communication, in most cases, this doesn't happen. More often children will disclose through indirect means such as:

- "Our neighbor wears funny underwear."
- "My brother bothers me at night."
- "Promise not to tell - I have a secret."

Occasionally a child will disclose during a class session. It is important for the educator to acknowledge the disclosure **and not discuss it in front of other students**. It is important to talk with the child in a quiet, private place.

Handling unsolicited and solicited disclosure can be difficult. **Remember**, your role is to report **suspected** abuse; therefore, informational questioning of a child must be kept to a minimum.

The Weld County Child Abuse Coalition expects the written documentation of the report forms in the Appendix and discourages interviews that are unnecessary, duplicative, or otherwise not in the best interest of the child.

A member of social services or law enforcement will do the actual investigation of the incident to get the facts, tell the family a report has been filed, and check the child's condition. This means that once child abuse/neglect is **suspected**:

- **Do not** attempt to gather detailed information from the child.
- **Do not** use dolls, puppets, or drawings to get the child to talk or show you what happened.
- **Do not** rephrase important thoughts for the child.

- **Do not** put words in the child's silence. Let the child tell the story.
- **Do not** involve the child in decisions that are not theirs - such as reporting.
- **Do not** call the child's parents.
- **Do not** promise the child confidentiality.

## TALKING WITH THE CHILD

- Ask questions only to determine if the child's explanation of the injury is reasonable, such as "What happened?" or "How did this happen to you?"
- LISTEN and SUPPORT the child through active listening.
- Let the child know that you cannot promise not to tell if the secret is something that can hurt him or her.
- Try not to show shock, anger, disgust, disbelief or make negative comments about the perpetrator.
- Let the child know you must report the abuse to someone who has helped other children and their families in similar situations.
- Let the child know the range of possibilities that may happen when the report is made.
- Let the child know that the adults are responsible for making the report.
- Assure the child that telling you was the right thing to do - they made a good choice for themselves.

## MAKING THE REPORT

Call the appropriate agency.

- Whether your suspicion has come from solicited or unsolicited information, the next step is to CALL the **Weld County Department of Social Services: 352-1923 ext.6211.**
- If a child is considered to be in immediate danger of a severe nature, CALL 911. By "immediate": if abuse is happening in your presence, you have been informed that it is going on, or it has just occurred.
- If social services is unable to respond and they deem the situation critical enough not to release the child from school, they will ask you to **CALL LAW ENFORCEMENT: 350-9600 (24-hour line).**
- If you suspect the abuse happened by a third party or stranger **CALL LAW ENFORCEMENT: 350-9600 (24-hour line).**
- If you contact social services and/or law enforcement and a joint investigation is required, it is their responsibility, not yours, to contact each other.
- If the child/family is monolingual and/or does not speak English as a primary language, please let DSS & LE know so they can bring an interpreter.
- If a child under 10 inappropriately touches another child report the incident(s) to the intake worker at the Department of Social Services. The Department of Social Services will attempt to interview the children involved if given permission by their

parents. The Department of Social Services requests adequate time to pursue an interview before school personnel follows up with those involved. Incidents involving children who are 10 or older should be reported to law enforcement. In both circumstances the reporting form should be completed.

The person with the knowledge is, by law, responsible for reporting or must cause a report to be made. The written report form content must be completed by the person with the knowledge.

Complete your written report (See Appendix I):

- The report will be followed immediately by the written report in the Appendix.
- This form will be forwarded to the appropriate agency; the Department of Social Services, within three working days following the verbal report.
- The report may be faxed to the Department of Social Services, but must be accompanied by a confidentiality notice.
- Send a copy of the report to the designated area/person in your school district.
- Keep this information confidential.

The verbal report is followed by a written report within three working days.

Contact your CART member (See Section 10). Your CART member is available for the following support:

- Assist you in talking with the child;
- Assist you in making your report information complete;
- Assist you in completing your written report;
- Give you emotional and educational support; and
- Assist with physical information.

One of your CART members will be able to let you know the status of your report within one week once they have called the Department of Social Services Intake Supervisor.

### WHAT HAPPENS NEXT

Social services and law enforcement will determine the response time or that no response is required.

One of your CART members will review all school reports with DSS on a weekly basis by calling the Department of Social Services Intake Supervisor. You will know the status of your report within one week (5 working days) of that review. At that time, you will be informed about the disposition of your report, including:

- whether the report was substantiated or not;
- the risk factor assessed at the time of the investigation; and
- the name of the caseworker, if assigned.

When social services and law enforcement determine response is required, the following happens:

- The child will be interviewed by social services and/or law enforcement either at the school or at A Kid's Place;
- All cases of suspected sexual abuse and severe physical abuse will require transportation of the child to A Kid's Place for the investigative interview; and
- A risk factor to assess the child's level of safety will be determined during the investigation.

After making a report to DSS/Law Enforcement of an abuse incident occurring on school property, school districts are encouraged to notify parents when a student is the victim of that report. Schools do have the right to contact parents when law enforcement and social services are interviewing their children, only **when the parent is not suspected of being the perpetrator**. In other cases, such as a child witnessing an accident or a child being abused by a third party, the school should contact the parents of the child being interviewed.

Social services and law enforcement personnel will notify the school building administrator when an interview will take place on school property. A school representative will be present in the interview when it is in the best interest of the child and there is mutual agreement among the school, social services, and/or law enforcement personnel. School personnel who are present during an interview are observers only and will not ask questions, make suggestions, or remind the child of what the child may have told them earlier.

#### NOTE

If you attend an interview, be prepared to identify yourself to social services or law enforcement because you become a witness and may receive a court order to testify in later court proceedings. Do not attend the interview until you make accurate, specific, written notes with regard to what the child said to you prior to the interview. These notes must be preserved because they may be required to be produced in later court proceedings by court order. DO NOT discuss your observations or any statements the child may have made to you with other witnesses.

Social services and law enforcement personnel have authority to interview a suspected child abuse victim on school premises. In cases other than suspected child abuse, social services and law enforcement personnel will follow building or school district policy and procedures regarding student contact and interviews on school premises.

School policy cannot require school personnel be present during interviews of suspected child abuse victims by social services and/or law enforcement personnel. School personnel may attend an interview of this nature when it is in the best interest of the child and there is mutual agreement by school and social services and/or law enforcement personnel. When mutual agreement cannot be reached, law enforcement has the authority to remove the child from school premises in order to conduct the interview

elsewhere.

Keep written documentation files confidential. Notes need to be accurate and include dates, times, and other relevant information. Notes need to be preserved because they may be required to be produced in later court proceedings by court order.

In high-risk cases, the CART member assigned by the school will notify reporting school personnel within three working days of the CART member receiving a report status update from the Department of Social Services. A CART member will be assigned by the school to contact the Department of Social Services Intake Supervisor to get information about reports made by school personnel. The assigned CART member will review school reports with the Intake Supervisor on a weekly basis and provide information to reporting staff as soon as possible.

Parents requesting information pertaining to a report of suspected child abuse will be referred to the Department of Social Services and/or law enforcement agency investigating the case.

If further abuse of the same child is suspected after a report has been made - MAKE A REPORT.

If an anonymous caller wants the school to make a report and if the callers' information causes school personnel to reasonably suspect child abuse may have occurred - MAKE A REPORT.

**YOUTH IN CONFLICT.** This division of the Department of Social Services provides services to children ages 12 - 18 who are involved in some kind of conflict with their family or their community that does not involve child abuse issues. Parents can request services or the court orders the department to assist these children to deal with their conflicts. Typically, these children are involved with the juvenile justice system. The key with this is that the parents must request the services. A Youth in Conflict caseworker can be reached by calling the Department of Social Services (352-1923).

### THIRD PARTY ABUSE AND NEGLECT BY SCHOOL EMPLOYEES

Colorado Revised Statutes, Section 19-3-308(5.7), as amended:

Upon initial investigation of a report alleging abuse or neglect in which the suspected perpetrator was acting in his official capacity as an employee of a school district, if the Department of Social Services or the local law enforcement agency reasonably believes that an incident of abuse or neglect has occurred, it shall immediately notify the superintendent of the school district who shall consider such a report to be confidential information; except that the superintendent shall notify the department of education of such investigation

Colorado Revised Statutes, Section 19-3-308(4.5)(c), as amended:

A teacher, employee, volunteer, or staff person of an institution who is alleged to have committed an act of child abuse shall be temporarily suspended from his position at the institution with pay, or reassigned to other duties which would remove the risk of harm to the child victim or other children under such person's custody or control, if there is reasonable cause to believe that the life or health of the victim or other children at the institution is in imminent danger due to continued contact between the alleged perpetrator and a child at the institution.

The school district will take action necessary to protect the child victim or other children at the school if the school district has reasonable cause to believe the child victim or other children at the school are in imminent danger due to continued contact between the alleged perpetrator and a child at the school.

The employee will not be encouraged or ordered to cooperate with local law enforcement by school district officials during the criminal investigation. The decision by the employee to cooperate or otherwise assist local law enforcement during the criminal investigation must be free and voluntary in accordance to constitutional rights afforded any citizen.

A public employee suspended pursuant to the law shall be accorded and may exercise due process rights, including notice of the proposed suspension and an opportunity to be heard, and any due process rights provided under the laws of this state governing public employment and under any applicable individual or group contractual agreement.

Colorado Revised Statutes, Section 19-3-308(5.3) (c), as amended:

When the investigation involves a suspected perpetrator who was acting in his official capacity as an employee of a school district, the local law enforcement agency shall coordinate such investigation with any concurrent abuse investigation being conducted by the department of education or the school district to the extent such coordination is possible and deemed appropriate.

Nothing in the Protocol is intended to limit a school's right to conduct an administrative investigation of its employees. However, the district attorney and local law enforcement need to have criminal and administrative investigations separate and distinct to avoid the possibility of inadmissible evidence in the criminal proceeding.

As a general guideline, information from an administrative investigation must remain separate and apart from a criminal investigation. However, information from a criminal investigation may be included and be a part of an administrative investigation. This is necessary because different legal principles apply in criminal and administrative investigations. For example, inadvertent disclosure of information from administrative investigations prior to a criminal investigation being completed may compromise the



ability of law enforcement to assess the accuracy of witness information and/or truthfulness of the alleged perpetrator.

Where reasonably possible, the following procedure is recommended as best practice:

- The criminal investigation will be completed prior to a school district administrative investigation being initiated or continued.
- The criminal investigation will be conducted expeditiously but in accordance to generally accepted law enforcement professional investigative standards.
- Investigatory interviews of an alleged perpetrator by law enforcement will occur on off school premises.
- School officials will be provided a complete copy of the criminal investigative report at the conclusion of the investigation in accordance with the Colorado Criminal Justice Records Act.
- The superintendent will be informed of changes in the status of the criminal investigation including, but not limited to, the case being forwarded to the District Attorney's office in order to determine what or if charges will be filed, and when the criminal investigation is complete.
- The administrative investigation by a school district may commence at the conclusion of the criminal investigation, as school officials deem appropriate.

#### **CHILD ADVOCACY CENTERS (H.B.1061)**

Allow a competent interview at a child advocacy center that has a memorandum of understanding with the law enforcement agency to interview children concerning reports of child abuse. Requires that the child advocacy center possess the ability to videotape or audiotape child interviews. Requires a law enforcement agency that enters into a memorandum of understanding with a child advocacy center to insure that the interviewers meet the training standards for the agency's interviewers. Allows the law enforcement agency to require that the advocacy center meet national performance standards established by a national accrediting body. Defines "child advocacy center" to mean a center that provides a comprehensive, multi-disciplinary team responses to allegations of child abuse or child neglect in a dedicated, child-friendly setting. Effective: May 21, 2003. Statutes: 19-1-103; 19-3-308.5

# Section 6

## Investigating Child Abuse

## Investigating Child Abuse

### CRITERIA FOR RESPONDING TO REPORTS

#### **WELD COUNTY LAW ENFORCEMENT AGENCIES**

Response to reports of child abuse cases made directly to any law enforcement agency will occur based on the severity of the report. If deemed an emergency where protective care of the child seems probable, response will be in less than 60 minutes or the reporting party will be notified regarding the delay. Feedback to the reporting party will be provided as soon as possible and will include when the response will happen.

#### **WELD COUNTY DEPARTMENT OF SOCIAL SERVICES**

The Weld County Department of Social Services will review all reports and conduct an initial assessment. The initial assessment will decide the appropriateness of further investigations.

Social services will accept a report for investigation if it:

- Contains specific allegations of known or suspected abuse or neglect as defined in statutes and regulations;  
"Known" incidents of abuse or neglect would involve those reports in which a child has been observed being subjected to circumstances or conditions that would reasonably result in abuse or neglect. "Suspected" reports are those that are made based on patterns of behavior, conditions, statements or injuries that would lead to a reasonable belief that abuse/neglect has occurred or that there is a serious threat of harm to the child;
- Provides sufficient information to locate the alleged victim; and/or
- Identifies a victim under the age of 18.

All reports requiring or not requiring further investigation after the initial assessment follow the procedure below:

- Documentation on an assessment/intake form;
- Document reasons for or for not conducting an investigation;
- Document the supervisor's approval of that decision; and
- Provide appropriate referral information to the reporting party.

The Department of Social Services will use a standardized risk assessment process to decide the priority of response to a report requiring investigation. At a minimum, those factors that shall be addressed and documented are:

- Age and vulnerability of the alleged victim;
- The specific nature and severity of the alleged maltreatment;
- Prior reports on any family member, child, or alleged perpetrator;
- Parental level of cooperation;
- Stressors; and
- Family violence.

The Department of Social Services shall prioritize the investigation of referrals based upon an initial assessment of risk of abuse and the current safety of the child. DSS will assign priority in response time using the following time frames unless there are circumstances that require a different response. In that event, those circumstances will be documented in the case file.

On all High Risk Referrals: Safety and protection issues will be addressed immediately and no later than 24 hours after the initial receipt of the report.

On all Moderate or Low Risk Referrals (in which the child's safety has not been secured): The investigation will be initiated as soon as possible, but no later than 72 hours after receipt of the report.

On Low Risk Referrals in which the child's safety has been secured: The investigation will occur as soon as possible but no later than four working days after receipt of the report.

If the information about the child's safety cannot be obtained from the reporting party, social services will notify law enforcement, which will dispatch an officer to determine the child's level of safety.

## **STANDARDS FOR JOINT INVESTIGATION**

An effective response to child protection requires a cooperative, coordinated, interactive approach among many agencies in the community.

Cases for Joint Investigation by law enforcement agencies and social services:

- Any death of a child;
- Intrafamilial sexual abuse;
- Physical abuse where there are moderate to severe injuries;
- Severe neglect;
- At the request of law enforcement, any third party abuse or neglect where the protection and safety of the child is at risk;
- At the request of social services, situations where there are arrests and/or safety issues;

- If the parent refuses access to the child for investigation and/or medical assessment;
- Upon request by either agency;
- Institutional abuse if it is in a category that would otherwise require a joint investigation;
- Court order to investigate a case.

### **PROCEDURES FOR JOINT INVESTIGATION**

The agency receiving the report will notify the other agency that a joint investigation is indicated.

Each agency shall check its agency's records for previous contacts with the family and suspected perpetrator. This includes a check with the Central Registry and CWEST by Social Services and NCIC/CCIC/CBI Suspect File by law enforcement.

The social services caseworker and law enforcement officer who will be conducting the investigation must communicate to share information and plan the investigation.

A case plan will be developed, including:

- Where interviews are to be conducted, if not at A Kid's Place (NOTE: A Kid's Place serves all sexual abuse cases, severe physical abuse cases, child witnesses of domestic violence, and those cases likely to lead to prosecution);
- The order of interviewing victims, parents, siblings, relatives, teachers, therapists, suspects, and any other witnesses;
- Who will take the lead in interviewing each person;
- Who will video and/or audio tape the interview;
- What interviewing aids are appropriate (such as anatomical dolls, drawings, etc.);
- Determining what CART members need to be contacted, i.e., district attorney, medical, therapist, etc.; and
- In cases of children with special needs, (i.e., hearing impaired, visually impaired, developmentally impaired, mentally impaired, non-English speaking), seek an appropriate person to assist in the interview.

A determination will be made as to whether a medical and/or psychological evaluation needs to be obtained.

All evidence must be gathered and preserved. This includes:

- Recording all observations accurately and in detail;
- Taking photographs;
- All relevant physical evidence such as the instrument that inflicted the injury, rape kit, blood and hair samples from the suspect, etc.

## WELD COUNTY LAW ENFORCEMENT PROCEDURES

### **PURPOSE**

The primary responsibilities of law enforcement municipalities are to conduct investigations of alleged criminal offenses, gather and maintain evidence, present cases for criminal filing and assist in the protection of all children involved in alleged child abuse. Not all cases of alleged abuse are appropriate for prosecution in the criminal justice system. The Colorado Revised Statutes provide that law enforcement agencies are solely responsible for the coordination and investigation of all reports of third party abuse or neglect committed by persons ten years or older.

Local law enforcement agencies may contact the Weld County Sheriff's Office (WCSO) and request them to take the lead in child abuse and neglect case investigations. This is a request for assistance and is not a required action on the part of local law enforcement municipalities. This needs to be done with mutual agreement and preferably within three hours of taking the initial complaint. Local law enforcement agencies have the option of participating with the WCSO throughout the investigation, requesting technical investigative assistance or the assumption of the case by the WCSO. When requesting assumption of the case, the WCSO maintains primary responsibility of the case and will take the lead in coordinating the investigation.

### **RECEIVING REPORTS OF CHILD ABUSE AND NEGLECT**

All reports are to be documented including all available information given by the reporting party.

Disposition of reports will occur depending on the severity of each report. Reports that are deemed potentially to require protective custody will be responded to in less than sixty minutes or the reporting party will be notified.

Reporting parties will be provided with the approximate time of response.

### **NOTIFICATIONS**

Law enforcement officials are required to report all suspected cases of child abuse/neglect to the Department of Social Services - whether or not there is probable cause.

Law enforcement is responsible for filing cases with probable cause to the District Attorney's office.

The Department of Social Services will be notified:

- Of all child abuse and neglect reports, including third-party abuse, and the outcome of the initial investigation within twenty-four hours;
- With copies of written reports to follow as soon as possible;
- If a joint investigation is required, social services will be contacted immediately; or
- If it seems likely the child may need protective custody.

In cases of intrafamilial child abuse, law enforcement agencies will notify the Department of Social Services immediately.

The District Attorney's Office will be notified immediately:

- On all child death cases in which death may be the result of suspected non accidental trauma or severe neglect;
- On child abuse cases in which serious bodily injury has occurred as the result of suspected non-accidental trauma or severe neglect.

A Deputy District Attorney will be available for phone consultation in all cases of child abuse.

Medical facilities will be notified when law enforcement intends to transport an alleged child abuse victim to the medical facility.

A Kid's Place will be available to law enforcement and social services.

When the investigation involves a suspected perpetrator who was acting in his/her official capacity as an employee of a school district, law enforcement will notify the school superintendent. CRS sec. (19-3-308(5.3c) & (5.7)).

### **INITIAL RESPONSE**

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| <p>The Weld County Child Abuse Coalition discourages interviews that are unnecessary, duplicative, or otherwise not in the best interest of the child.</p> |
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Dispatch a sworn law enforcement officer to make an initial assessment of the facts of the alleged case.

Protection of the child will be the first priority upon arrival at the location.

Initial inquiry needs to gather only enough information to determine if an investigative officer needs to be contacted to complete an in-depth interview with the child. Frequently, third-party corroboration is all that is required in order for an officer to make

that determination. This reduces the need for multiple interviews of the child.

The purpose of the initial assessment is to establish any basis to **reasonably suspect** an occurrence of child abuse. When possible, this should be attempted **without** interviewing the child but by obtaining information from the source of the report and/or third parties. If the law enforcement officer reasonably suspects child and/or sexual abuse, further investigation is warranted.

The officer may observe and/or interview the child involved. When deciding whether or not to interview the child, keep in mind the child may need to be interviewed again by other investigative personnel. Factors to consider in evaluating whether or not a child should be interviewed:

- The child's age and maturity;
- The child's ability to relate what has happened;
- The emotional stability and physical needs of the child;
- The possibility of retaliation by a parent against a child who has "told"; and
- The number of times the child has previously been interviewed, the content of the interview(s), and who conducted the prior interview(s).

Determine if any emergency medical treatment is necessary. If so, the child should be transported to a hospital or physician regardless of the hour. Appropriate procedures need to be followed to preserve physical evidence.

- Obtain medical releases and arrange for all medical reports to be forwarded to the investigating officer. If the situation is not an emergency, but the child requires medical attention, get written voluntary permission from the parent/custodian/guardian.
- If written permission for medical services cannot be secured, take the child into custody so that medical treatment for the child's welfare can be procured.

Depending upon the nature of a sexual abuse incident, physical evidence may be present on the victim up to 72 hours. A physician with training in physical examinations, collection, and preservation of evidence from victims of sexual abuse or assault will be contacted to collect and preserve physical evidence. If sexual abuse of this nature is alleged within the prior 72 hours, the emergency room staff may perform this function using a child rape evidence collection kit.

Colorado Revised Statutes Section 18-3-407.5:  
Any direct cost associated with the collection of forensic evidence from the  
victim be paid for by the referring or requesting law  
enforcement agency.



- In all cases of sexual abuse, a medical examination is required if the nature of each incident deems it necessary.

If no medical attention is needed, but the officer deems it unsafe for the child to stay in the current environment due to risk of repeated abuse, the officer should take the child into protective custody and make arrangements for foster care/supervision of the child with social services.

### ASSESS THE FACTS

Visual examination or assessment of a child:

- Section 19-3-308, C.R.S. Section, of the Colorado Children's Code states that a thorough investigation be made immediately upon receipt of a report of known or suspected child abuse or neglect. It further directs that the investigation include a determination of the nature, extent, and cause of the abuse or neglect; the identification of any child living in the same place; the identification of the credibility of the source or the report; the identity of the person responsible for such abuse or neglect; the environment and the relationship of any children therein to the person responsible for the suspected abuse or neglect; all other data deemed pertinent; and an assessment of the conditions of any other children living in the same place.
- It is optimal that physical assessment be determined by a medical professional. At the initial contact, that isn't always possible. Base the determination on whether medical care is needed on the child's history, age, developmental level, and the extent of the current injury.
- To comply with section 19-3-308, C.R.S., the officer may need to see the body or the parts of the body where injury may have occurred for documentation purposes. If the child does not voluntarily show the injuries, prior to undressing a child, the officer must have permission by one of the child's parents/guardians/legal custodians or a search warrant. This is often a traumatic experience for all parties involved. It is advisable that a third person be present in order to reduce the risk of liability.

Examine the child and surroundings for indicators of physical abuse.

Examine the child and surroundings for indicators of physical neglect.

Examine the possibility of sexual abuse.

Examine the possibility of emotional maltreatment.

Examine the possibility of drug/alcohol exposure.

## IDENTIFY AND INTERVIEW POTENTIAL WITNESSES

These should include where relevant:

- |   |                        |
|---|------------------------|
| *The reporting party                                  | *School personnel      |
| *Outcry witnesses (people the child initially "told") | *Counselors/therapists |
| *Parents  | *Siblings              |
| *Guardians  | *Neighbors             |
| *Baby-sitters   | *Other relatives       |

When interviewing these witnesses it is important to address behavioral indicators of abuse or neglect. The presence of certain behavioral indicators may corroborate that abuse or neglect has occurred.

- When interviewing outcry witnesses, question them about the behavior and demeanor of the child victim during the outcry.
- Interview witnesses who know the child victim (i.e., parents, school personnel, friends) concerning any behavioral changes or unusual behavior exhibited by the child victim.
- Ask witnesses to describe the relationship and behavior they have observed between the child victim and the suspect.

Interviewing the child victim is critical (See Appendix C). If this is a joint investigation, prepare the child for the team interview. If the child is to be interviewed at another location, take the child into custody and transport the child to the location. i.e. if the child is at school and the interview needs to take place at A Kid's Place. The interviewer must document the interview through audiotapes, videotapes or written methods. The interview report must include:

- Date
- Time
- Place of interview
- Duration of interview
- Identification of persons at the interview
- Summary of the information obtained during the interview
- It may be appropriate to have an investigator of the same sex as the child victim interview the child.
- Be aware of the child's emotional state. When necessary limit the number of interviews and the duration of the interview(s).

- Observe and document the child's demeanor, as well as the content of the statements.
- Observe and document the behavior of the child victim and the suspect toward each other if any occurs in your presence.

All witnesses, including siblings and the child victim, should be interviewed separately.

Suspected perpetrators will not be allowed to accompany children to A Kid's Place or be interviewed at A Kid's Place. Any potential suspects should be advised of his/her constitutional rights when a custodial interrogation is conducted.

### **OTHER CHILDREN IN THE HOME OR ENVIRONMENT**

Determine the number and identity of other children in the home or the environment being investigated.

If other victims are identified, proceed with the investigation of another criminal episode.

### **GATHERING EVIDENCE**

Collect evidence as would be done in any other criminal case. This includes an examination of the crime scene. All Fourth Amendment limitations on search and seizures apply.

Observation:

The officers will record their observations accurately and in detail so they will be able to testify effectively in subsequent criminal or civil proceedings. Note such things as:

- Physical condition of all children, including their general appearance and any observable injuries or conditions;
- Safety of surroundings (unprotected open windows, exposed wiring, vermin, human or animal waste, exposed weapons, caustic fluids or cleaners, drugs or drug paraphernalia, etc.);
- General condition of the home, including degree of cleanliness and adequacy of sleeping;
- Availability of food and water; washing facilities; and
- Adequacy of heat, light and space.

### **FURTHER INVESTIGATION REQUIREMENTS**

Any investigating agency can contact the Weld County Sheriff's Office for technical investigative assistance.

## Photographic and Videotape Evidence

- All photographic and/or videotape evidence should be gathered and should include photographs taken with and without a scale. Photographs need to be shot with 35mm format whenever possible. All photos are to be collected using appropriate equipment and training to meet evidence standards;
- Photographs and/or videotapes of physical injuries should be taken as soon as possible or when bruising is prominent;
- Use extreme sensitivity when photographing or videotaping injuries on children to prevent alarming the child (ren) any further;
- Photograph fully-clothed body, or when appropriate, naked body and close-ups of injured areas;
- Photograph and/or videotape areas in the environment where the injury occurred;
- Photograph and/or videotape the general conditions in a home where such things as soiled bedding, filth, exposed wiring, inadequate plumbing, etc., may exist;
- Properly mark and identify the photographs and/or videotapes;
- Follow-up photos and/or videotapes (i.e., bite marks, bruises, scratches, etc.).

## Physical Evidence

- The instrument which inflicted the injury;
- Dangerous instruments/substances found within the reach of unsupervised children.

Evidence of sexual abuse might include, but is not limited to:

- Evidence derived from laboratory tests or physical examination;
- Evidence derived from photocolposcopic examination,
- Pubic hair;
- Blood on clothing of the victim or suspect;
- Semen or sperm on mouth, genitalia, or clothing of victim; and
- Sexual aids, pornography, and/or photographs, videos.

When obtaining non-testimonial evidence from a suspect (i.e., blood, pubic hair, etc.) it may be necessary to obtain a Rule 41.1 court order or consent.

## Medical Documentation of Child Abuse or Neglect

- Copies of medical records can be released to the investigative officer upon the victim signing the appropriate consent for release form;
- If the victim is a minor, the custodial party must sign the medical release.

## PROTECTIVE CUSTODY (HOLD)

Pursuant to C.R.S. Section 19-3-401. Section, law enforcement officers are the only parties, outside of the courts, who have statutory power to place a protective hold on a child. (See Appendix E) The law enforcement officer should consult with the social services caseworker when practical prior to placing a child in protective custody, except in emergency circumstances. After removal, the officer shall contact social services for placement.

Once a law enforcement officer has placed a child in protective custody, social services will place the child in a temporary facility unless further assessment determines otherwise;

- In the event that the law enforcement officer decides not to place a hold and the social services worker decides to request a court order hold, the law enforcement officer shall assist in enforcing the court order.
- When considering protective custody holds see Appendix D
- When the officer takes a child into protective custody, the officer shall serve, personally or by posting, a NOTICE OF DETENTION or TEMPORARY CUSTODY HEARING upon the parent or guardian. The officer shall forward a copy of the notice to social services.

Strong consideration should be given to placing a protective hold on other children in the environment in cases of child death, serious physical abuse/neglect, or sexual abuse. The law enforcement officer should discuss the necessity for a protective hold on other children with the social services caseworker.

There are certain cases such as domestic violence, drug violations, alcohol violations, detoxification holds, where child abuse/neglect issues are present. These child abuse or neglect issues should be identified and investigated. Even though the incident was not reported as child abuse/neglect, consideration should be given to protective hold(s) in appropriate cases.

### **DOCUMENTATION OF THE INVESTIGATION**

When investigating a reported child abuse/neglect case, the offense report shall be titled as a child abuse or child neglect case as appropriate.

Documentation shall be completed whether the abuse/neglect is founded or unfounded.

Upon completion of the law enforcement investigation, forward a copy of the offense report to social services.

Along with this report, law enforcement may send a recommendation to social services as

to whether a report should be filed with the State Central Registry in order to expedite the filing of the CWS-59. This recommendation may be made if there is probable cause that a specific person committed the child abuse offense.

## MEDICAL PROFESSIONALS

Medical professionals provide a variety of services including examinations and medical treatment to children within the child protection system. Medical professionals are involved with reporting suspected abuse and neglect. They are also involved in the investigative phase following a report by collecting evidence and providing a professional medical opinion to law enforcement and/or the Department of Social Services regarding the nature of injuries or physical condition of a child.

Client rights related to confidentiality and privacy or privileged communication impact medical professionals. Privacy is the right of someone to control both the amount of information divulged and the disposition of information that has been divulged to a physician in a professional capacity. These client rights mean information cannot be revealed by a medical professional with the prior consent of the client (unless there is a court order to do so).

Confidentiality relates to how private information is handled once the information has been divulged. Confidentiality requires information be administered in such a manner to ensure no harm will befall the client as a result of having disclosed information to the medical professional. Typically, confidentiality assures that client information is not used for personal gain or curiosity and is shared with other professionals involved in the care of the client only after obtaining proper authorization to release information.

Reporting suspected child abuse or neglect is an exception to client rights to confidentiality and privacy or privileged communication. The exception is specifically mandated within the Colorado Children's Code (see Reporting section).

Medical professionals are responsible for the following:

- Emergency medical treatment;
- Medical examinations and collection of forensic evidence;
- Medical examination performed by professionals with training in physical examination, collection, and preservation of evidence from victims of sexual abuse or other physical assault;
- Completing rape evidence collection kit at the emergency room in certain sexual assault cases perpetrated less than 72 hours prior to the offense;
- Appropriate patient documentation;
- Court testimony;
- Medical direction and collaboration in the development and review of Weld County Child Abuse Coalition projects, when requested.

## **REPORTING**

A medical professional is mandated, by law, to report suspected child abuse or neglect. Reporting should follow procedures specified in the Section 5, Reporting Child Abuse. Emergency cases of suspected abuse or neglect and/or third party abuse need to be reported directly to local law enforcement. Suspected cases of interfamilial abuse should be reported to the Department of Social Services.

## **MEDICAL EXAMINATIONS**

**IF AN ASSAULT HAS OCCURRED WITHIN 72 HOURS THE EXAM OCCURS  
AT THE EMERGENCY ROOM**

A report must be made to law enforcement or the Department of Social Services before the following criteria is implemented.

### **SUGGESTED CRITERIA FOR MEDICAL EXAMINATIONS:**

1. Any injury to a child less than three years of age must be checked by a health care professional. The only exception is where the injury is extremely minor (i.e. a bruise that is isolated to one area without any swelling or a small scratch) and the explanation fits the injury.
2. Any injury to the head or face on any child must be checked by a health care professional, especially where force is involved.
3. Any other injuries that are not minor in nature and may result in health problems or complications if not checked out by an appropriate health care professional should be checked. This includes, but is not limited to, fractures, lots of bruising, welts, injuries, with swelling and/or tenderness.
4. Where there is an allegation of recent or chronic sexual abuse, the victim must be checked by an appropriate health care professional who has expertise in the area of sexual abuse. If the allegation involves sexual penetration or sexual intrusion within the past seventy-two hours, an examination shall be done immediately at the NCMC emergency department.
5. If a child appears ill (i.e. running a fever, open wounds, etc.) or complains of any pain or tenderness, he/she may be referred to a health care professional for a medical evaluation.
6. If a child does not appear “normal” physically, developmentally or emotionally, the child must be referred to a health care professional for a medical evaluation.
7. If there is any history of significant force used on the child especially in the head, chest, and abdomen area, a consultation with a health care profession is

appropriate to determine if there are any internal injuries.



REMEMBER, YOU NEED NOT DECIDE WHETHER THE CHILD ACTUALLY NEEDS MEDICAL TREATMENT, ONLY WHETHER A PHYSICIAN SHOULD SEE THE CHILD.

A patient's condition may dictate emergency medical treatment without request of either law enforcement or the Department of Social Services. A physical exam will be arranged by A Kid's Place (AKP) on a case-by-case basis at the request of Law Enforcement. An exam may also be requested and arranged by the Department of Social Services. A consent, and release for information form will be signed by the parent of the child, either at AKP, or at the exam site. Consent can be withdrawn at any time. The appropriate information will be faxed to the medical examiner prior to the exam. Authorization for these examinations will generally be approved by a parent, guardian, or pursuant to an order of the court. The requesting agency will coordinate with the medical professional performing the examination in advance. **Pre-examination coordination is essential to minimize the number of interviews and trauma for the child, yet maximize the effectiveness and efficiency of the examination.** Examination coordination is one of the services available to law enforcement through A Kid's Place (in cases of severe physical abuse, and sexual abuse). Pre-examination coordination would typically include clarification of the following issues:

- Treatment authorization;
- Medical records release documentation and to whom information may be released;
- Background information defining the nature of what forensic and/or corroborative evidence may be present;
- A brief medical history of the patient;
- What examination documentation will be produced, i.e. photographs, witness etc.

The medical protocol for an examination of this nature should be consistent to provide the highest quality of physical evidence, yet minimize further trauma to the child. With the exception of procedures specific to emergency care, general medical information such as blood pressure, pulse, respiration, height, weight, infant head circumference, and completed growth chart appropriate for the child's age and sex should be documented as appropriate. Part of NCMC Emergency Room procedure includes referral of the child/family to an appropriate physician or agency, following consultation with law enforcement and/or the Department of Social Services.

Parents should be informed & reassured that the pediatric forensic exam is not invasive or painful and does not routinely include the use of external instrumental or speculum insertion

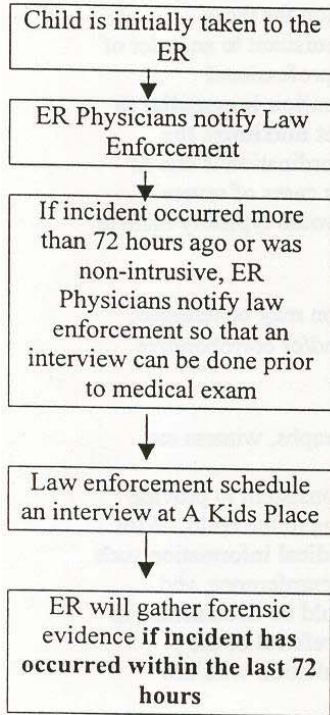
The initial phase of the examination should focus on establishing rapport with the child and attempting to minimize feelings of guilt or fear the child may have. This phase should be used to reassure the child that every attempt will be made to protect him/her from further abuse. For a more detailed description of the exam, see appendix (J) for the Medical Protocol for Non-Acute Sexual Abuse Exams.

Results will not be shared with suspected perpetrators who are also parents or guardians of the child. Even when parents or guardians are not suspected perpetrators, only

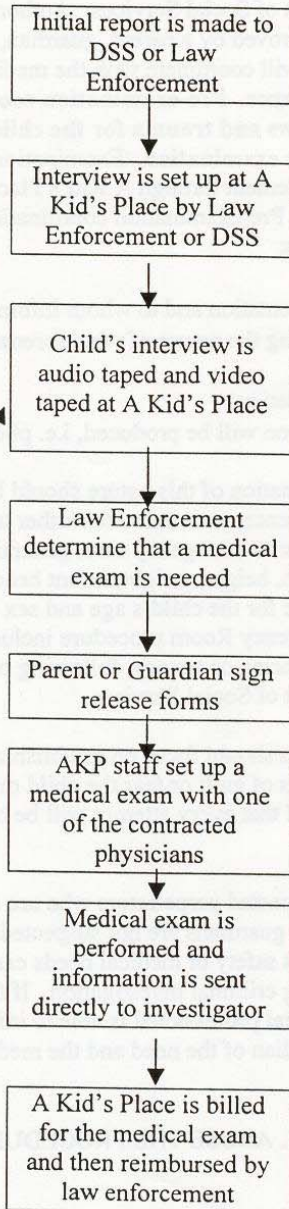
information necessary to the child's safety or medical needs can be released when the examination was part of an ongoing criminal investigation. If further treatment or hospitalization is needed, the medical professional is able to inform the child (if applicable) and the parents or guardian of the need and the medical reason for this recommendation.

IN CASES INVOLVING SEXUAL ABUSE THE FOLLOWING PROCEDURE APPLIES:

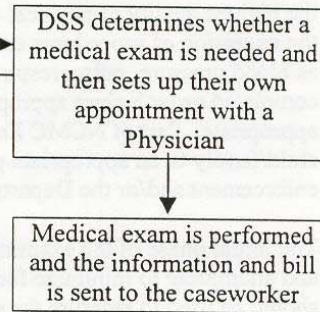
**Emergency Room Process\*\***  
(Acute)



**A Kid's Place Process\***  
(Non-Acute)



**Department of Social Services Process\***  
(Non-Acute)



\* Non-Acute cases are those in which the child's disclosure occurred more than 72 hours from the time of the alleged sexual assault.

\*\* Acute cases are those in which the child's disclosure occurs within 72 hours of the alleged sexual assault.

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| <b>GUIDELINES FOR OBSERVATION OF INJURIES<br/>IN CASES OF PHYSICAL ABUSE</b> |
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To lessen the trauma, the following procedure has been found to be useful:

- Parents or guardian's permission or a search warrant is required, unless an emergency situation is suspected.
- Prior to undressing the child, it is important to tell the child and the parent what you are going to do. It is also important to enlist the help of the parent whenever possible and especially when working with a small child. This gives the parent something to do with their anxiety and allows him/her some control in the process.
- Older children can be asked to remove their own clothing as directed.
- Begin at the top of the head and work down to the bottom of the feet looking for any signs of abuse and/or neglect.
- The removal of the child's clothing may be necessary. However, in order to allow the child to maintain a sense of dignity, at no time during the process should the child be undressed completely.
- The location, size and color of all injuries, including old injuries or scars, must be documented.

## **DEPARTMENT OF SOCIAL SERVICES PROCEDURES**

### **PURPOSE**

The Department of Social Services Child Protection Services constitutes a specialized set of services which are intended to maximize the ability of families to protect and care for their own children, minimize harm to children and youth, and ensure permanency planning. The goal shall be to support the structure of families when appropriate through the provision of services aimed at stabilizing the family situation and strengthening the parents/guardians in fulfilling their parenting responsibilities to their children. Intervention shall be guided by respect for the family's integrity, knowledge of the legal basis for action, and sound social work practice.

Social services is responsible for coordinating all intrafamilial abuse or neglect investigations and for assessing all third-party situations in which the alleged perpetrator is under the age of ten. In addition, social services coordinates and assesses all reports of institutional abuse or neglect. Investigations may be conducted independently or with another agency. If conducted by another agency, its personnel must have appropriate training and skills to assess the immediate danger to the child. In these cases, social services is responsible for the adequacy of the investigation.

### **NOTIFICATIONS**

Law enforcement will be notified in all appropriate cases.

- Immediately, when there is an indication for a joint investigation.

- Written or telephone notification shall occur in all other cases.

In all cases where a child has died and there is suspicion of child abuse and neglect the Child Fatality Team at the Colorado State Department of Social Services will be notified within 24 hours.

### **INITIAL ASSESSMENT**

Refer to the initial assessment of law enforcement (See Section 7).

Social Services will have staff available 24 hours a day to receive reports of abuse and neglect, conduct initial assessments of such reports and investigate those reports that are appropriate. (See Section 7). "Continuously available" means the assignment of a person to be near an operable telephone, beeper system, or to have such arrangements made through agreements with the local law enforcement agencies.

There will be a mechanism to ensure that those individuals reporting abuse or neglect after-hours are directed to the designated agency for response.

The reporting party will receive appropriate referral information in those situations in which there are inadequate grounds to constitute a child abuse or neglect referral. Either a caseworker or supervisory staff will inform, whenever possible and appropriate, the reporting party of the decision not to investigate and the reasons for that decision.

All reports will be reviewed and an initial assessment will be conducted. The initial assessment will determine the appropriateness of further investigation and will include, but not be limited to:

- Background Investigation Unit Colorado Department of Human Services (BIU-CDHS);
- Checking CWEST;
- Reviewing agency files; and/or
- Obtaining information from collateral sources, such as schools, medical personnel, law enforcement agencies, or other care providers.

The following information will be gathered on an intake/report form:

- |  |  |
|--|--|
| *Family members and birth dates involved with the family | *Collateral agencies and individuals         |
| *Relationships of individuals in the household           | *Records check - internal & Central Registry |
| *Identified alleged victims, and current location        | *Date and time intake report taken           |

|   |  |
|---|--|
| *Presenting problems - specific allegations | *Risk assessment based upon reporter's information         |
| *Reporter's name, address and phone number  | *Referrals made  |
| *Relationship of reporter to family         | *Decision as to investigation response & caseworker's name |
| *Other potential witnesses                  | *Supervisory sign-off                                      |

See Criteria for Responding to Reports in Section 7.

Anonymous reports and reports involving custody disputes will be accepted for assessment only if they meet these criteria. Reports not meeting these criteria will not be accepted.

When appropriate, resource referral information will be provided to the mandated reporting party in those situations in which there was not adequate grounds to constitute a child abuse or neglect referral. The mandated reporting party will be informed of the intervention decision and the reasons for the decision. This decision will be documented utilizing social services' intake forms.

### **ASSESSMENT/INVESTIGATION OF REPORTS**

Written cooperative agreements with law enforcement agencies will be developed to include:

- Protocol for cooperation and notification between parties on child abuse and neglect reports and child maltreatment deaths;
- Joint investigation procedures;
- Procedures for independent investigation by either party; and
- Procedures regarding filing of the CWS-59 with the Central Registry.

Social services will document in the investigation summary what prior involvement there has been with other county departments or law enforcement agencies related to the child, family, or alleged perpetrator.

Social services will jointly coordinate with law enforcement all investigations of intrafamilial abuse and neglect, institutional abuse and neglect, and those third-party abuse and neglect investigations in which the alleged perpetrator is under the age of 10. Investigations may be conducted independently or with another agency.

The investigation will determine the nature, extent and cause of the alleged abuse or neglect. At a minimum, investigation of reports will include the following activities:

- An interview and/or observation of the child;
- An examination of the child to include an assessment of the child's overall current physical, mental or emotional condition;
- Observe and record the behavior of the parents and child (ren) toward each other in the officer's presence. These behaviors might include nonverbal messages such as:
  - Eye contact between family members;
  - Facial expressions of love, support, anger, distrust, rejection;
  - Tones of voice that communicate various emotions;
  - The presence or absence of communication; and
  - The willingness to listen, to express feelings, to conceptualize feelings, to engage in physical closeness.
- A listing of the names and conditions of other children living in the same place;
- An interview of the child's parents or other caretakers, siblings, guardians, or custodians, as appropriate;
- A consideration of ethnic, religious and cultural issues. However, such issues may not be accepted when in conflict with the definition of child abuse and neglect;
- An assessment may include a visit to the child's place of residence or place of custody if:
  - home conditions are the subject of the referral;
  - information indicates assessment of the home environment or other child/ren in the home is necessary. If access to the home or child is denied, social services may seek a court order to obtain access.
- In cases of individuals with special needs, i.e., hearing impaired, visually impaired, developmentally impaired, mentally impaired, non-English speaking, seek an appropriate person to assist in the interview;
- A structured risk assessment process to determine risk for future abuse or neglect. The risk assessment will be documented and will, at a minimum, include:
  - Severity of maltreatment;

- Age/vulnerability of the child;
- Prior reports;
- Parental level of cooperation/protection;
- Stressors; and
- Family violence.

The interview with the alleged perpetrator will include the following actions:

- A determination with law enforcement who will first contact and/or interview the alleged perpetrator;
- Social services will advise the alleged perpetrator that an investigation is being conducted on a report of allegations of abuse and/or neglect involving specific children and the alleged perpetrator. Information will be provided as to the circumstances surrounding the allegations. **The name of the reporting party will not be disclosed by the caseworker. (Note: families have access to police reports and other records once in court. The reporting party's name may appear in these records);**
- The alleged perpetrator will be advised that the Colorado Children's Code states that law enforcement agencies and district attorneys will be given access to the county department's abuse and neglect reports and records;
- After this, the alleged perpetrator is offered the opportunity to respond to the allegations; and
- If circumstances do not allow for direct contact, then written notification of the allegations will be provided. If other circumstances prohibit contact, reasons for no contact will be documented in the case file.

All of the information resulting from the investigation will be documented in the case file as a summary of investigation findings, along with any specific evidence gathered, such as photographs or videotapes.

Investigation or reports will include, in addition to those stated above, the following activities:

- Investigate the possibility of forms of abuse or neglect other than originally reported, i.e., sexual abuse;
- If necessary, arrange a medical evaluation of the child by health professionals. Refer to Appendix for guidelines.
- If necessary, arrange a crisis evaluation of the mental and/or emotional condition of the child by mental health professionals. Refer to Appendix for guidelines.

A minimum of one face-to-face contact will occur with the child (ren) within the time periods designated in the Criteria For Responding to Reports Section 7-2. If the investigation is delegated to another agency, the case file will contain documentation of this contact with the child by either social services or the designated agency.

Reasonable efforts will be made to prevent out-of-home placements, unless an emergency



exists, and to maintain the family unit. Safety plans other than placement will be considered, including, but not limited to, the provision of in-home services, if appropriate and available; the possibility of removing the maltreating adult from the home rather than the child; the possibility of the non-maltreating parent placing child and self in a safe environment; or the availability of a relative placement.

An emergency exists whenever the safety or well being of the child is immediately at issue and there is no other safe way to protect the child. In such circumstances, social services will seek protective custody so that the child may be removed from his/her home whether or not reasonable efforts to preserve the family have been made. When placement is necessary, reasonable efforts shall be made to reunite the family as soon as safely possible.

Upon completion of an investigation, social services will consider a report confirmed if there is a preponderance of evidence to support an occurrence of abuse.

### **COURT INVOLVEMENT**

A court order will be sought when one or more of the following criteria exists:

- A social services caseworker is unable to properly investigate a report of suspected child abuse or neglect due to the family's unwillingness to cooperate, or access to the child or to the home is denied for purpose of evaluation of the referral;
- Removal of the child is not necessary; however, the child is threatened and a dependency and neglect petition is indicated;
- Social services' investigation indicates the need for removal of the child from the home, and an emergency protection order is necessary to ensure safety;
- The family is already under the jurisdiction of the court and a modification is necessary to ensure the child's continued safety;
- A permanent placement or termination of the parent-child relationship is indicated as being in the child's best interest; and
- It is necessary to restrain an individual from having contact with the child or to exclude an individual from the family home to ensure that the child is protected from physical or emotional harm that would likely result from such contact.

### **PROTECTIVE CUSTODY**

A child will not be removed from the home without police protective custody, a court order, or a signed voluntary placement agreement (see Appendix D). Before or at the conclusion of the protective custody placement (72 hours) or police protective hold (48

hours), the child will:

- Be returned home; **or**
- Enter court ordered placement; or
- Continue in placement by virtue of a voluntary placement agreement signed by the parent(s).

If there are changes in circumstances after a verbal court-ordered hearing has been obtained, the social services caseworker will notify the county attorney prior to the hearing.

### **DETENTION/TEMPORARY CUSTODY HEARING**

The type of placement utilized will be the least restrictive and most appropriate alternative to meet the child's needs. It will further be determined by placement availability and county financial allocations.

### **INVESTIGATION OF INTRAFAMILIAL ABUSE**

The investigation of intrafamilial abuse will include:

- All reports in which the alleged perpetrator is a parent, guardian, legal custodian, relative, sibling, or spousal equivalent or a person who is related to the child in a familial context;
- All reports in which the alleged perpetrator is in a significant relationship to the parent, such as a boyfriend, girlfriend, or a relative, even if that person is not residing in the household, as legally defined in the Colorado Revised Statutes; and
- Social services will assume joint responsibility with law enforcement for the coordination and investigation of these reports.

### **INVESTIGATION OF THIRD-PARTY ABUSE AND NEGLECT**

Law enforcement personnel will assume the primary responsibility for the coordination and investigation of third-party abuse by persons ten years or older.

If the law enforcement agency notifies social services that the protection and safety of a child is at risk, then social services may conduct an assessment of those protective issues.

If the law enforcement agency refers to social services a report of third-party abuse or neglect in which the alleged perpetrator is under age ten, social services will conduct an assessment to determine if the child is abused or neglected or needs additional services.

If, before an investigation is completed, a law enforcement agency determines that the assistance of social services is required for the child or the child's family, then social services will respond in a manner deemed appropriate.

Social services will review investigative reports of law enforcement regarding third-party abuse or neglect, and will determine whether the report will be filed with the State Central Registry. Upon such determination, social services must file the report within sixty days of receipt.

### **INVESTIGATION OF INSTITUTIONAL ABUSE**

Institutional abuse investigations will:

- Include those reports of child abuse or neglect by staff in any private or public facility that provides out-of-home child care, including 24-hour care and child care homes and centers;
- Not include abuse that occurs in public, private and parochial schools and preschools operated in connection with those schools, except when those schools provide extended day services and abuse or neglect occurs during that time. Those instances will be considered as institutional abuse and investigated accordingly;
- Be the responsibility of the county social services department in which the facility named in the report is located; and
- Be conducted in those cases in which an allegation of abuse or neglect is made. Reports of minor injuries resulting from physical restrains will not, by itself, require a full investigation unless there are surrounding circumstances that would indicate abusive or neglectful behavior by the care provider, i.e., patterns of frequent injuries by the same caretaker or of similar incidents in the same facility.

Social services will coordinate the investigation or reports of institutional abuse. Local law enforcement agencies will be notified when the investigation warrants law enforcement involvement.

The initial investigation will assess the need for emergency intervention and evaluate the safety of the child or other children in the institution.

The State Department of Social Services Licensing Section will be notified if the abuse or neglect occurred in a state licensed facility.

See Conclusion of Investigation below for specific instructions on closing institutional abuse investigations.

### **INVESTIGATION OF MEDICAL NEGLECT OF INFANTS WITH DISABILITIES**

This is defined as the withholding of medically-indicated treatment or the failure to respond to the infant's life-threatening conditions by providing treatment (including appropriate nutrition, hydration, and medication) that, in the treating physician's reasonable medical judgment, will be most likely to be effective in improving or correcting all such conditions. The term does not include, however, the failure to provide

treatment to an infant when, in the treating physician's reasonable medical judgment, any of the following circumstances apply:

- The infant is chronically and irreversibly comatose; and/or
- The provision of treatment would merely prolong dying.

### **CONCLUSION OF INVESTIGATION**

An investigation will be completed within 30 days of receipt of the child abuse and neglect report, unless there are circumstances that have prevented this from occurring. These circumstances will be documented in the case record.

Upon completion of an investigation, social services will report the outcome on CWEST as follows:

- In those cases in which the plan for closure at intake, the case may be left open for up to 30 days after the last contact with the child or the family for the purpose of follow-up with relevant individuals or agencies. Such cases will be closed on CWEST by the end of the month following the month of the last client contact; and
- Cases where services are provided beyond 60 days of the receipt of the report will remain open for services based on either court involvement or the family's agreement to accept services.

Regardless of the outcome of the investigation, social services will notify its local licensing unit and the Colorado State Department of Social Services Office of Child Care Services if the abuse or neglect investigation involved a state-licensed or county certified facility.

Special considerations in concluding Institutional Abuse investigations include:

- The facility administrator will be advised regarding the results of the investigation and provide a verbal report immediately once a determination is made or if the department is unable to make a determination regarding the alleged perpetrator. This information is provided to facility directors so they can make decisions regarding the continued employment of the employee;
- Social services will provide a written report to the facility administrator/director, the agency with the licensing authority, and the State Institutional Review Team within 60 days after the initial receipt of the report; and
- The State Institutional Abuse Team will review all investigations of institutional abuse.

## CENTRAL REGISTRY OF CHILD PROTECTION

Social services will report all confirmed child abuse and neglect cases to the Central Registry of Child Protection on form CWS-59 as soon as the investigation is completed, but no later than **60 days** after receipt of the complaint.

No unconfirmed reports are to be submitted.

Copies of the CWS-59 will be sent to the local law enforcement agency and the District Attorney. The original will be kept in a case file. No other entity will receive a copy without a court order.

The perpetrator will be notified by the Director of the Central Registry that his/her name is placed in the Registry files. The notice will include information as to who has access to the Central Registry report, what actions may be taken to expunge that report, and the perpetrator's legal rights.

The expungement process is two-tiered and includes a review of the case records and a fair hearing.

- When records are requested for expungement, social services has **14 days** from the receipt of the request to forward this material to the Central Registry. Materials will include CWS-59, the Child Protection Team Report, intake and all supporting documents;
- Social services receives a monthly listing of individuals eligible for expungement. The list is to be reviewed and any objections are to be made in writing to the Central Registry **within 30 days**. If no objections are made, the report will be expunged.

## CHILD PROTECTION TEAMS

Social services departments receiving 50 or more reports of child abuse and neglect annually will have a multi-disciplinary team. Weld County does have a Child Protection Team. The Child Protection Team's responsibilities are focused on individual cases, while CART members and the Coalition are concerned with system effectiveness. Social services is responsible for the inauguration, coordination, and maintenance of the Child Protection Team.

This team will review all reports of intrafamilial, institutional and third party child abuse and neglect that have been received by social services. The team will determine whether the agency's response to the report was timely and adequate and in compliance with the Child Protection Act of 1987. The team will also provide consultation regarding the diagnosis and treatment of the cases.

The team will be arranged to review cases within a week of the receipt of the report. No

review will be conducted with fewer than three multi-disciplinary team members present.

Each public agency represented on the team has only one vote. Attorney members of the team will not be appointed as Guardian ad litem for the child or as counsel for the parents at any subsequent court proceedings.

The discussion of confidential information regarding the cases will be conducted in executive session. Following the executive session, the team will publicly state whether the responses were timely and adequate and in compliance with the law. The team will publicly report non-identifying information regarding inadequate responses and will indicate the public and private agencies involved.

### **CONFIDENTIALITY OF CHILD PROTECTION RECORDS AND REPORTS**

According to Section 19-1-307, C.R.S., reports of child abuse and neglect and any identifying information in those reports are confidential and shall not be public information. Access to Central Registry reports will be in the manner prescribed in Section 19-3-313, C.R.S.

Any reports given to the Department of Social Services by mental health professionals are to remain confidential unless social services has secured a release of information from the mental health professional's client.

### **YOUTH IN CONFLICT**

This division of the Department of Social Services provides services to children ages 12 and above who are involved in some kind of conflict with their family or their community. Parents can request services or the court may order the department to assist these children in dealing with their conflicts. Typically, these children are involved with the juvenile justice system.

### **A KID'S PLACE**

A Kid's Place opened in May 1995. The mission of A Kid's place is to provide advocacy and support for abused or neglected children by advancing coordinated investigations, prosecution and victim services. A Kid's Place, Child Advocacy Center was designed to meet the needs of child victims and their families by providing a supportive and caring environment. State-of-the-art video and audio recording systems are provided to investigators for interviews. Training of team members helps ensure a team approach, consistent record keeping, and that medical exams are coordinated within two weeks of the interviews.

The Child Advocacy Center was established to expedite the process of investigation and reduce the number of interviews. The goal is for no more than two interviews per investigation to occur. A Kid's Place priorities are all sexual assault cases, severe physical abuse cases and those cases most likely to be criminally prosecuted. The team

efforts and training increase the quality of information obtained during the interview process.

## **GUIDELINES FOR CHILD DEATH INVESTIGATIONS**

The death of a child may involve a multi-disciplinary response of professionals which include the Coroner, medical personnel, the District Attorney, law enforcement officials, the Department of Social Services along with other child abuse experts. The most critical aspect of any child death investigation lies with the timely notification of all appropriate entities and the continued investigative coordination amongst those agencies. It is critical for each entity to have established guidelines for responding to, investigating and documenting the various types of child deaths.

Circumstances Warranting Interagency Investigation:

- A death of a child resulting from suspicious circumstances or unusual events.
- A death of a child which may result from any form of abuse or negligence.
- A possible Sudden Infant Death Syndrome (SIDS).

Conditions that would not warrant an interagency investigation:

- A child who succumbs to a terminal disease.
- A death resulting from an accident not the result of negligence or abuse.

Autopsies and Post-Mortem Examinations:

The Coroner's Office will consult with law enforcement and will be responsible for determining when autopsies and post-mortem examinations will be conducted by a forensic medical pathologist.

Interagency Responsibilities:

- The Coroner's Office:

Responsibilities include determination of the cause and manner of death; notification of next of kin to the victim; collect and document medical and social history of the victim; coordinate use of forensic experts, such as an odontologist, pathologist or anthropologist and notifying the District Attorney in the event any abuse or neglect may have caused a child's death. If indications of abuse, neglect or circumstances warranting the notification and response of multi-disciplinary investigative entities exist, the Coroner's Office will initiate the appropriate notification to law enforcement.



- The District Attorney's Office:

The District Attorney reviews all the facts and evidence collected by the Coroner's Office, law enforcement, medical professionals and the Department of Social Services to assess whether a crime has been committed. The District Attorney makes the decision whether to file a case as a criminal action in court. During the investigative process, the District Attorney can act as an advisor to participating entities to guide the focus of the investigation.

- Law Enforcement

The role of law enforcement is to establish the appropriate jurisdiction responsible for conducting the investigation. The responsible law enforcement agency determines whether the events leading to the death of a child constitutes a crime by any act of commission or omission. Law enforcement is responsible for the scene investigation where the death occurred and the collection of evidence. Law enforcement is designated to be present at the post-mortem examination and autopsy, and to photograph and collect specified evidence obtained at the time of autopsy.

- Department of Social Services:

The Department of Social Services will research the family structure and evaluate whether any other siblings within the family structure are at risk of any form of physical danger or death. The Department of Social Services can provide important background information relating to the victim's family dynamics and whether the victim child is under the purview of the Department currently. The Department of Social Services is also responsible to list child deaths in the Central Registry for Child Protection and to report to the State Fatality Review Committee.

- Medical Personnel:

Frequently, life-saving efforts to save a child's life will continue until the victim is transported to a medical facility. If the child victim expires at a medical facility, the hospital will be responsible for the notification of the Weld County Coroner's Office. This notification of the Weld County Coroner's Office will occur even though the victim child may have been transported to a hospital outside of Weld County. Medical personnel may also notify the designated law enforcement agency where the child sustained its injuries. Law enforcement responding to the request of a hospital or medical facility may request to activate a multi-disciplinary response.

- Child Abuse Forensic Experts:

In complex criminal cases it is not uncommon to rely upon court recognized experts to testify relating to evidence in child death cases. Forensic experts in the areas of child abuse, pathology, radiology, odontology and anthropology are frequently consulted in regards to findings in child death cases. Most often in child death cases the Coroner's Office and the District Attorneys Office request the use of forensic experts.

For a suggested checklist in child death investigations please see Appendix E.

## DISTRICT ATTORNEY PROCEDURES

### **NOTIFICATIONS**

The District Attorney's Office will notify social services or the appropriate law enforcement agency immediately on all cases of child abuse and neglect that are initiated by or reported to that office. In addition to verbal notification, written documentation of the incident will be forwarded to the appropriate agency within five (5) working days of the verbal contact.

### **RESPONSE**

Investigators for the District Attorney's Office will adhere to law enforcement procedures in conducting investigations of child abuse and neglect.

When asked by a law enforcement agency to assist in an investigation, the District Attorney's investigation will coordinate their efforts with that law enforcement agency unless there is a need for an independent investigation. A deputy district attorney will be available at all times for consultation on child abuse and neglect cases.

### **PROSECUTION**

The District Attorney's Office has established a specialized unit to handle all of the felony cases of child abuse and neglect where the alleged perpetrator is an adult.

## **POST-INVESTIGATION COORDINATION**

### **OBJECTIVES**

- Coordination between civil and criminal cases.
- Prepare the child victim for court.

- Access the services available in the public and private sectors for medical, psychological and victim compensation funds.
- Improve communication between the guardian ad litem, foster parents, schools social services, and law enforcement;
- Improve the coordination between probation supervision and the dependency and neglect treatment plan;
- Improve the coordination of services among the agencies working with the family;
- Improve the understanding among agencies, families, and the courts.

### LAW ENFORCEMENT

The Law Enforcement Officer will:

- Send a written incident report to the Department of Social Services;
- Inform social services of the disposition of the child abuse and neglect investigation; and
- Inform the District Attorney of any investigation where the case needs to be filed due to probable cause.

### **THE DEPARTMENT OF SOCIAL SERVICES**

The Department of Social Services will:

Notify the District Attorney's Office concerning:

- Who the assigned caseworker and court appointed guardian ad litem are once social services has received notice that a case was filed by the District Attorney's Office;
- The status of the D & N petition; and
- The treatment plan so that it can be coordinated, when appropriate, with the sentencing on a criminal case.

Determine if the child is eligible for victim compensation funds and refer the victim, if appropriate.

Notify the therapist and placement facility of the criminal case status and the status of the D & N case, including:

- The preliminary hearing, trial, sentencing hearing;
- What is expected from the child in regard to the court process; and
- Whether a plea bargain will occur in the criminal case.

Give the guardian ad litem and CASA in the dependency and neglect case:

- A verbal summary of the case upon assignment of the case;

- Pertinent information regarding the safety concerns of the family; and
- A copy of the law enforcement offense report(s).

Give the Court:

- A summary of the case;
- A treatment plan for the child and family; and
- As much specific information as possible at the review hearing as to whether the family has followed through with the conditions of the treatment plan.

Coordinate services for the child/family.

### **THE DISTRICT ATTORNEY'S OFFICE**

The District Attorney's Office will:

Notify the appropriate people when:

- A case has been filed by the DA's office (include DSS & GAL when possible);
- A Deputy DA and victim/witness advocate have been assigned to the case;
- Court hearings are scheduled and to advise the caseworker what will be expected of the child;
- The sentencing hearing is set to obtain input from the caseworker, GAL, therapist, out-of-home placement facility/home when possible;
- Final sentence has been imposed, including the nature of the sentence actually imposed; and
- The child is about to testify (specifically, DSS and the child's GAL) when DSS is the custodian of the child and when the suspected perpetrator is in a position of trust for the child.

Provide written information about the court process and community resources available including victim compensation to the victim and his/her family.

Attempt to keep the victim or the appropriate parental figure apprised of the status of the case.

Assist the victim at any court hearings in which the victim will have to testify by educating the victim on courtroom procedures.

Provide a victim advocate to be present with the victim throughout any proceedings in which the child must take part.

Notify the victim when a sentencing hearing is set, and when possible, get input from the victim and/or parent.

Notify the child victim's therapist of scheduled court hearings and what will be expected of the child.

Notify the physician who preserved the initial evidence when filing a criminal case.

### **Third-Party Abuse and Neglect by School Employees**

Colorado Revised Statutes, Section 19-3-308(5.7), as amended:

Upon initial investigation of a report alleging abuse or neglect in which the suspect perpetrator was acting in his official capacity as an employee of a school district, if the Department of Social Services or the local law enforcement agency reasonably believes that an incident of abuse or neglect has occurred, it shall immediately notify the superintendent of the school district who shall consider such a report to be confidential information; except that the superintendent shall notify the Department of Education of such investigation.

The Department of Social Services or the local law enforcement agency will immediately notify the superintendent of a school district when there is a reasonable belief an incident of abuse or neglect has occurred by a school employee acting in his/her official capacity.

The school district superintendent shall consider the report from the Department of Social Services or local law enforcement confidential, except the superintendent shall notify the Department of Education of the investigation.

Colorado Revised Statutes, Section 19-3-308(4.5)(c), as amended:

A teacher, employee, volunteer, or staff person of an institution who is alleged to have committed an act of child abuse shall be temporarily suspended from his/her position at the institution with pay, or reassigned to other duties which would remove the risk of harm to the child victim or other children under such person's custody or control, if there is reasonable cause to believe that the life or health of the victim or other children at the institution is in imminent danger due to continued contact between the alleged perpetrator and a child at the institution.

The school district will take action necessary to protect the child victim or other children at the school if the school district has reasonable cause to believe the child victim or other children at the school are in imminent danger due to continued contact between the alleged perpetrator and a child at the school.

The employee will not be encouraged or ordered to cooperate with local law enforcement by school district officials during the criminal investigation. The decision by the employee to cooperate or otherwise assist local law enforcement during the criminal investigation must be free and voluntary in accordance to constitutional rights afforded any citizen.

A public employee suspended pursuant to the law shall be accorded, and may exercise, due process rights, including notice of the proposed suspension and an opportunity to be heard, and any due process rights provided under the laws of this state governing public employment and under any applicable individual or group contractual agreement.

Colorado Revised Statutes, Section 19-3-308(5.3) (c), as amended:

When the investigation involves a suspected perpetrator who was acting in his official capacity as an employee of a school district, the local law enforcement agency shall coordinate such investigation with any concurrent abuse investigation being conducted by the Department of Education or the school district to the extent such coordination is possible and deemed appropriate.

Nothing in the Protocol is intended to limit a school's right to conduct an administrative investigation of its employees. However, the district attorney and local law enforcement need to have criminal and administrative investigations separate and distinct to avoid the possibility of inadmissible evidence in the criminal proceedings.

As a general guideline, information from an administrative investigation must remain separate and apart from a criminal investigation. However, information from a criminal investigation may be included and be a part of an administrative investigation. This is necessary because different legal principles apply in criminal and administrative investigations. For example, inadvertent disclosure of information from administrative investigations prior to a criminal investigation being completed may compromise the ability of law enforcement to assess the accuracy of witness information and/or truthfulness of the alleged perpetrator.

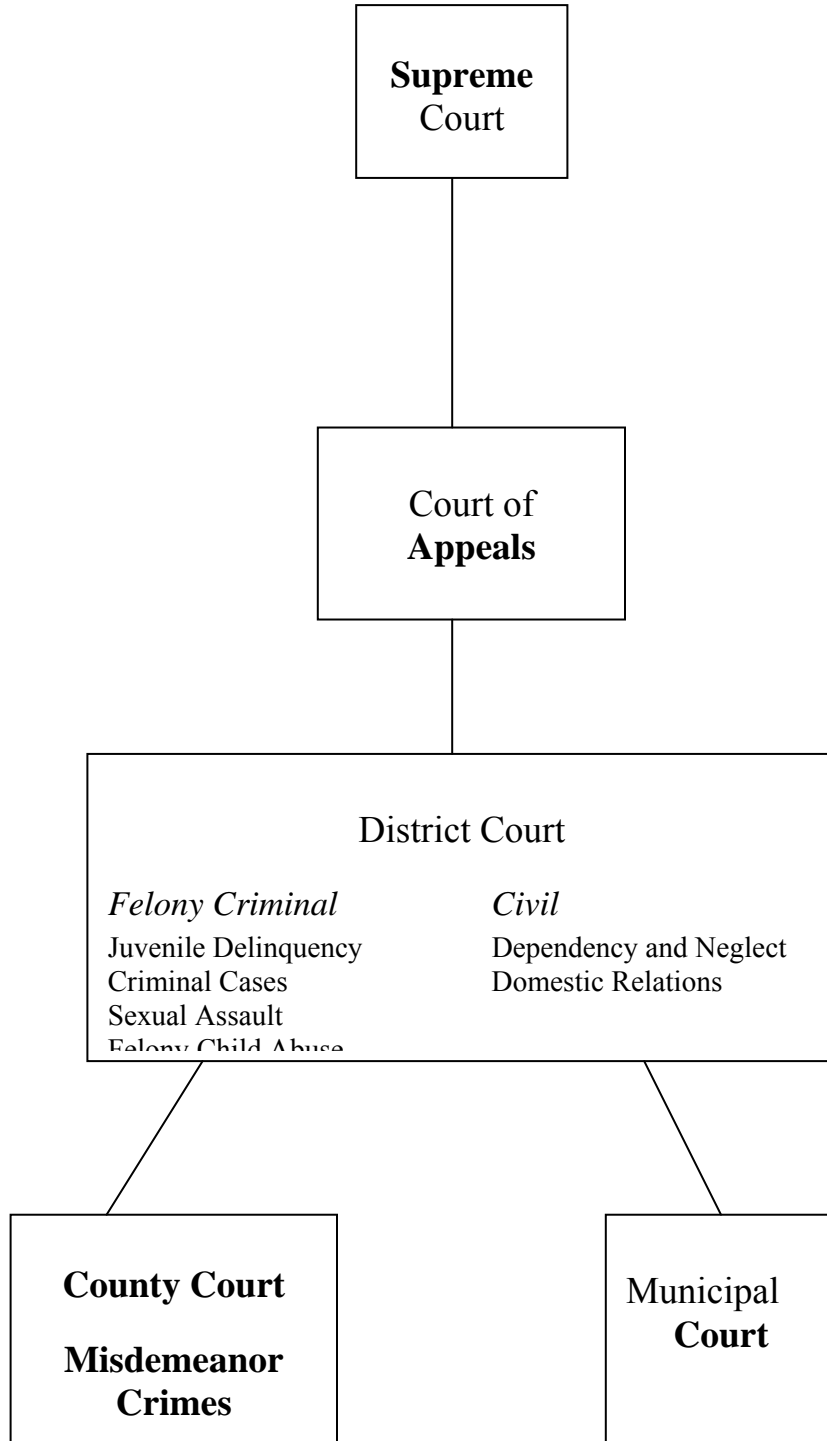
Where reasonably possible, the following procedure is recommended as the best practice:

- The criminal investigation will be completed prior to a school district administrative investigation being initiated or continued;
- The criminal investigation will be conducted expeditiously but in accordance with generally accepted law enforcement professional investigative standards;
- Investigatory interviews of an alleged perpetrator by law enforcement will occur on off-school premises;
- School officials will be provided a complete copy of the criminal investigative report at the conclusion of the investigation in accordance with the Colorado Criminal Justice Records Act;
- The superintendent will be informed of changes in the status of the criminal investigation including, but not limited to, the case being forwarded to the district attorney to determine what or if charges will be filed, and when the criminal investigation is complete;
- The administrative investigation by a school district may commence at the conclusion of the criminal investigation, as school officials deem appropriate.

# **Section 7**

## **Treating Child Abuse**

# Organizational Chart for the Colorado Judicial System





Organization Chart  
19<sup>th</sup> Judicial District  
Phone Number (970) 353-7300  
P.O.Box 2038  
901 9<sup>th</sup> Ave  
Greeley, Co 80632  
[www.courts.state.co.us](http://www.courts.state.co.us)

**Division 1**

Roger A Klein, Judge  
Joyce Lewis, Clerk  
Richard Matt, Court Reporter  
Marjorie Sant, Law Clerk  
Beth Van Vurst, Law Clerk

**Division 2**

Rebecca Coppes Conway, Judge  
Jill Anderson, Clerk  
Patricia Mena, Clerk

**Division 3**

Gilbert Gutierrez, Judge  
Lea Kuzik, Clerk  
Carol Corbridge, Clerk  
Christine Triplett, Court Reporter

**Division 4**

Daniel Maus, Judge  
Karen Jurgensmeier, Clerk  
Julie Matt, Chief Court Reporter

**Division 5**

Frank G. Henderson, County Court Judge

**Division 6**

Lynn Karowsky, Judge  
Don Garey, Clerk

**Division 7**

Dinsmore Tuttle, Judge  
Jeanne Iverson, Clerk  
Sonja Richardson, Clerk  
Michelle Gaschler, Family court facilitator

**Division 8**

Julie Hoskins, Magistrate  
Lanelle Coble-McEachron, Clerk  
Conni Musick, Clerk  
Shannon Boone, Clerk

**Division 9**

J. Robert Lowenbach, Judge  
Yolanda Hernandez-Sims, Clerk  
Kimberly Banner, Law Clerk

**Division 11**

Weld County Centennial Center  
Marcelo Kopcow, Judge  
Susan Prior, Clerk  
Kelly Duran, Clerk

**Division 12**

James F Hartman, Jr., Judge  
Helen Vasquez, Clerk  
Holly Panetta, Family Court Facilitator  
Mary George, Court Reporter

**Division A**

First Appearance Center,  
Weld County Centennial Center,  
915 10<sup>th</sup> Street, Greeley, 1<sup>st</sup> Floor

**Division B**

Weld County Centennial Center  
Julie Hoskins, Judge  
Alyson, Clerk  
Candy Boddy, Clerk

**Division C**

Elizabeth Strobell, Magistrate  
Deb Buffington, Clerk

**Division F**

First Appearance Center  
Weld County Centennial Center

**Division G**

Lynn J, Karowsky, Judge  
Alyson Nicholls, Clerk  
Vonda Martinez, Clerk

**Court Interpreters**

Luis Mendoza, Chief Interpreter  
Marisela Aguilar  
Carmen Pedreg

## THE WELD COUNTY COURT SYSTEM

### CIVIL LAW AND COURT

Disputes pertaining to private matters or transactions between people are regulated by civil law. Civil law applies to matters of neglect of negligence (torts), domestic relations, contract disputes, and child abuse and/or neglect. Civil actions are initiated by “petitioners” or “plaintiffs.” The person or entity a civil action is brought against is either a “defendant” or “respondent” depending upon the nature of the civil action.

The primary responsibility of the court in civil cases is to provide an impartial means for the resolution of private disputes. The court serves as a forum for dispute resolution and is responsible to ensure the dispute is settled in a lawful and peaceful manner. The court also provides the means to enforce a decision through court orders. Court orders may be enforced through contempt proceedings. Individuals or agencies that willfully violate court orders may be required to show cause why the court should not impose a fine, jail sentence, or other sanction.

For the most part, the court relies upon “a preponderance of the evidence” as the burden of proof in deciding civil disputes. This burden of proof requires the petitioner or plaintiff to present evidence that is more persuasive or convincing than the evidence presented by the defendant or respondent. This means the party whose evidence is most likely to be true will prevail. A case involving the termination of parental rights, however, requires that the evidence presented by the petitioner be clear and convincing. This means the judge must find the evidence to be “highly probable and free from serious or substantial doubt” in order to terminate parental rights.

### Dependency and Neglect

**The Colorado Children’s Code provides the enabling state legislation to implement federal law governing dependence and neglect: Adoption Assistance and Child Welfare Act of 1980, Federal Public Law 96-272; and Public Law 105-89, the Adoption and Safe Families Act of 1997. These laws deal with the balance between stability and preservation of families and safety and protection of children. (See Appendix G for outline of provisions of P.L. 96-272 & P.L. 105-89).**

Expedited Permanency Planning (EPPP) began in Weld County in February 1998. EPP provides for shortened time lines (see attached EPP Case Planning Sheet) in cases involving child(ren) under the age of six who are in out of home placement at the time the petition is filed. P.L. 96-272 will require permanency planning hearing within 12 months (shortened from 18 months). It also puts additional emphasis on safety for the child and attempts to further reduce foster care stays.

The Department of Social services (DSS), represented by the Weld County Attorney, is the petitioner in dependency and neglect (D&N) cases. A D&N action is initiated by petition of the DSS. The petition follows a DSS investigation of reported child abuse or neglect. An emergency hearing will be conducted to insure the protection of a child until the DSS has an opportunity to conduct thorough investigation.

### Petition in Dependency or Neglect

Only the County can file a petition. A Petition identifies the parties, states the allegations of abuse or neglect and gives notice required by law concerning parties' rights. A person may be named as a "special respondent" on the grounds that he resides with, has assumed a parenting role toward, has participated in whole or in part in the neglect or abuse of, or maintains a significant relationship with the child.

Dependent or Neglected Child as defined by the Colorado Children's Code:

- Whose parent, guardian, or legal custodian has abandoned the child or has subjected him to mistreatment or abuse or whose parent, guardian, or legal custodian has suffered or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
- Who lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian;
- Whose environment is injurious to his welfare;
- Whose parent, guardian, or legal custodian fails or refuses to provide proper or necessary subsistence, education, medical care, or any other care necessary for his health, guidance, or well-being;
- Who is homeless, without proper care, or not domiciled with his parent, guardian, or legal custodian through no fault of such parent, guardian, or legal custodian;
- Who has run away from home or is otherwise beyond the control of his parent, guardian, or legal custodian.

### Dependency and Neglect Case Services

At the discretion of the Judge, the following services may be ordered:

- CASA of Weld County (Court Appointed Special Advocate) trains community volunteers to advocate for the best interests of children involved in the Dependency & Neglect court system. Cases are referred by a Judge or Magistrate, and are then matched with a volunteer who will provide information to the court about the well being of the children. CASA volunteers play a vital role in the Dependency & Neglect court system as neutral, fact-gatherers. Their most important role involves meeting with the children throughout the life of the case. A court order provides the CASA volunteer with access to the same information made available to a Guardian ad litem. A CASA volunteer is included in all mailings, receives copies of court documents, reports by treatment providers, and receives notice of all hearings, staffings, or other court intervention.

- Court Facilitator was begun by the Weld County Child Abuse Coalition in 1994. In January 1998, the program was transferred to Division II of the Weld County Courthouse.

The Facilitator is responsible for:

- facilitating staffings on selected cases assigned by the Family Court judge or magistrate;
- compiling statistics of dependency and neglect cases;
- clarifying and communicating court policies and procedures to professionals; and
- assisting the court in assessing and making changes in those policies and procedures.

The goal is to help the professionals reach agreements, out of court, on issues that can be resolved prior to subsequent court hearings. Resolutions can include agreements on visits, treatment plans, and even custody issues. The professionals involved with the program include social services caseworkers, county attorneys, parents' attorneys, guardians ad litem, mental health therapists, and even probation officers.

- Family Group Conference - An innovative tool to facilitate agreement regarding children who are subjects of dependency & neglect cases, Family Group Decision-Making Conferences (FGDM) have been utilized by the Department of Social Services since Expedited Permanency Planning went into effect February 1998.

The conference is facilitated by individuals trained in FGDM, and each conference is structured to first include discussion among family members and professionals. The unique aspect of FGDM conferences is that the family is ultimately responsible for making decisions as to outcomes for their child/ren. Once a recommendation is made it is filed with the court which may approve the agreement.

- Mediation has been used in divorce and custody cases for many years, and only recently has the 19th Judicial District utilized mediation to resolve issues in Dependency & Neglect actions. The mediators help resolve certain issues in D & N cases, including custody, and visitation schedules. The cases are referred for mediation by order of the court.
- Additional services as necessary.

## EPP Case Planning Sheet

Case No.

In the Interest of Case Name

FOR YOUR INFORMATION ONLY: The following is a list of hearings that must take place in this case. Each hearing should ideally be completed by the date listed at the beginning of each paragraph.

Date of Hearing

### **PRELIMINARY PROTECTIVE HEARING**

At this hearing the Court determines whether there is enough evidence to allow the filing of the Petition, orders an investigation by the Department of Social Services and appoints a Guardian *ad litem* for the children. At this hearing the Court also decides if the children can safely remain in their home or if their safety requires their placement with a relative or in foster care. Finally, the Court may enter orders for the protection of the children.

DOH + 35

### **ADVISEMENT**

At this hearing the parties are advised of their rights. The Court assures that the parties understand their rights and the court process, as well as what could happen in the future. This event should take place at the Preliminary Protective Hearing. If it does not, the AdviseMENT should take place within 35 (thirty-five) days of the Preliminary Protective Hearing.

DOH + 60

### **ADJUDICATORY HEARING**

The "Adjudicatory Hearing" must be held on or before 60 (sixty) calendar days from the date the Respondents (Parents) are served with the Petition. A decision as to whether the children are dependent or neglected is made at this hearing.

Adjud. + 30 days

### **DISPOSITIONAL HEARING**

The "Dispositional Hearing" should be held on the same date as the Adjudicatory Hearing. If it is not, it must be held no later than 30 (thirty) calendar days after the date of the Adjudicatory Hearing. The "Family Services Plan", outlining what the parent must do to have his or her children returned or to remove the involvement of the Court, is reviewed and adopted at the Dispositional Hearing.

Dispo. + 90 days

### **PERMANENCY PLANNING HEARING**

The "Permanency Planning Hearing" must be held within 90 (ninety) days following the dispositional hearing. The purpose of this hearing is to plan for stable permanent homes for the children in as short a time as possible.

DOH + 1 year

### **PERMANENT HOME**

The children shall be placed in a permanent home no later than 12 (twelve) months after the original placement out of the home unless at that time the Court determines that a placement in a permanent home is not in the best interests of the children.

## D & N Case Planning Sheet

| <u>Case No.</u>        | <u>In the Interest of Case Name</u>  |
|------------------------|--|
|                        | FOR YOUR INFORMATION ONLY: The following is a list of hearings that must take place in this case. Each hearing should ideally be completed by the date listed at the beginning of each paragraph.  |
| Date of Hearing        | <b>PRELIMINARY PROTECTIVE HEARING</b><br>At this hearing the Court determines whether there is enough evidence to allow the filing of the Petition, orders an investigation by the Department of Social Services and appoints a Guardian <i>ad litem</i> for the children. At this hearing the Court also decides if the children can safely remain in their home or if their safety requires their placement with a relative or in foster care. Finally, the Court may enter orders for the protection of the children. |
| DOH +35                | <b>ADVISEMENT</b><br>At this hearing the parties are advised of their rights. The Court assures that the parties understand their rights and the court process, as well as what could happen in the future. This event should take place at the Preliminary Protective Hearing. <u>If it does not</u> , the AdviseMENT should take place within 35 (thirty-five) days of the Preliminary Protective Hearing.   |
| DOH + 90               | <b>ADJUDICATORY HEARING</b><br>The "Adjudicatory Hearing" must be held on or before 90 (ninety) calendar days from the date the Respondents (Parents) are served with the Petition. A decision as to whether the children are dependent or neglected is made at this hearing.  |
| Adjud. + 90 days       | <b>DISPOSITIONAL HEARING</b><br>The "Dispositional Hearing" should be held on the same date as the Adjudicatory Hearing. If it is not, it must be held no later than 45 (forty-five) calendar days after the date of the Adjudicatory Hearing.<br>The "Family Services Plan", outlining what the parent must do to have his or her children returned or to remove the involvement of the Court, is reviewed and adopted at the Dispositional Hearing.  |
| Hearing Date + 1 yr.   | <b>PERMANENCY PLANNING HEARING</b><br>In this Court, the "Permanency Planning Hearing" is held within one year of the filing of the case. The purpose of this hearing is to plan for stable permanent homes for the children in as short a time as possible.   |
| Hearing Date + 18 mos. | <b>PERMANENT HOME</b><br>The children shall be placed in a permanent home no later than 18 (eighteen) months after the original placement out of the home unless at that time the Court determines that a placement in a permanent home is not in the best interests of the children.  |

## ACCESS TO THE COURT FOR CHILD PROTECTION

A guardian ad litem (GAL) is always appointed in Dependency and Neglect cases by the court to act in the interests of a child in other cases one may be appointed. A person suspecting child abuse may contact the appointed GAL directly if he/she believes the initial report to the Department of Social Services and/or law enforcement was inadequately addressed. Contact with a GAL may be by telephone or in writing.

If child abuse is suspected and the reporting party believes the response was inadequate, the court may be contacted directly if a GAL is not known one another. Depending upon the circumstances of a case, the court may adjudicate a criminal case only, a civil case only, or both.

A crime is defined by the Colorado Legislature, as conduct contrary to the interests of the People of the State of Colorado. The People's interest is represented by the District Attorney who is responsible for the filing and prosecution of criminal cases with the court. The District Attorney also serves the People's interest in cases of juvenile delinquency. A delinquent act occurs when someone at least 10 years of age but not yet 18 years of age engages in conduct that would constitute a crime if someone 18 years of age or older engaged in the same conduct.

Legislation is codified in the Colorado Revised Statutes. Statutes define legal terms, crimes, articulate specific elements that must be present, and penalties upon conviction. Statutes also may impose requirements or duties for individuals and may establish specific procedures to be followed. Because criminal statutes have consequences that may deprive individuals of their freedom, a criminal case must be proven beyond a reasonable doubt. This is the highest burden of proof applied in the legal system and is defined as a doubt that "would cause reasonable people to hesitate in matters of importance to themselves."

A criminal act may be a petty offense, misdemeanor, or felony. The maximum penalty for a petty offense is 6 months in the county jail and a \$500 fine. The maximum penalty for a misdemeanor is 2 years in the county jail and a \$5,000 fine. Felonies are the most serious of offenses. A felony is any crime for which a penitentiary sentence may be imposed. Depending upon the particular felony offense, fines may range from \$1,000 to \$1 million and terms of imprisonment from 1 year to life without possibility of parole. Individuals who are convicted of felonies may be sentenced to probation, intensive supervised probation, residential community corrections, or imprisonment.

Criminal charges are made against a "defendant" on behalf of the People of the State of Colorado as "plaintiff." Defendants are usually represented by attorneys. In rare cases, defendants may represent themselves. In criminal cases, an individual has the right to have an attorney appointed by the court to represent him/her if they cannot afford one. An attorney from the Public Defender's Office will usually be appointed in these cases.

Criminal cases enter the court system when charges are filed by the District Attorney. In some misdemeanor and petty offense cases, a peace officer may file a case directly with the court using a summons and complaint. A summons and complaint appears much like a "ticket" one would receive for a traffic violation. The District Attorney files charges using a document called an "information" in the case of felonies and a "complaint" in the case of misdemeanors.

As a general rule, felony cases with adult perpetrators are adjudicated in the district court while misdemeanor cases are county court matters. A district court considers juvenile matters including criminal cases with juvenile perpetrators and civil dependency and neglect (D&N) cases.

Juveniles found to be delinquent and determined to require incarceration must be held in facilities where they are separated by sight and sound from adult offenders. Facilities holding juvenile offenders are called juvenile detention centers. Detention centers must meet standards of care, supervision, and programming required by the Federal Juvenile Justice Delinquency Prevention Act and any related Colorado Revised Statutes. Compliance with these regulations is monitored by site inspections performed by the Colorado Division of Criminal Justice. Detention facilities are operated and/or approved by the State of Colorado.

The District Attorney may file charges and prosecute a case treating a juvenile as an adult offender when certain criteria are present. These cases are known as "direct file juveniles." A direct file juvenile may be held in the county jail pending disposition of the criminal charge so long as they are physically separated from adult offenders. Upon conviction, the juvenile is housed and treated no differently than an adult convicted of the same crime.

## GENERAL COURT INFORMATION

There are a number of preliminary actions or phases that may occur prior to a criminal or civil case reaching a trial. These actions may gather testimonial evidence under oath, find additional facts, information, and evidence, determine what evidence will be allowed to be presented at trial, and seek a resolution to a dispute before trial. These actions may or may not all take place in the courtroom.

The court or jury considers evidence in order to reach a decision. The evidence may be actual physical evidence and/or testimony. All evidence is introduced by witnesses to be considered by the court or jury. Witnesses are compelled to offer testimony and to bring records in their control by a court order known as a "subpoena" or "subpoena duces tecum."

Subpoenas will be personally served on the person to appear a minimum of 48 hours prior to the scheduled appearance. Priority is given to service of subpoenas in child abuse cases to avoid rescheduling delays. Witnesses will usually be contacted by an



attorney prior to actually testifying. The attorney will use that opportunity to discuss what information the witness will provide during testimony and may give examples of the types of questions a witness is likely to be asked. While a subpoena compels a witness to offer testimony, it does not require a witness to speak with an attorney or their investigators representing any interested party in any action prior to testifying.

As a general rule, a witness can give information only from their personal knowledge. Personal knowledge would be something a witness personally saw, heard, did, etc. Information that is not from personal knowledge is known as "hearsay" and usually will not be allowed to be considered as evidence.

Expert witnesses are people with specialized professional training and experience qualified to offer opinions. The court will determine whether or not a witness is qualified as an expert from evidence presented on that issue. In general, a witness will not be allowed to express an opinion unless he or she has been accepted by the court as an expert.

It is important that witnesses prepare for testimony by reviewing their notes, statements, or other case material in advance. A witness who is not comfortable testifying without referring to notes need to contact the attorney asking for his/her testimony before testifying. Witnesses take an oath attesting to the truthfulness of their testimony before testifying. Someone intentionally offering false information may be criminally charged for perjury.

Witnesses testify by answering questions directed to them. It is important that witnesses understand a question prior to responding and should ask to have a question repeated or clarified if they are unsure what was asked. Occasionally, an attorney may object to the court regarding a question asked of a witness. A witness needs to stop speaking or not answer the question when an objection is raised and wait until the court rules on the objection and tells the witness to proceed. Responses should be direct, honest, on point, and specifically answer what was asked. Witnesses are encouraged not to volunteer information.

The questioning process continues allowing each side the opportunity to ask questions and clarify information. When completed, the court will excuse the witness. Unless directed otherwise by the court, a subpoena to offer testimony is completed when a witness is excused.

### **GUARDIAN AD LITEM**

A Guardian ad litem (GAL) is appointed by the court in all dependency and neglect cases to investigate and formulate an **independent** opinion concerning the child's best interest. The GAL does not necessarily represent what a child desires.

The juvenile court expects the GAL to:

- Function as a check and balance within the child protection system by performing an independent, thorough investigation.
- Provide an independent opinion concerning the child's best interests based upon the GAL's investigation.
- Present evidence, submit recommendations, and actively represent the child's best interests before the court.

These expectations require a GAL to weigh recommendations from the Department of Social Services equally with recommendations from other agencies and individuals involved in a case.

The GAL should have specific training and insight into children's issues because of the importance of presenting the child's position while making recommendations to the court.

The local 19th Judicial District requires a GAL to:

- Consider all relevant information when formulating and advocating his/her independent position, including information from, but not limited to, the child, parents, DSS, and relatives when formulating and advocating an independent position.
- Make a minimum of one observation of the child in placement.
- Interview or observe the child.
- Receive copies of all party pleadings and participate in all dispositions and negotiations.
- Actively participate and be included in all aspects of litigation.
- File motions for any appropriate hearings including contempt citations of the parents, the Department of Social Services, or the child.
- Interview parties significant to the child including, but not limited to, teachers, relatives, doctors, and day care providers.
- Provide a telephone number in order to contact the GAL.
- Appear at all court hearings and represent the best interests of the child.
- Continue to follow up the child's placement and progress--**adjudication does NOT terminate the GAL's responsibility.**
- Access the child's privileged information through court order or parental releases.
- Comply with the statute giving precedence to child abuse cases.

The 19th Judicial District also strongly recommends a GAL:

- Make a home visit to the parties' homes--particularly if the child home environment is in question.
- Observe interaction between each parent and the child.
- Discuss the child and child's development with each parent.

- Identify and advocate appropriate community resources according to needs when necessary, including, but not limited to:
  - Drug and alcohol treatment
  - Parenting education
  - Counseling alternatives
  - Programs for special needs children
  - Financial assistance for the child or family

CASA of Weld County

**924 11 ST, Suite B, Greeley, CO 80631**  
**970-353-5970**

A CASA (Court Appointed Special Advocate) may be appointed in a Dependency and Neglect case. CASA of Weld County trains community volunteers to work with the children involved in Dependency & Neglect cases. Case referrals are made by the Judge or Magistrate hearing the case, and assigned to a CASA volunteer by the program. CASA of Weld County focuses on cases involving very young children, children in out of home placement, and those children returned from out of home placement but who remain at risk of continuing harm. CASA volunteers act as neutral, fact gatherers for the court about the well-being of the children, and their best interests in regard to permanent placements. CASA volunteers are assigned to a case throughout the life of the case.

**WELD COUNTY ATTORNEY**  
**915 10th Street, Greeley, CO 80631**  
**970-356-4000 Extension 4391**

The Weld County Attorney is a position within the Department of Law defined by Article V of the Weld County Home Rule Charter. The Weld County Attorney is appointed by the Board of Weld County Commissioners and is assisted by assistant county attorneys as the Board deems necessary.

The Weld County Attorney exercises all legal and administrative functions of the county government. One of those functions is representation of the Department of Social Services in dependency and neglect cases and similar civil case matters.

The Weld County Attorney is responsible to prosecute criminal violations of only Weld County Ordinances while the Weld County District Attorney is responsible to prosecute criminal violations of the Colorado Revised Statutes. Two assistant county attorneys are currently assigned to represent the Department of Social Services in dependency and neglect cases.

#### DEFENSE ATTORNEY

A defendant or respondent in either a criminal or civil case may be represented or "defended" by an attorney. A defense attorney is responsible to represent and protect the defendant or respondent's interests.

In civil cases, the goal of a defense attorney is to offer evidence and arguments to persuade the court that the position of their client should prevail. The other party in dependency and neglect cases will be the Department of Social Services. A defense attorney in a civil case may be hired by a parent, guardian, or legal custodian of the child in a dependency and neglect case. If a parent in a dependency and neglect case cannot afford to hire an attorney, the court will appoint one at public expense.

In a criminal case, the defense attorney performs many of the same functions as in the civil case.

In addition, a criminal defense attorney's role is to insure the defendant's constitutional and statutory rights are accorded to him or her and to attempt to create a reasonable doubt in the mind of the judge or jury so the defendant is acquitted. A Defendant who cannot afford an attorney, and who is facing a possible jail sentence, is entitled to be represented free of charge, usually by a Public Defender.

The Public Defender's Office is a government agency funded by the public to provide defense counsel to indigent defendants in criminal cases. The court may also appoint an attorney, at public expense, who is not a member of the Public Defender's Office. The Public Defender's Office also employs staff and investigators to assist a Public Defender Attorney.

**DISTRICT ATTORNEY**  
**915 10th Street, Greeley, CO 80631**  
**970-356-4010 Extension 4706**  
**Fort Lupton:**  
**303-857-3038 Extension 5970**

The District Attorney is an elected official responsible to represent the interests of the People of the State of Colorado as the prosecutor in **criminal** cases. The District Attorney appoints Deputies to help represent the People's interests.

Cases of child abuse or neglect are investigated by law enforcement. Results of a law enforcement investigation are forwarded to the District Attorney's Office and assigned to a deputy district attorney dedicated specifically to child-victim cases. The deputy reviews the case investigation to determine if the facts are cause to believe a crime probably occurred and an individual identified by the investigation probably committed the crime. Once that determination is made, the deputy district attorney considers a number of factors to determine if criminal charges should actually be filed with the court to begin the prosecution of a defendant and what criminal charges are appropriate. The case review process is explained in Section 7, **District Attorney Procedures**.

The deputy district attorney may not file criminal charges for many reasons. **It is important everyone understand the decision to not file charges does NOT mean the prosecutor has decided child abuse or neglect did not occur or that the child victim was not truthful.**

The District Attorney plays an important role in sentencing convicted offenders. The primary objective of criminal sentencing is protection of the community. Other important objectives of criminal sentencing include punishment of offenders, rehabilitation of offenders, restitution to victims, deterrence of offenders from future crimes, deterrence of others from similar crimes, and making the statement our community values the emotional and physical well-being of children.

**USEFUL PUBLIC SERVICE  
934 9th Avenue, Greeley, CO 80631  
970-356-4000 Extension 4844**

The Useful Public Service (UPS) program is funded by Weld County and administered by the Chief Probation Officer for the 19th Judicial District. UPS identifies and seeks cooperation of governmental entities and non-profit corporations to provide public service jobs for persons sentenced to perform community service as an alternative to incarceration or other sanction.

The largest portion of persons sentenced to UPS involve traffic offenders found guilty of an alcohol or drug-related driving offense or a class 1 or 2 misdemeanor traffic offense. The program also accepts juvenile offenders. A UPS sentence usually is imposed with other conditions including requirements such as alcohol and/or drug education classes.

UPS personnel interview persons ordered by the court to perform community service, assign these persons to suitable community and public service jobs, and monitor compliance or noncompliance of these individuals within the time established by the court. A failure to comply with a requirement for UPS could result in incarceration in the county jail.

**CENTENNIAL RESIDENTIAL FACILITY  
910 10th Avenue, Greeley, CO 80631  
970-356-4015 ext. 4975**

The Centennial Residential Facility is operated by the Weld County Sheriff as a non-secure sentencing alternative to the Weld County Jail for county court sentenced misdemeanors. The District Court may also sentence some felons to the facility. The facility is the site for 24-hour supervision of work release, work-seek release, and electronically monitored in-home detention.

Sentences generally are a minimum of 30 days up to a maximum of two years. Participants pay fees ranging from no cost to a maximum of \$15/day based upon a schedule of gross income and number of dependents. The programs are designed to

allow or encourage continued employment, provide supervised case management of personal scheduling, and still sanction through restricted freedom and privileges. Individuals failing to follow program rules are removed from the facility and incarcerated at the Weld County Jail for the remainder of their sentences.

**PROBATION DEPARTMENT**  
**934 9th Avenue, Greeley, CO 80631**  
**356-4000 Extension 4589**

The Probation Department is organized within the judicial branch of government serving both misdemeanors and felons from the county and district courts. The Probation Department serves the court prior to sentencing by conducting and preparing a Pre-Sentence Investigation (PSI) report for the judge's consideration in sentencing. The Probation Department also serves as a mechanism for continuing court supervision of persons convicted of criminal offenses. Probation is an alternative, or works in conjunction with, incarceration in the county jail or state penitentiary.

The court may order a defendant to do or not to do something as a term or condition of being sentenced to probation. Terms or conditions could involve completion of therapy and treatment programs or prohibitions from certain conduct or associations. Compliance is monitored by probation officers at various levels of supervision. Information pertaining to probationer misconduct or re-offending needs to be forwarded to the Probation Department without delay.

Supervision could range from documentation indicating a defendant completed the required hours of useful public service to participation in the Intensive Supervision Program (ISP). ISP is a probation program involving 24-hour electronic monitoring of a probationer's location and/or activity, frequent face-to-face contact with specially trained probation officers, and other highly restrictive conditions. The ISP program serves as one of the last available alternatives short of incarceration in the state penitentiary.

The consequence of failing to complete required terms and conditions of probation could result in revocation of the probation and a sentence to be served in the county jail or state penitentiary.

**WELD COUNTY JAILS**  
**2110 O Street, Greeley, CO 80631**  
**970-356-4015 Extension 3921**

Weld County maintains two jail facilities supervised by the Weld County Sheriff. The Centennial Jail is located in downtown Greeley, the North Jail Complex is located at 2110 O Street and is the primary booking and prisoner release facility. The county jail initially receives and holds persons arrested within Weld County for violations of the Colorado Revised Statutes until the court orders otherwise. The jail holds persons convicted of crimes classified as petty offenses or misdemeanors for a minimum of one day up to a maximum of 2 years.

Generally, persons convicted of felony crimes are sentenced to the state prison operated by the Colorado Department of Corrections. Persons convicted of municipal ordinance violations may be sentenced to the county jail with permission of the Board of County Commissioners. Otherwise, municipal offenders must be housed in municipal jails. Municipalities currently contract with Weld County for municipal jail space, as there are no municipal jails in Weld County.

**PAROLE DEPARTMENT**  
**800 8th Avenue # 121, Greeley, CO 80631**  
**970-356-0839**

The Parole Department is organized within the executive branch of government. As a general rule, individuals on parole have been sentenced to the Colorado Department of Corrections or other state institutions for felony crimes and are no longer under continuing supervision of the court. The State of Colorado may also locally supervise parolees from other states because of an intrastate compact agreement.

The Division of Adult Parole provides parole officer supervision of convicted felons within the terms and conditions established by a parole authority. An example of typical conditions for parole is in Appendix I. In Colorado, the parole authority is a parole board. The primary concern of supervision is assuring public safety. To that end, parolee or misconduct or a re-offense by the parolee needs to be reported to a supervising parole officer without delay. The other objective of supervision is to assist the parolee in his/her re-integration into the community.

Parole officers are trained and certified as peace officers by the State of Colorado. They will frequently engage in law enforcement activities, i.e., investigations, searches, and arrests, in the interest of public safety. Officers also work with a parolee's individual needs and provide case management. This often translates into working closely with family, friends, treatment providers, and other service agencies.

Because of these contacts, a parole officer may become involved in the identification of child abuse or neglect issues. These issues may also emerge during development/implementation of various treatment plans involving children related to, or closely associated with, the parolee. A parole officer is responsible for making many critical decisions that have direct and indirect influences on children within the community.

**COMMUNITY CORRECTIONS**  
**800 8th Avenue 121, Greeley, CO 80631**  
**970-353-8963**

The community corrections program is governed by a seven-member Board. The Board is composed of three standing members from the District Attorney's Office, probation department, and the chief judicial district court judge. The remaining four members are

appointed by the Board of Weld County Commissioners. One of these four members specifically represents local law enforcement.

The Board monitors and enforces standards for the operation of community corrections programs in compliance with state and local standards, approves or disapproves the establishment and operation of community corrections programs, and accepts or rejects offenders referred for placement. Offenders are convicted felons referred by the Colorado Department of Corrections, Department of Parole, or directly sentenced by the District Court. Community corrections programs include education and treatment components administered in both secure and non-secure residential and day reporting settings.

## VICTIM ADVOCATE SERVICES

Victim Advocate services are those programs in the community that assist, support, and provide information to victims of child abuse and their family members. In Weld County these responsibilities are shared among several programs/agencies.

This listing is not exhaustive. In individual cases, therapists, school personnel, physicians, and others may advocate on behalf of child victims. Furthermore, although categorized by the type of case, phase of system involvement, and role of the program, each victim requires different degrees of support. Therefore some victims and their family members will access all of the services available to them, while others may choose not to access any.

These are commonly accessed victim advocate services in Weld County. **Note: This chart represents advocacy during the D & N or Criminal Child Abuse case process-- NOT official involvement in the investigative or court process.**

| <b>Dependency &amp; Neglect</b> | <b>Criminal Child Abuse</b>    |
|---------------------------------|--------------------------------|
| <u>Reporting Process</u>        | <u>Reporting Process</u>       |
| c.a.r.e.                        | c.a.r.e.                       |
| SASI                            | SASI                           |
| A Woman's Place                 | A Woman's Place                |
| <u>Investigation</u>            | <u>Investigation</u>           |
| c.a.r.e.                        | A Kid's Place                  |
| A Kid's Place                   | Greeley Police Victim Services |
| <u>Court Involvement</u>        | South County Victim Services   |
| c.a.r.e.                        | (Platteville)                  |
| CASA of Weld County             | SASI                           |
|                                 | <u>Court Involvement</u>       |
|                                 | Victim/Witness Program--       |
|                                 | District Attorney's Office     |



\*The length of time victims utilize individual programs will be variable, thus these categories should be regarded as somewhat fluid.

\*\*A representative of each of these groups will be asked to be a CART member and listed on the CART list.

## VICTIM ADVOCATE SERVICE PROVIDERS

### **A Kid's Place**

A Kid's Place provides audio/video recording of interviews of child victims of severe physical and sexual abuse in a child-friendly environment. A Kid's Place provides the coordination of related investigative and support services, such as medical examinations, and information and referral services to community resources.

### **A Woman's Place**

A Woman's Place provides a residential facility for women and children victims of domestic violence. In addition, they provide legal advocacy, counseling and group support services for women and their children.

### c.a.r.e.(Child Advocacy Resource & Education, Inc.)

c.a.r.e. provides parent education programs providing a diverse group of classes for parents and families, a family advocate program that works in-home, teaching parenting and life skills education with families who are referred through social services, and community education programs to educate the community on issues of parenting, abuse and neglect resources available in the community. In general, c.a.r.e. does limited crisis management in terms of helping families' access appropriate resources in the community. c.a.r.e. will support families with parent education as the families learn to provide safe and nurturing environment.

### **CASA of Weld County**

The CASA (Court Appointed Special Advocates) program trains community volunteers to advocate for safe, permanent homes for abused children involved in the dependency and neglect court system. A CASA volunteer is assigned to the children in one case to monitor the case for timely court resolution, and to provide factual information about the children's conditions to the court prior to each court hearing. Most important is the CASA volunteer's role in ensuring that all decisions regarding the children are in their best interests. CASA volunteers are expected to retain those roles throughout the life of the case.

### Greeley Police Department Victim Services

The role of Victim Services is to provide support and information to non-offending parents or caregivers of children suspected of being abused. Advocates are available from the time the incident is reported until the parents feel there is no longer a need for their support. Support may include someone to listen to concerns or answer questions. Information provided may be referrals to other agencies or help in understanding the justice system. The Greeley Police Department's Victim Services Unit also works in cooperation with police departments in Evans, Kersey, Windsor, LaSalle, Johnstown, Milliken, and Eaton.

### Sexual Assault Survivors, Inc. (SASI)

Sexual Assault Survivors, Inc. provides advocacy services, emotional support, information and referrals to victim/survivors of sexual assault and their loved ones. SASI's services are free and available 24 hours per day. If SASI receives initial contact in a known or suspected child sexual assault or abuse case, SASI will immediately refer the reporting party to law enforcement or DSS. If SASI's victim advocate is able to get sufficient information, SASI will report directly. SASI's victim advocates are available to provide information and emotional support to non-offending parties where requested and appropriate.

### **Victim/Witness--District Attorney's Office**

The Victim/Witness service of the District Attorney's Office provides notification of impending court dates to victims of crime. In addition the office provides some limited information and referral services as well as support throughout a trial process.

### TREATMENT PROVIDER INFORMATION

Several groups of professionals are involved in the child protection system. Because of the services they provide professionals may be involved in initial reporting, case investigation, and the court process. Only those professionals most frequently involved are listed in this Protocol at the present time.

### ***REPORTING PROCEDURES***

Treatment providers will follow the reporting procedures outlined in Section 5.

Exceptions for alcohol and drug counselors and mental health professionals are listed in their specific sections.

## ***NOTIFICATIONS***

Treatment providers are to notify the following of significant changes or concerns about a child or a family:

- The Department of Social Services on-going caseworker
- The child's Guardian ad litem
- The child's or family's mental health provider
- CASA Volunteer

## ***DOCUMENTATION***

Treatment providers need to complete the Reporting Form in Appendix I and send it to the Department of Social Services within three days of making a verbal report. Most treatment agencies require a copy of this report be made and kept in a confidential file within the agency administration.

## ***RELEASE OF RECORDS***

Treatment providers are encouraged to use the Authorization for the Release of Confidential Information form in Appendix I in order to share information with other agencies.

## ***POST-REPORTING PROCEDURES***

Client authorization is needed to release information between appropriate individuals and agencies. Treatment providers are often working with the court and are called upon to provide documentation by a court order. Though each agency provides various services, the court encourages and allows the following information to be reported to the court in these cases:

- A description of the services offered including general and specific treatment goals
- The level of participant attendance;
- The quality of the participant's involvement in the services;
- Test scores or results of evaluations administered by the provider.

Treatment providers may attend appropriate staffings with the Department of Social Services, A Family Compass, and other treatment providers.

Any new case of abuse or neglect needs to be reported as outlined in Section 5. If an on-going caseworker is assigned, the on-going caseworker should be notified of the new report, but the notification is not a substitute for reporting. New allegations of third-party abuse or neglect by a perpetrator ten years of age or older should be reported directly to law enforcement.

## MEDICAL PROFESSIONALS

Medical professionals provide a variety of services including examinations and medical treatment to children within the child protection system. Medical professionals are involved with reporting suspected abuse and neglect. They are also involved in the investigative phase following a report by collecting evidence and providing a professional medical opinion to law enforcement and/or the Department of Social Services regarding the nature of injuries or physical condition of a child.

Client rights related to confidentiality and privacy or privileged communication impact medical professionals. Privacy is the right of someone to control both the amount of information divulged and the disposition of information that has been divulged to a physician in a professional capacity. These client rights mean information cannot be revealed by a medical professional without the prior consent of the client.

Confidentiality relates to how private information is handled once the information has been divulged. Confidentiality requires information be administered in such a manner to ensure no harm will befall the client as a result of having disclosed information to the medical professional. Typically, confidentiality assures that client information is not used for personal gain or curiosity and is shared with other professionals involved in the care of the client only after obtaining a proper authorization to release information.

Reporting suspected child abuse or neglect is an exception to client rights to confidentiality and privacy or privileged communication. The exception is specifically mandated within the Colorado Children's Code (see following Reporting section.)

Medical professionals are responsible for the following:

- Emergency medical treatment;
- Medical examinations and collection of forensic evidence;
- Medical examination performed by professional with training in physical examination, collection, and preservation of evidence from victims of sexual abuse or other physical assault;
- Completing rape evidence collection kit at an emergency room in certain sexual assault cases perpetrated less than 24 hours prior to the offense;
- Completing rape evidence collection kit with medical professional trained in physical examinations, collection, and preservation of evidence related to sexual assault in certain cases perpetrated more than 24 hours but less than 72 hours prior to the offense;
- Appropriate patient documentation;
- Court testimony;
- Medical direction and collaboration in the development and review of Weld County Child Abuse Coalition projects, when requested.

## ***REPORTING***

A medical professional is mandated, by law, to report suspected child abuse or neglect. Reporting should follow procedures specified in the Section 5, Reporting Child Abuse. Emergency cases of suspected abuse or neglect and/or third party abuse need to be reported directly to local law enforcement. Suspected cases of intrafamilial abuse should be reported to the Department of Social Services.

## ***MEDICAL EXAMINATIONS***

A patient's condition may dictate emergency medical treatment without request of either of these agencies. Emergency treatment would be provided through the emergency health care system most proximate or where best could be provided in the best interest of patient care. In Weld County, a majority of emergency medical care would be accessed at the North Colorado Medical Center.

Forensic medical examinations not related to emergency care will be requested by law enforcement or the Department of Social Services. Authorization for these examinations will generally be approved by a parent, guardian, or pursuant to an order of the court. The requesting agency will coordinate with the medical professional performing the examination in advance.

Pre-examination coordination is essential to minimize the number of interviews and trauma for the child yet maximize the effectiveness and efficiency of the examination. Examination coordination is one of the services available through A Kid's Place staff. Pre-examination coordination would typically include clarification of the following issues:

- Treatment authorization;
- Medical records release documentation and to whom information may be released;
- Background information defining the nature of what forensic and/or corroborative evidence may be present;
- A brief medical history of the patient;
- What examination documentation will be produced, i.e., photographs witnesses, etc.

The medical protocol for an examination of this nature should be consistent to provide the highest quality of physical evidence, yet minimize further trauma to the child. With the exception of procedures specific to emergency care, general medical information such as blood pressure, pulse, respiration, height, weight, infant head circumference, and completed growth chart appropriate for the child's age and sex should be documented as appropriate. Part of NCMC Emergency Room procedure includes referral of the child/family to an appropriate physician or agency.

The initial phase of the examination should focus on establishing rapport with the child and attempting to minimize feelings of guilt or fear the child may have. This phase should be used to reassure the child that every attempt will be made to protect him/her from further abuse.

Results will not be shared with suspected perpetrators who are also parents or guardians of the child. Even when parents or guardians are not suspected perpetrators, only information necessary to the child's safety or medical needs can be released when the examination was part of an on-going criminal investigation. This is necessary to avoid the potential of compromising the criminal investigation. If further treatment or hospitalization is needed, the medical professional is able to inform the child (if applicable) and the parents or guardian of the need and the medical reason for this recommendation.

## MENTAL HEALTH PROFESSIONALS

Mental health professionals provide a variety of services including the assessment and treatment of individuals and families, the provision of emotional and psychological support, and referral for additional services when needed. Mental health professionals include clinical psychologists, school psychologists, psychiatrists, social workers, marriage and family therapists, and licensed professional counselor, among others. Mental health professionals maintain a safe and private environment for clients as an important objective. School district mental health professionals should follow the reporting procedures covered in school reporting (pg. 5-3).

The 1986 Protection and Advocacy Bill for Mentally Ill Individuals is a guiding document regarding client rights. The scope of this legislation includes access to records without prior consent, protection from abuse and neglect, and client rights related to confidentiality and privacy or privileged communication impacting medical professionals.

Privacy is the right of someone in this case, a mental health services client or consumer, to control both the amount of information divulged and the disposition of that information. These client rights mean information cannot be revealed by a mental health professional without the prior consent of the client except under certain legally defined situations.

Confidentiality relates to how private information is handled once the information has been divulged. Confidentiality requires information be administered in such a manner to ensure no harm will befall the client as a result of having disclosed information to the mental health professional. Typically, confidentiality assures that client information is not used for personal gain or curiosity and is shared with other professionals involved in the care of the client only after obtaining a proper authorization to release information.

When dealing with persons under the age of 18 years, mental health professionals must consider the ethical concept of "best interests of the child." This ethical concept requires a mental health professional to consider what actions, in their professional judgment, would best meet the needs and interests of the child in any given situation. This ethical consideration may complicate the mental health role in the child abuse and neglect arena.

Reporting suspected child abuse or neglect is one of the above noted exceptions to client rights of confidentiality and privacy or privileged communication. The exception is specifically mandated within the Colorado Children's Code.

Mental health professionals are responsible for, among other things, the following:

- Therapy to children and adults;
- Assessment, testing, and evaluation of individual and family interaction, home situation, and emotional/psychological state;
- Reporting suspected child abuse and neglect;
- Service coordination with the Department of Social Services and other agencies working with the family;
- Providing information to the Child Protection Team;
- Assistance in development and completion of treatment plans;
- Attending appropriate staffings for children/families; and
- Contact with the Guardian ad litem.

## ***REPORTING***

Information disclosed in counseling sessions or other clinical settings may lead the mental health profession to reasonably suspect child abuse or neglect has occurred or is occurring. A mental health professional is mandated, by law, to report suspected child abuse or neglect. Reporting should follow the procedures specified in Section 6, Reporting Child Abuse. Mental health professionals working for Weld County School Districts should refer to Section 5, Reporting Procedures for Weld County Schools.

An oral/telephonic report of abuse or neglect must be followed by a written report to the Department of Social Services within three working days. The written reporting form is contained in Appendix I. A copy of the completed written report should be included in the client's chart as documentation that a report was made.

A mental health professional may encourage and facilitate reporting by a client or reporting party by being present with the client when the report is made. The responsibility of ensuring that such a report is made rests solely on the mental health professional. The provider of mental health services may need to take a more active role to enable the investigation if there is an immediate danger to the client or the reporting party. This may include having the client remain at the provider's office until the Department of Social Services or law enforcement officials respond to investigate the report.

Emergency cases of suspected interfamilial abuse or neglect and/or third-party abuse need to be reported directly to local law enforcement. Suspected cases of non-emergency interfamilial abuse should be reported to the Department of Social Services.

### ***RELEASE OF RECORDS***

The written report sent to the Department of Social Services may also be released to a law enforcement agency if that agency so requests. Other case information specific to the incident that gave rise to the report will be shared jointly between the Department of Social Services and mental health professionals if it relates to the provision of care, treatment, or supervision to the child. However, a specific release must be obtained for information not specific to the alleged incident of abuse or neglect.

### ***REFERRALS FOR MENTAL HEALTH SERVICES***

It is very important for a person making a referral for mental health services to clearly state the purposes for the referral and the requested services. This is necessary to assist in getting the right services from the right provider and because clinical and case management services are managed differently by the various providers in the area.

### **Crisis Intervention Services**

Providers may interact with persons in crisis. These individuals may have expressed suicidal ideation, made suicidal gestures, performed self-mutilation, or have made statements indicating intent to do self-harm or to harm others. Their behavior may be out of control or they cannot be calmed or consoled

Depending on how imminent a threat is to safety; access to crisis intervention services may be gained in any one of the following ways:

1. Calling local law enforcement or dialing 9-1-1
2. Going to the emergency room of a local hospital
3. Contacting North Range Behavioral Health; or
4. Contacting a mental health professional involved with the individual.

Note: A person in crisis may have an on-going relationship with a mental health professional which should be taken into consideration in making such a call. Mental health therapists participating in the Weld County Child Abuse Coalition Protocol will provide 24-hour access for their ongoing clients. Referrals should be made to such therapists in these cases.



## **Therapy Services**

Requests for child or family therapy in child abuse or neglect cases are given priorities for assignments by some of the providers in Weld County. Needs for specialized intervention should be outlined when the referral is made. Therapy service referrals from the Department of Social Services should be coordinated prior to services being provided. Coordination should involve the mental health professional, social services caseworker, and the referred family. Coordination affords an opportunity for roles and responsibilities to be clarified and improves the overall delivery of services and communication.

In C.R.S. Section 27-10.3-101 to -27-10.3-1008 is the “Child Mental Health Treatment Act” concerning the provision of services to children whose mental illness places them at risk of out-of-home placement. It authorizes a parent or guardian who believes his or her minor child is at risk of out-of-home placement to apply for mental health treatment services to the mental health agency. It defines “child-at-risk of out-of-home placement” as a child who has been diagnosed as being mentally ill and requires the level of care provided at a residential child care facility, and who, although not otherwise categorically eligible for Medicaid, is determined to be eligible for Social Security income and therefore Medicaid-eligible because of the child’s need for mental health services, and for whom an action in dependency or neglect is not appropriate.

## **Investigative Assistance**

Law enforcement or the Department of Social Services may request assistance when interviewing a child victim or witness in a child abuse or neglect investigation. Mental health professionals will make every effort to provide assistance. Providing such assistance may require a mental health professional to go to A Kid's Place to be part of the interview team.

## **Assessment and Evaluation**

A range of assessments and evaluations are available upon request or by court order.

Examples include, but are not limited to, custody evaluations/home studies, parent-child interaction evaluations, psychological evaluations, and projective testing.

## ***ON-GOING TREATMENT***

*Mental health professionals are often involved in on-going treatment plans for children and families within the child protection system. Treatment needs to be integrated into an overall service provider*

*team approach. Significant changes in the condition of the child or family need to be shared with appropriate agencies involved to the extent privacy, confidentiality, and the best interests of the child allow.*

This information is important to the Department of Social Services caseworker, guardian ad litem, and the foster parent/out-of-home placement facility staff. Significant changes would include, but not be limited to, the following:

- Changes to, or additional information about, a child's factual allegations;
- The child's mental condition; or
- The family's attitude toward the child.

The mental health professional should obtain client authorization to release information between appropriate individuals and agencies when it is in the client's best interest and appropriate at any point during the client's treatment and/or evaluation. If the child client is less than 15 years of age, a release to share information regarding the child client is not necessary to share information with:

- The child's guardian ad litem
- The Department of Social Services **IF** it has legal custody of the child; and
- CASA Volunteer

*Providers are encouraged to check their own or their clinic/group's policies regarding such releases or exchanges of information.*

**Note: The child client must sign a release if he/she is 15 years of age or older.**

Any new information about intrafamilial child abuse or neglect divulged during the course of treatment needs to be reported as an initial report to the intake unit of the Department of Social Services. If the new information involves a third-party perpetrator over the age of 10 years, the report should be made directly to a law enforcement agency having jurisdiction. The written report in both cases is sent to the Department of Social Services.

If a caseworker is already assigned, the mental health professional should also notify that person of the new report provided a release is in place to do so:

### ***NORTH RANGE BEHAVIORAL HEALTH***

*North Range Behavioral Health (N.R.B.H.) has specific procedures related to reporting and the release of client information in addition to the information contained in this section. Therapists working for N.R.B.H. should also do the following:*

- A new child abuse report to the Department of Social Services for an open child client should be documented as case management activity in the clinical chart;
- A copy of the child abuse report is sent to the Director of Children and Family Services Program to be maintained in a central file for these reports;
- Copies of child abuse reports or report cover letters may be placed in the client's file at the discretion of the therapist; and
- North Range Behavioral Health must have a valid, signed release before client information is released to anyone except a custodial, biological or adoptive parent of a child under 15 years of age, unless the release of information is required by law.

## ALCOHOL AND DRUG TREATMENT PROFESSIONALS

Alcohol and drug treatment professionals provide a variety of services, including assessment of individuals and families and emotional and psychological support. Alcohol and drug treatment professionals maintain safe and private environments for clients as an important objective.

Federal law and state licensing pertaining to client rights strictly control matters of privacy, confidentiality, and the release of information. Access to records without prior consent, protection from abuse and neglect, and client rights related to confidentiality and privacy, or privileged communication are impacted by law and licensing.

Privacy is the right of someone to control both the amount of information divulged and the disposition of information that has been divulged to an alcohol and drug counselor in a professional capacity. These client rights mean information cannot be revealed by an alcohol and drug counselor without the prior consent of the client.

Confidentiality relates to how private information is handled once the information has been divulged. Confidentiality requires information be administered in such a manner to ensure no harm will befall the client as a result of having disclosed information to the alcohol and drug counselor. Typically, confidentiality assures that client information is not used for personal gain or curiosity and is shared with other professionals involved in the care of the client only after obtaining a proper authorization to release information.

Reporting suspected child abuse or neglect is not an exception to client rights of confidentiality and privacy or privileged communication even though the exception is specifically mandated within the Colorado Children's Code. Federal law regarding confidentiality and privacy supersedes state requirements. For this reason, reporting suspected child abuse by alcohol and drug treatment professionals is anonymous and no information regarding the client or source for the report will be revealed.

Alcohol and drug treatment professionals are responsible for the following:

- Therapy to children and adults;
- Assessment and evaluation of individuals;
- Service coordination with the Department of Social Services and other agencies working with the individual/family; and
- Contact with the guardian ad litem.

## ***REPORTING***

Information disclosed in counseling sessions may lead the alcohol and drug treatment professional to reasonably suspect child abuse or neglect has or is occurring. The alcohol and drug treatment professional will inform the client of his/her responsibility to report, even though this information about client responsibility was given to the client during intake. The alcohol and drug treatment professional will also inform the client of the professional's responsibility and intent to contact appropriate authorities and encourage the client to report to the Department of Social Services in the presence of the alcohol/drug treatment professional. An alcohol or drug treatment professional will not identify himself or herself as an alcohol or drug treatment professional when reporting suspected child abuse. The alcohol and drug treatment professional must exercise special care to not disclose information about an individual who is an alcohol or drug treatment client. Suspected child abuse or neglect reports will be made to the Department of Social Services anonymously as concerned citizens or service providers. The report will be limited to facts and details that do not compromise confidentiality of the alcohol/drug treatment client.

Emergency cases of suspected abuse or neglect and/or third-party abuse need to be reported directly to local law enforcement. Suspected cases of intrafamilial abuse should be reported to the Department of Social Services.

## ***REPORT DOCUMENTATION***

Alcohol and drug treatment professionals will document the nature of the circumstances giving rise to the report of suspected child abuse in the client's chart. The time, date, and name of the person making the report will also be documented.

## ***RELEASE OF RECORDS/INFORMATION***

Release of records and/or information will be in accordance with federal confidentiality standards.

## ***POST-REPORTING***

Refer to Treatment Provider section 6. Alcohol and drug treatment professionals follow the same guidelines with the exception of written authorization for release of information being required in the cases of a guardian ad litem, the Department of Social Services, and CASA volunteer.

## FOSTER PARENTS

The Adoption and Safe Families Act of 1997 requires that the child protection agency shall consider giving placement preference to a relative over a non-related foster care provider if the relative meets child state protection standards. A provision was added in 1999 requiring that before a child is placed with prospective foster parents; those foster parents will be prepared adequately with the appropriate knowledge and skills to provide for the needs of the child and that such preparation will be continued, as necessary, after the placement of the child. The Department of Social Services document attempts to maintain sibling groups in foster placements and adoptive placements. See Appendix G for more information.

The foster parent functions as part of a team involved with the foster child and birth parents. The purpose of the team concept is to maximize benefits of the foster care experience and minimize stress for the child involved. Working as a team allows adoption of mutual goals and directs various tasks toward achieving these goals.

The foster parent role in the team includes providing 24-hour care for a child, including food, clothing, shelter, and support services. Support services may include, but not be limited to, transportation to activities and medical and psychotherapy appointments, preparing life books, assisting providers in speech, occupational, and psychotherapy, monitoring of school performance, coordination with school personnel, and problem-solving.

Foster parents need to model appropriate parenting behaviors for foster children and birth parents, provide advocacy for the child/birth family, and coordinate general care of the child. The foster parent may assist the social services caseworker by gathering and providing information about the child and family.

Characteristics that enhance foster parent effectiveness are as follows:

- Flexibility in scheduling and lifestyle;
- Ability to identify and access community resources;
- Good parenting skills;
- Sense of humor and positive self-esteem to effectively deal with child personality;
- Ability to blend their family and foster child;
- Good time-management skills;
- Not judging and having positive attitude toward birth parents;
- Effective communication with caseworkers, other professionals, and in court testimony when required; and
- Ability to provide emotional attachment for child yet let go in a way not detrimental to the child in the future.

## **SCHOOL PROFESSIONALS**

School counselors, social workers, psychologist, and other qualified school personnel may act as a liaison between the primary treatment provider and the child and their family in the school setting.

# **Section 8**

## **Evaluating the Protocol**

## **EVALUATING THE PROTOCOL**

The Weld County Child Abuse Coalition's Protocol Advisory Committee will meet to review and revise the Protocol annually and recommend changes to the Coalition for their consideration. Due to the changing statutes in the Colorado Children's Code and Criminal Code, the committee will revise the protocol as needed. The committee meets quarterly in order to follow the success, note any areas of change or concern and coordinate training. A written evaluation is sent to CART Members yearly. Feedback from the evaluation is used in Protocol revision and training design.



# Section 9

## Glossary of Terms

## GLOSSARY OF TERMS

§ = Section

### Adjudicatory Hearing

A hearing to determine whether the allegations of a petition in dependency and neglect are supported by the evidence.

### Adult

A person eighteen years of age or older, unless that person is under the continuing jurisdiction of the court.

### CRS = Colorado Revised Statutes

### Counsel

An attorney-at-law who acts as a person's legal advisor or one who represents a person in court.

### Background Investigation Unit Colorado Department of Human Services (BIU-CDHS)

The BIU-CHDS reports information, contained in the Statewide Automated Child Welfare Database, TRAILS. The information recorded in TRAILS by the local investigation agency is reported to the requestor agency (county) that conducted the investigation. Any person who willfully permits or who encourage the release of date or information related to child abuse or neglect contained in TRAILS to persons not permitted access to search information is committing a class 1 misdemeanor pursuant to 18-1.3-501, C.R.S. (for background check forms see Appendix I )

### Child

For the purposes of the criminal child abuse statute (Section 18-6-401, C.R.S.), a child is a person under the age of sixteen years. For purposes of the Children's Code and civil cases, a child is a person under the age of eighteen years.

### Child Protection Team

A multi-disciplinary advisory team consisting, where possible, of a representative of a local law enforcement agency, a representative of the Department of Social Services, a representative of a mental health clinic, an attorney, a representative of a public school district, a physician, a representative from a public health department, a representative of the juvenile court or the district court with juvenile jurisdiction, and one or more

representatives of the lay community, at least one of whom shall be a person who serves as a foster parent in the county. Each public agency may have more than one participating member, but each agency will have only one vote in procedural or policy matters. In no event shall an attorney member of the child protection team be appointed as guardian ad litem for the child or as counsel for the parents at any subsequent court proceedings, nor shall the child protection team be composed of fewer than three persons. When any racial, ethnic, or linguistic minority group constitutes a significant portion of the population of the jurisdiction of the child protection team, a member of each such group shall serve as an additional lay member of the child protection team. At least one of the preceding members of the team shall be chosen on the basis of representing low-income families.

### Confidentiality

Reports of child abuse or neglect and the name and address of any child, family, or reporting party or any other identifying information contained in such reports shall not be made public information. Only the following persons or agencies shall be given access to such reports:

- A. Law enforcement agencies;
- B. District attorney;
- C. Department of Social Services investigating a report of abuse or neglect or treating a child or family which is the subject of such a report;
- D. A physician who has before him/her a child whom he/she reasonably suspects to be abused or neglected;
- E. An agency having the legal responsibility or authorization to care for, treat, or supervise a child who is the subject of a report or record, or a parent, guardian, legal custodian, or person who is responsible for the child's health or welfare; this includes but is not limited to schools, guardians ad litem, foster parents, placement facilities, etc.

Disclosure may be permitted when authorized by a court for good cause. Disclosure shall not be prohibited when there is a death of a suspected victim of child abuse or neglect and the death becomes a matter of public record, or there is an arrest or formal criminal filing by a law enforcement agency.

### Confirmed

Any report that is supported by a preponderance of the evidence.

### County Attorney

Represents the Department of Social Services in civil actions of dependency and neglect.

## Criminal Child Abuse and Neglect Laws

In addition to the civil definition of "child abuse and neglect", there are many criminal laws that define various types of child abuse and neglect. Those most often used are listed in the Colorado Revised Statutes in Section 18-6-401.

## Custodian

A person who has been providing shelter, food, clothing, and other care for a child in the same fashion as a parent would, whether or not by order of the court.

## DSS = Department of Social Services in Weld County

## Dependency and Neglect Action

Civil action in which the court determines the status of a child as abused or neglected.

## Detention/Temporary Custody Hearing

A court hearing that is required by law to be held within forty-eight hours after a child is removed from the home and placed into protective custody.

## Dispositional Hearing

A hearing to determine what order of disposition should be made concerning a child who is neglected or dependent. This may be part of the adjudicatory hearing.

## District Attorney

Prosecutes criminal cases of child abuse and neglect.

## Guardian ad litem

A person who is appointed by a court to act in the best interests of the child. Such person must be an attorney who is licensed to practice law in Colorado.

## Intrafamilial Abuse

Any case that occurs within a family context by a child's parent, stepparent, guardian, legal custodian, or relative, by spousal equivalent, or by any other person who resides in the child's home or who is regularly in the child's home for the purpose of exercising authority over or care for the child. This does not include any person who is regularly in the child's home for the purpose of rendering care for the child, if the person is paid for rendering care and is not related to the child.

## Institutional Abuse

Any case of abuse or neglect that occurs in a public or private facility in the state that provides childcare out of the home, supervision, or maintenance. This includes reports regarding day care homes, centers, and twenty-four hour childcare facilities. School settings shall not be viewed as institutional abuse. The Department of Social Services shall be responsible for the coordination and investigation.

## Legal Custody

The right to the care, custody and control of the child; and the duty to provide food, clothing, shelter, ordinary medical care, education and discipline for a child and, in an emergency, to authorize surgery or other extraordinary care. "Legal Custody" may be taken from a parent only by court action.

## Neglect

Any case in which a child is in need of services because the child's parents, legal guardian, or custodian fail to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

## Physical Child Abuse

Any case in which a child exhibits evidence of atypical skin bruising, unexplained bleeding that raises suspicion, malnutrition, failure to thrive, burns, fractures of any bone, subdural hematoma, soft tissue swelling, or death and either: such condition or death is not justifiably explained; the history, given concerning such condition is at variance with the degree or type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence.

## Protective Supervision

A legal status created by court order under which the child is permitted to remain in his/her home or is placed with a relative or other suitable person and supervision and assistance is provided by the court, Department of Social Services, or other agency designated by the court.

## Respondent

A parent, guardian or legal custodian who, in a dependency and neglect action, is alleged to have abused or neglected a child.

## Sexual Abuse

Any case in which a child is subjected to sexual assault or molestation, sexual

exploitation, or prostitution.

### Shelter

The temporary care of a child in physically non-restrictive facilities pending court disposition or execution of a court order for placement.

### Spousal Equivalent

A person who is in a family-type living arrangement with a parent and who would be a stepparent if married to that person.

### Unfounded

Any report which, after investigation, is not supported by a preponderance of the evidence.

### Unsubstantiated

Any report which, after investigation, is inconclusive as to whether or not the abuse or neglect did or did not occur.

**Section 10**  
**CART Member Listing**

Department of Social Services  
311 N. 11th Ave  
Greeley, CO 80631  
Child & Adult Protection Caseworkers and Supervisors  
Main Phone Number: 970-352-1551

ADMINSTRATON

**GLORIA ROMANSIK,  
ADMINISTRATOR.....**

**.....ext. 6230**

Joyce Hause Caseworker IV.....ext. 6251  
Adam Trujillo Caseworker IV.....ext. 6233  
Christy Baron Caseworker IV.....ext. 6286

**CHILD PROTECTION INTAKE**

***MARY GILL, Supervisor ext. 6210***

Pat Armstrong, Caseworker.....ext. 6507  
Danny Ciarrusta, Caseworker.....ext. 6211  
Tim Nava, Caseworker.....ext. 6231  
Kathy McIntyre, Caseworker.....ext. 6213  
Geraldine Romero, Caseworker.....ext. 6214

**ANDREA LEE, SUPERVISOR ..... ext. 6208**

Ches Bond, Caseworker (Ongoing).....ext. 6253  
Donna Haynes, Caseworker (Ongoing).....ext. 6286  
Caseworker (Intake) ext 6479  
Karey Montoya, Caseworker (Ongoing) .....ext. 6484  
Lisa Riess, Caseworker (Ongoing).....ext. 6223  
Lori Sebnac, Caseworker (Ongoing)...../.....ext. 6240

***ROBIN OVERMYER, SUPERVISOR ext. 6250***

Michelle Boyes, Caseworker (Ongoing) .....ext. 6219  
Jennifer Fogg, Caseworker (Ongoing).....ext. 6224  
Raul Gonzales, Caseworker (Ongoing/Bilingual) .....ext. 6259  
John Killen\*, Caseworker (Ongoing) .....ext. 6239  
Kate Jensen, Caseworker (Ongoing) .....ext. 6209  
Tyler Nava, Caseworker (Intake) .....ext. 6486  
Brandi Puckett, Caseworker (Ongoing).....ext. 6238  
Lisa Travis, Caseworker (Ongoing).....ext. 6257

**HEATHER WALKER, SUPERVISOR.....ext. 6218**

Staci Chapman, Caseworker (Ongoing).....ext. 6235  
Summer Dietz, Caseworker (Intake).....ext. 6237  
Rhonda Fraser, Caseworker (Ongoing).....ext. 6471  
Jacqui Macdonald, Caseworker (ongoing).....ext. 6472



Kelly Madden, Caseworker (Ongoing).....ext.6473  
 LeAnn Redfern, Caseworker (Intake).....ext.6234  
 Jamie Sanders, Caseworker (Intake).....ext.6255

**\*Denotes caseworker based out of the Ft. Lupton office.**

**RESOURCE SERVICES UNIT**

**DAVID ALDRIDGE, SUPERVISOR.....ext. 6290**  
 Lori Allen, Caseworker/Adoption .....ext. 6232  
 Desiree Flores, Caseworker/Adoption .....ext. 6296  
 Leslie Gearhart, Caseworker/Adoption .....ext. 6291  
 Bob Keenan, Foster Care Coordinator/RTC Specialist.....ext. 6359  
 Becky Linebroker, Caseworker/Adult Protection.....ext. 6297  
 Brent Miller, Foster Care Coordinator.....ext. 6293  
 Barbara Schwabe, Foster Care Coordinator.....ext. 6292  
 Lynn Small, Caseworker/Adult Protection.....ext.6294

**YOUTH IN CONFLICT  
 IN TAKE**

**KYLE RAGLAND, SUPERVISOR.....ext. 6284**  
 Ron Martinez, Caseworker .....ext. 6269  
 Kelli O'Brien, Caseworker.....ext. 6270  
 Jason Nava, Caseworker.....ext. 6273  
 Brandi Parrott, Caseworker .....ext. 6268  
 Stephanie Willams, Caseworker.....ext. 6276

**ONGOING**

**MARK LINDQUIST, SUPERVISOR .....ext. 6245**  
 Rhonda Behring, Caseworker.....ext. 6262  
 Cindy Howard, Case worker .....ext. 6271  
 Tamy Ingram, Caseworker/AliveE(half time) ..... ext. 6261  
 Kelly Krause, Caseworker.....ext. 6265  
 Linda Larson, Caseworker/AliveE(half time).....ext. 6259  
 Randy Molinar, Caseworker .....ext. 6266  
 Tracy Spencer, Caseworker/Alive E (half time).....ext. 6260  
 Paige Stapleton-Lawlor, Caseworker .....ext. 6272  
 Linda Tallman, Caseworker(half time).....ext. 6267

**SOUTH WELD COUNTY**

**Dan Overmeyer, Supervisor.....ext. 5954**  
 Nancy Brex, Caseworker (intake).....ext. 8824  
 Julie Ghigliotty, Caseworker/South Weld Co.(intake).....ext. 5961  
 Christina Jackson, Caseworker/Ft. Lupton(ongoing).....ext. 5961  
 Sherry Martinez, Caseworker/Adult Protection.....ext.  
 Andrea Shay, Caseworker/Ft. Lupton(ongoing).....ext. 5957  
 Tracy Tierney, Caseworker/Ft. Lupton(ongoing).....ext. 5960

**WHEN THE OFFICE IS CLOSED, PLEASE CALL LOCAL LAW  
ENFORCEMENT TO REPORT AN INCIDENT OF NEGLECT OR ABUSE**

Weld County Communication's Department is central dispatch for all law enforcement entities in Weld County (Except Ft.Lupton and Erie)..... 970-350-9600  
Ault Police Department ..... 970-834-2852  
P.O. Box 1098  
203 1<sup>st</sup>. St.  
Ault, CO 80610  
Chief Tracey McCoy

Dacono Police Department ..... 303-833-3095  
P.O. Box 117  
Dacono, CO 80514  
Chief John Hough  
Sergeant Brian Skaggs  
Detective Maria Bushaala  
Sergeant Jeff Hahn

Eaton Police Department ..... 970-454-2212  
223 1st Street  
Eaton, CO 80615  
Chief Randy Jacobson  
Captain, Art Mueller  
Sgt. Brain Scott  
Sgt. Gardner Mendenhall

Evans Police Department ..... 970-339-2441  
1100 37<sup>th</sup> St.  
Evans, CO 80620  
George Roosevelt, Detective ext. 148  
Lisa Duffi, C.R.O Officer ext. 145

Fort Lupton Police Department ..... 970-356-9225  
130 S McKinley Avenue ..... 303-857-4011  
Fort Lupton, CO 80621  
Chief Ron Grannis  
Tori Young, Detective

Frederick Police Department ..... 303-833-2468  
333 5<sup>th</sup> Street  
P.O. Box 435  
Frederick, CO 80530  
Commander, Todd Norris  
Dave Egan, Sgt ext. 103  
Gregg Lotspeich, Detective

Firestone Police Department ..... 303-833-3291  
151 Grant Ave.  
P.O. Box 100

Firestone, CO 80520  
Chief David Montgomery  
Lieutenant, Bryce Borders  
Sergeant, Neal Lucero  
Sergeant, Laveley  
Sergeant, Johnnie Selzer

Gilcrest Police Department..... 970-737-2426  
304 8<sup>th</sup> Street  
P.O. Box 128  
Gilcrest, CO 80623  
Chief Joe McIntire

Greeley Police Department..... 970-350-9600  
919 7<sup>th</sup> Street  
Greeley, CO 80631  
Chief Gerald Garner  
Dennis Lobato, Detective  
Andrew Bird, Detective

Johnstown Police Department ..... 970-587-0139  
16 N. Parish  
P.O. Box 919  
Johnstown, CO 80534  
Chief Reggie Mayes  
Kathy Halldorson, Police Officer/Detective

Kersey Police Department..... 970-353-1681  
P.O. Box 67  
Kersey, CO 80644  
Chief Pat Carey

LaSalle Police Department..... 970-284-5541  
128 N. 2<sup>nd</sup> Street  
LaSalle, CO 80645  
Chief Carl Harvey  
Sgt. Victor Erazo

Lochbuie Police Department ..... 303-659-1395  
0152 Poplar Street  
Lochbuie, CO 80603  
Chief, Dan Boyle

Milliken Police Department..... 970-587-2772  
1109 Broad Street  
Milliken, CO 80543  
Chief, Jim Burack  
Sgt. Benito Garcia  
Tim Handel, S.R.O.

Platteville Police Department ..... 970-785-2215  
400 Grand Avenue  
Platteville, CO 80651  
Chief Troy Renken  
Eli Rodriguez, Detective

UNC Police Department..... 970-351-2245  
 UNC Police  
 501 20<sup>th</sup> St.  
 Gray Hall  
 Greeley, CO 80639  
 Chief Windy Rich-Goldsmidt  
 Anthony Antuna, Investigator

Weld County Sheriff's Office..... 970-356-4015  
 150 O Street  
 Greeley, CO 80631  
 Robbie Korgan-Reed, Ext. 2854  
 Terie Rinne, Ext. 8774  
 Randy Winsett, Ext. 2813  
 Vicky Harbert, Ext. 2853  
 Daren Ford, Ext. 4658

Windsor Police Department..... 970-686-7433  
 301 Walnut  
 Windsor, CO 80550  
 Chief John E. Michaels  
 Jon Tollefson, Detective

WELD COUNTY SCHOOL DISTRICTS

AULT HIGHLAND RE-9  
 Dennis Scheer, Superintendent..... 970-834-1345  
 P.O. Box 68  
 Ault, CO 80610-0068  
 Jane Gorthney, Nurse K-12 ..... 970-834-1345

Highland Elementary ..... 970-834-2853  
 101 2nd Street  
 Pierce, CO 80650  
 Tonia Beard, Counselor

Highland Middle School..... 970-834-2829  
 215 S. 1st Street  
 Ault, CO 80610  
 Renee Sierecki, Counselor

Highland High School ..... 970-834-2816  
 208 W. 1st Street  
 Ault, CO 80610  
 Tracy Marsh, Counselor

BRIGGS DALE RE-10  
 Rick Mondt, Superintendent..... 970-656-3417  
 515 Leslie Street.  
 Mailing Address P.O. Box 125  
 Briggsdale, CO 80611  
 Cathi Fulton, Counselor

EATON RE-2  
 Dr. Randy Miller, Superintendent ..... 970-454-3402  
 200 Park Ave.

Eaton, CO 80615

Galeton ..... 970-454-3421  
24750 3rd Street  
Galeton, CO 80622  
Bridgett Mouse, Principal  
Janeen Easley, Counselor

Eaton Elementary School ..... 970-454-3331  
25 Cheyenne  
Eaton, CO 80615  
Teddi BanByken, Principal  
Jayne Stevens, Nurse  
Jess, Psychologist  
Martcha Canji, Counselor

Benjamin Eaton Elementary School ..... 970-454-5200  
100 S Mountain View Drive  
Eaton, CO 80615  
Lauri Corso, Principal  
Martcha Canji, Counselor

Eaton Middle School ..... 970-454-3358  
225 Juniper Avenue  
Eaton, CO 80615  
Kelly Boren, Principal  
Debra Edsall, Counselor  
Joleen Cary, Teacher (Title One)

Eaton High School ..... 970-454-3374  
114 Park Avenue  
Eaton, CO 80615  
Mark Naill, Principal  
Clark Shaw, Counselor  
Marcy Sanger, Counselor

FORT LUPTON RE-8  
Mark Payler, Superintendent ..... 303-857-3200  
301 Reynolds Street  
Fort Lupton, CO 80621  
Jocelyn Walters, Special Education Director ..... Ext. 7278

Butler Elementary School ..... 303-857-7300  
Cindy Kasuno, Principal  
John McKay, Assist Principal  
411 S. McKinley Avenue  
Fort Lupton, CO 80621  
Tiffani Martin, School Psychologist  
Joseph Gutierrez, Special Education Teacher  
Angela Cardenas, Lead Secretary  
Lori Donaldson-Jack, School Social Worker  
Marsha Caikuma, School Nurse

Fort Lupton Middle School ..... 303-857-7200  
Carey Sanchez, Principal  
201 S. McKinley Avenue

Fort Lupton, CO 80621  
 Melanie Patterson, Assistant Principal/ Jason McNair, Assistant Principal  
 Elise Ceretto, Counselor; Jill Ipsen, Counselor

Fort Lupton High School..... 303-857-7100

Mike Campbell, Principal  
 530 Reynolds  
 Fort Lupton, CO 80621

Jennifer McLain, Assistant Principal/ Alice Sueltenfuss, Assistant Principal  
 Steve Woodruff, Counselor /Samantha Haviland, Counselor / Marabelle Marquez, Counselor

Twombly Primary School..... 303-857-7400

Barbara Licon, Principal  
 1600 9th Street  
 Fort Lupton, CO 80621  
 Shawnda Zahara-Harris, Assistant Principal  
 Brad Bowker, Counselor  
 Lauren Gallagher, Psychologist

GILCREST RE 1 ..... 970-737-2403

Dr. Jo Barbie, Superintendent  
 Ann Sims, Learning Services  
 Marietta Sears, Director of Special Education (Centennial BOCES)  
 \*Nancy Sarchet, Valley High School Counselor  
 Misty Gonthier, District Psychologist  
 Marcia Goetsch, Counselor – Gilcrest Elementary  
 Donna Johnson, Counselor – South Valley Middle  
 Amy Hazel-Colley, Counselor – North Valley Middle  
 Bob Crites, Counselor – Valley High School  
 P.O. Box 157 14827 WCR 42  
 Gilcrest, CO 80623

James Teirney, District Psychologist  
 Brenda Schmidt, School Dist. Nurse..... 970-737-2494

Gilcrest Elementary ..... 970-737-2409

1175 Birch, P.O. Box 158  
 Gilcrest, CO 80623  
 Diemert Darron, Principal  
 Marsha Goetsch, Counselor  
 Misty Gonthier, District Psychologist

Pete Mirich Elementary ..... 970-284-5513

300 1st Ave  
 LaSalle, CO 80645  
 Scott Spearnak, Principal  
 Emily Paris, Counselor

North Valley Middle School..... 970-284-5508

2nd Ave and 3rd Street  
 LaSalle, CO 80645  
 Mal Sussman, Principal  
 Amy Hazel-Colley, Counselor

South Valley Middle School ..... 970-785-2205

1004 Main, P.O. Box 404  
 Platteville, CO 80651  
 Jeff Angus, Principal

Donna Johnson, Counselor

Platteville Elementary ..... 970-787-2271  
PO Box 427, 1202 Main Street  
Platteville, CO 80651  
Paul Dillehay, Principal  
Steve Archuleta, Counselor

Valley High School ..... 970-737-2494  
PO Box, 158 1001 Birch  
Gilcrest, CO 80623  
Ben Rainbolt, Principal  
Jane Billings, Assistant Principal  
Nancy Sarchet, Counselor/ Bob Crites, Counselor  
Ted Hodson, Special Needs Coordinator

JOHNSTOWN-MILLIKEN RE-5J  
Dr. Martin Foster, Superintendent ..... 970-587-2336  
3 N Jay  
Johnstown, CO 80534  
Marlene Gebhart, Nurse

Letford Elementary  
Kerry Boren, Principal ..... 970-587-4605  
Kay Fisher, TOSA  
2 N Jay  
Johnstown, CO 80534  
Katy McPike, Counselor

Milliken Elementary  
Anne Covey, Principal ..... 970-587-4667  
Scott Vanloo, TOSA  
300 Broad Street  
Milliken, CO 80543  
Katy McPike, Counselor

Milliken Middle School  
Trevor Long, Principal ..... 970-587-4341  
Lisa Mc Queen, Assist Principal  
Tim Handel, SRO  
Betahny Higlens, Counselor  
66 S. Irene Avenue  
Milliken, CO 80543

Roosevelt High School  
John Bruce, Principal ..... 970-587-4633  
James Barnhill, Assistant Principal  
616 N Second  
Johnstown, CO 80534  
Susan Maree, 9<sup>th</sup> and 12<sup>th</sup> Grade Counselor  
Lydia Nava, 10<sup>th</sup> and 11<sup>th</sup> Grade Counselor

DISTRICT RE-3J  
Marvin Wade, Superintendent RE-3J ..... 303-536-2000  
Brigette Gustafson, Director of Exceptional Student Services  
Cynthia DeGaugh, District Psychologist

Linda Gingerich, District Nurse  
95 West Broadway  
Keenesburg, CO 80643

Weld Central Junior-Senior High ..... 303-536-2100  
Steve Jones, Principal  
Monty Talkington, Jr High Assistant Principal  
Jeff Verosky, High School Assistant Principal  
Joeigh Cardona, Counselor  
Melissa Jones, Counselor  
Jennifer Sharp, Counselor  
4977 WCR 59,  
P.O. Box 269  
Keenesburg, CO 80643

Hudson Elementary ..... 536-2200  
Roxie Bracken, Principal  
Christine Koon, Counselor  
P.O. Box 278  
Hudson, CO 80642

Lochbuie Elementary..... 303-536-2400  
Susie Townsend –Principal  
201 Bonanza Blvd.  
Lochbuie, CO 80603

Hoff Elementary  
7558 WCR 59  
Keenesburg, CO 80643  
David Miller, Principal..... 303-536-2300  
Heldi Dcust, Counselor

PAWNEE RE-12  
Doug Pfau, Superintendent..... 895-2222  
P.O. Box 220  
Grover, CO 80729-0220  
Kendra Lloyd, Counselor  
Brenda Brunelle, School Secretary

PLATTE VALLEY DISTRICT RE-7  
Glenn McClain, Superintendent  
Administrative ..... 336-8500  
Platte Valley Elementary ..... 336-8530  
Platte Valley Sr. High..... 336-8700  
Platte Valley Middle School..... 336-8610  
501 Clark St.  
P.O. Box 485  
Kersey, CO 80644

Direct Mail

Noah Harris, Sr.High Counselor.....336-8700 VM 716  
Kathryn Van Asselt, Middle School Counselor.....336-8508 VM 617  
Tracey Adams, Platte Valley Elementary Counselor .....336-8530 VM 530  
Brad Jones, Platte Valley Sr. High Principal.....336-8703 VM 703  
George Clear, Platte Valley Middle School Principal .....332-8610 VM 612



Jennifer Mondragon, Speech Pathologist ..... 336-8540 VM 540  
Bill Edwards, Platte Valley Elementary Principal ..... 336-8520

PRAIRIE RE-11

Joe Kimmel, Superintendent ..... 437-5386  
Leann Smith, Principal/Counselor  
P.O. Box 68  
New Raymer, CO 80742-0068

ST.VRAIN SCHOOLS:

Dr. Randy Zila, Superintendent ..... 303-776-6200  
Connie Suferd, Dir.of Elem. Instr ..... 303-682-7328  
395 South Pratt Pkwy  
Longmont, CO 80501

Erie Elementary ..... 303-828-3395  
Keith Liddle, Principal  
Sue Kelsall, Counselor  
4137E. County Line Road  
Erie, CO 80516

Erie Middle/Sr. High School ..... 303-828-2464  
Ella Padilla, Principal  
650 Main  
Erie, CO 80516

Frederick Elementary ..... 303-833-2456  
Kathy Horning, Principal  
Olga Cordero, Counselor  
555 8<sup>th</sup> P.O. Box 549  
Frederick, CO 80530

Fredrick Middle School  
Paul Talafuse, Principal ..... 303-833-4176  
600 Walnut St.  
PO Box 1180  
Fredrick, CO 80530

Frederick Sr. High School ..... 303-833-3533  
Jim Sunberg, Principal  
6005th  
Frederick, CO 80530

Mead Elementary ..... 970-535-4488  
Connie Brodt, Principal  
520 Welker Avenue  
Mead, CO 80542

Mead Middle School ..... 970-535-4446  
\*Tori Teague, Principal  
\*Doug Morland, Assistant Principal  
\*Susan Vaughan, Counselor  
620 Welker Avenue  
Mead, CO 80542

University Schools ..... 330-2221

6525 18<sup>th</sup> St.  
 Greeley, CO 80634  
 Sherry Gerner Director  
 Holly Sample, Dean of Students  
 Donna Gonzales, High School Counselor  
 Jane Weber, Elementary Secondary Counselor/ Nurse  
 Molly reiber, Hearing Impaired Program  
 Ann Obrzut, SCF

WINDSOR RE-4..... 686-8000

Karen Trusler, Superintendent  
 PO Box 609 1020 Main St  
 Windsor, CO 80550-0609

Jeanne Findley Director of Instruction.....686-8028

Steve Sandoval, Special Education Director

Joni Heiden, School Nurse.....381-1389

Mark Louma, Elementary Counselor.....686-8522

Heather Sommers, Elementary Counselor.....686-8413

Skyview Elementary..... 686-8500

Tammy Seib, Principal  
 1000 Stone Mountain Dr

Tozer Elementary ..... 686-8400

Dan Seegmiller, Principal  
 501 Oak

Mountain View Elementary..... 686-8300

Beth Shchwalm, Principal  
 Malissa Thompson, Psychologist/Counselor  
 810 3rd Street

Grand View Elementary.....674-6000

David Grubbs, Principal  
 Heather Sommers, Psychologist/Counselor  
 1583 Grand Ave  
 Windsor, Co

Windsor Middle School..... 686-8200

Doug Englert, Principal  
 900 Main Street

Windsor High School ..... 686-8100

Kirk Salmela, Principal  
 1100 Main Street

BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES)..... 352-7404

Centennial  
 202 Clubhouse Dr.  
 Greeley, CO 80634  
 Dale McCall, Executive Director  
 Marietta Sears, Special Education Director  
 Brenda McDonald, Child Find Coordinator  
 Earl Rendon, School Social Worker

SCHOOL DISTRICT #6

Liz Clark, School Nurse Liaison, Administration .....348-6243  
1025 9<sup>th</sup> Ave  
Greeley, CO 80631

Cameron Elementary ..... 348-1000  
1424 13th Avenue  
Greeley, CO 80631  
Chris Cockrill, Principal  
Lyn Decker, Nurse  
\*Claudia Meyers SCF

**\*CART Liaison**

**#SCF- School Community Facilitator**

Centennial Elementary ..... 348-1100  
1400 37th Street  
Evans, CO 80620  
Mark Thompson, Principal  
Cindy VonTersch, Nurse  
\*Andrea Kendall, SCF

Chappelow Elementary.....348-1100  
2001 34<sup>th</sup> St.  
Evans, CO 80620  
Cassie Parra, Principal  
Annette Schmitt, Nurse  
\*Claudia Meyers, SCF  
Kristin Draper, Counselor

Dos Rios Elementary ..... 348-1300  
2201 34th Street  
Greeley, CO 80631  
George Schnittgrund, Principal  
Annette Schmitt, Nurse  
Brenda Bone, RN, Nurse  
\*Kristin Draper, SCF

East Memorial Elementary ..... 348-1400  
614 E 20th Street  
Greeley, Co 80631  
Juan Verdugo, Principal  
Chris Spohn, Nurse  
\*Christina Zafiris, SCF

Ann Heiman Elementary.....348-2400  
3500 Palermo  
Evans, CO 80630  
Greg Voeltz, Principal  
Joanna Martinson, Nurse  
\*Dr. Mary Young, SCF

Jackson Elementary ..... 348-1500  
2002 25th Street  
Greeley, CO 80631  
Michelle Johnstone, Principal  
Kelly Kubisick, Nurse

\*Mike Crane, SCF

Jefferson Elementary ..... 348-1600  
1315 4th Avenue  
Greeley, CO 80631  
Pat Montoya, Principal  
Chris Spohn, Nurse  
Tom McMahan, Counselor  
\*Maryann Babbs, SCF

Madison Elementary..... 348-1700  
500 24<sup>th</sup> Ave  
Greeley, CO 80631  
Terri Pappas, Principal  
Marilyn Bradley, Nurse  
\*Joan Novak, SCF

Billie Martinez Elementary ..... 348-1800  
341 14th Avenue  
Greeley, CO 80631  
Paul Urisoste, Principal  
Cathy Fitch, Asst. Principal  
Susan La Bonde, Nurse  
\*Susan Lidiak , SCF

**\*CART Liaison**

**#SCF- School Community Facilitator**

McAuliffe Elementary ..... 348-1900  
600 51st Avenue  
Greeley, CO 80634  
Sandy Cosnar, Principal  
Jan Rostand, Nurse  
\*Shannon Madden, SCF

Meeker Elementary ..... 348-2000  
2221 28th Avenue  
Greeley, CO 80631  
Wes Tuttle, Principal  
Kelly Kbustek, Nurse  
\*Dristen Slette, SCF

Monfort Elementary ..... 348-2100  
2101 47th Avenue  
Greeley, CO 80631  
Amie Cieminski, Principal  
Gwen Nichueser, Nurse  
\*Claudia Meyer, SCF

Bella Romero Elementary.....348-2500  
1400 E 10<sup>th</sup> St  
Greeley, CO 80634  
Michele Turner, Principal  
Chris Spohre, RN, Nurse  
\*Dr. White House, SCF intern

Scott Elementary ..... 348-2200  
3000 13th Street  
Greeley, CO 80631  
Val Smythe, Principal  
Peg Hoover, Nurse  
\*Liz Blocksma, SCF

Shawsheen Elementary..... 348-2300  
4020 W 7th Street  
Greeley, CO 80631  
Steve Isenhouer, Principal  
Betsy, Nurse  
\*Shannda, SCF

Harold Winograd Elementary.....348-2600  
320 N 71<sup>st</sup>. Ave  
Greeley, CO 80634  
Holly Bressoer, Principal  
Jan Rogstad RN, Nurse  
\*Kristen Dalton, SCF

Frontier Charter Academy..... 330-1780  
Harlan Ptomey, Head Master, Secondary  
Rebecca Dougherby, Head Master Elementary  
Mary Meersman, Assistant Principal  
\*Britney Hutson, SCF  
Diana Troudt, Nurse

Deaf/Hard of Hearing ..... 351-2261  
Laurie Baughn, Administrator  
Jane Weber, Nurse  
Gail Brock, Counselor of the Deaf

Brentwood Middle School..... 348-3000  
2600 25th Avenue Ct.  
Greeley, CO 80631  
John Diebold, Principal  
Darryl Burke, Asst. Principal  
Diana Troudt, Nurse  
\*Suzanne Ragland, SCF

**\*CART Liaison**

**#SCF- School Community Facilitator**

Chappelow Magnet School..... 348-1200  
2001 34th Street  
Evans, CO 80620  
Jennifer Davis, Principal  
Jodi Boditt, Nurse  
\*Ann Donkle, SCF

Franklin Middle School..... 348-3200  
818 34th Avenue  
Greeley, CO 80634  
Seri Tahornburgh, Principal  
Rich Balgliesh, Asst. Principal  
Betsy Gillepie, Nurse

\*Dr. Nicole Crawford, SCF

Maplewood Middle School ..... 348-3800  
1201 21st Avenue  
Greeley, CO 80631  
Robert Billings, Principal  
Susan LaBonde, Nurse  
\*Danny Brock, SCF

Heath Middle School ..... 348-3400  
2223 16th Street  
Greeley, CO 80631  
Mark Rangel, Principal  
Marilyn Bradley RN, Nurse  
Sheryl Solberg, Assistant Principal  
\*Joni Rhoads, SCF

Pre-School Program ..... 348-6248  
811 15th Street  
Greeley, CO 80631  
Barb Johnson, Director  
Judy Frank, Betsy Gillespie, Nurse  
\*Korrin Bunce, SCF

John Evans Middle School ..... 348-3600  
2900 15th Avenue  
Greeley, CO 80631  
Dr. Karen Wangfvick, Principal  
Diane Phillips, Nurse  
Maria Conklin, Assistant Principal  
Richards Fchoenherr, SCF

**\*CART Liaison**

**#SCF-School Community Facilitator**

Greeley Central High School ..... 348-5000  
1515 14th Avenue  
Greeley, CO 80631  
Mary Lauer, Principal  
Alan Dowd & Mark Cousins, John Bettolo, Assistant Principal  
Susan LaBonde, Nurse  
\* Holly May, SCF

Greeley West High School ..... 348-5400  
2401 35th Avenue  
Greeley, CO 80634  
Bob Harr, Principal  
Harry Waterman, Assistant Principal  
Cindy VonTersch, Nurse  
\*Holly May, SCF

Northridge High School ..... 348-5200  
100 71<sup>st</sup> Avenue  
Greeley, Co 80634  
John Borman, Principal  
Steve Swenson, Assistant Principal

Katie Ortega, Nurse  
\*Diane Nelson, SCF

Trademark Learning Center..... 348-3550  
1401 22nd Avenue  
Greeley, CO 80631  
Steve Compoz, Principal  
Susan Labonda, Nurse  
Joni Rhodes, Night School Principal  
Laura Deer, Counselor  
\*Joni Rhodes, SCF

Adelante Middle Level Alternative Program..... 395-9702  
2407 5<sup>th</sup> Ave  
Greeley, CO 80631  
Steve Compoz, Principal  
Chris Spohn, Nurse  
\*Joan Rhodes, SCF

Colorado High School ..... 353-6132  
2156 11<sup>th</sup> Street Road  
Greeley, CO 80631  
Dave Shaffer, Director  
Kathy Clemons, SCF

Little Center ..... 352-2201  
2350 3<sup>rd</sup> Street Rd  
Greeley, CO 80631  
Mike Hover, Coordinator  
Peg Hoover, Nurse  
\*Beth Gay, SCF

Union Colony Charter School ..... 348-2800  
2000 Clubhouse Drive  
Greeley, CO 80634  
Bill Gillenwater, Principal  
\*Beth Gay, SCF  
PHYSICIANS

Orest Dubynsky ..... 356-2600  
Cottonwood Pediatrics Clinic  
1620 25th Avenue Ste. D  
Greeley, CO 80634

Mike Bloom..... 356-7102  
Sunrise Community Health Center  
1028 5<sup>th</sup> Ave.  
Greeley, CO 80631  
Kim Burns, PNP ..... 304-2370  
Beth Griffin, Medical Director ..... 346-6014

HOSPITAL

Northern Colorado Medical Center  
1801 16th Street  
Greeley, CO 80631

Julie Klein R.N. Director of E.R. .... 350-6219

PRIVATE MENTAL HEALTH PRACTITIONERS

Ackerman and Associates..... 353-3373  
1750 25th Avenue  
Suite 101  
Greeley, CO 80634  
Joyce Shohet Ackerman, Psychologist  
Larry Herrigan, Psychologist  
Emily Jaramillo, Licensed Counselor  
Susan Bromley, Psychologist  
Tom Pattas, Licensed Social Worker

PsychCare..... 352-1056  
Catherine Gillet, Coordinator of Youth Services  
928 12th Street  
Greeley, CO 80631

19th JUDICIAL DISTRICT

Chief Roger Klein ..... 351-7300 x4554  
PO Box 2038  
Greeley, CO 80632

Judge Gil Gutierrez..... 351-7300 x4534  
PO Box 2038  
Greeley, CO 80632

Judge Robert Lowenbach ..... 351-7300 x4604  
PO Box 2038  
Greeley, CO 80632

Judge James Hartmann, Jr ..... 351-7300 x4544  
PO Box 2038  
Greeley, CO 80632

Judge Marcelo Kipcow..... 351-7300 x4337  
PO Box 2038  
Greeley, CO 80632

Charles Unfug..... 351-7300 x4578  
PO Box 2038  
Greeley, CO 80632

Magistrate David Melusky ..... 351-7300 x3880  
PO Box 2038  
Greeley, CO 80632

Magistrate Din Tuttle ..... 351-7300 x4337  
PO Box 2038  
Greeley, CO 80632

Magistrate Julie Hoskins..... 351-7300 x4609



PO Box 2038  
Greeley, CO 80632

Magistrate Rebecca Koppes-Conway .....351-7300x4548  
PO Box 2038  
Greeley, Co 80632

Dependency & Neglect Court Facilitator .....351-7300 x5476  
Lory Navarro  
PO Box 2038  
Greeley, CO 80632

DISTRICT ATTORNEY'S OFFICE

Kenneth R. Buck, District Attorney ..... 356-4010  
Amanda Mashin, Deputy District Attorney  
Nigel Lush, Deputy District Attorney  
915 10th Street  
P.O. Box 1167  
Greeley, CO 80632  
GUARDIANS AD LITEM

Mary Camp .....970-663-4991  
PO Box 2163  
Loveland, CO 80534

Deborah Dodd .....303-915-2106  
PO Box 58  
Greeley, CO 80632

Sharron Plettner .....303-828-9540  
PO Box 201543  
Denver, CO 80220

Howard Bartlett .....303-709-7675  
6610 East 17<sup>th</sup> Ave  
Denver, CO 80220

AGENCIES

A Kid's Place ..... 353-5970  
924 11 St. Suite B  
Greeley, CO 80631  
Christy Dodd, Executive Director

A Woman's Place (AWP) ..... 351-0476  
PO Box 71  
Greeley, Co 80632  
Ellen Szabo, Executive Director  
Hallie Beard, Safe House Supervisor  
Fawn Harmon, Lead Advocate  
Abby Petefeso, Children's Advocate/Case Manager

Boys and Girls Club of Weld County .....970-353-5190  
2400, West Fourth Street,

Greeley, Colorado-80631  
Dee Shultz, Assistant Executive Director  
Ambrette Gilkey, Administrative Assistant

C.A.R.E. .... 356-6751  
3700 Golden Street  
Evans, CO 80620  
Gwen Schooley, Executive Director.....Ext. 305  
Chris Sarlo Bergman, Community Education Coordinator .....Ext. 308  
Rose Francella, Assistant Director.....Ext. 307

Catholic Charities..... 353-6433  
2500 1<sup>st</sup> Ave Bldg. CB  
Greeley, CO 80631  
Cheri L. Anderson, Manager-Family Services.....Ext. 28  
Janet Green, Family Advocate  
Rosie Martinez, Family Advocate.....Ext. 22  
Erma Gonzales, Family Advocate.....Ext. 43

Envision..... 339-5360  
1050 37<sup>th</sup> Street  
PO Box 200069  
Evans, CO 80620  
Kimberly McClain, Coordinator Family Support Services

Greeley Transitional House ..... 352-3215  
1202 6<sup>th</sup> Street  
Greeley, CO 80631  
Jodi Hartmann, Executive Director ..... 352-3215  
Lori Casares, Assistant Director ..... 352-3215  
Teddy Sanchez, Follow-up Case Manager ..... 352-3215

Greeley Victim Assistance ..... 350-9600  
919 7<sup>th</sup> Street  
Greeley, CO 80631  
Diana Bratton ..... 350-9657  
Cecilia O'Farrell..... 350-9667  
Dave Beckman ..... 350-9652  
Brad Goldschmidt.....350-9673

Island Grove Treatment Center ..... 356-6664  
1140 M Street..... 351-6678  
Greeley, CO 80631  
Kendall Alexander, Executive Director  
Laura Hays, Program Manager of Women's Services  
Lisa Gawences, Program Manager of Youth & Family Services  
Rodger See, Program Manager, Acute Care Services (Detox)

Island Grove Community Counseling Center..... 351-6678  
1260 H St.  
Greeley, CO 80631

North Range Behavioral Health ..... 353-3686  
1306 11th Avenue  
Greeley, CO 80631

Wayne Maxwell, Executive Director  
Paulett Tarnasky, Director Children and Family Team  
Lana Nason, Therapist  
Dan Daily, Therapist

Partner's ..... 351-0700  
1212 8 St  
Greeley, CO 80631  
Nola Karajewski, Case Manager

SASI/SANE  
PO Box 5135  
Greeley, CO 80634  
Kristin Kushmider, Director SASI ..... 506-4059  
Maribel Talmantes, Client Services Coordinator ..... 330-3890

Weld County Department of Public Health and Environment ..... 304-6420  
1555 N 17<sup>th</sup> Avenue  
Greeley, CO 80631  
Linda Henry, Director of Public Health Services ..... Ext. 2341  
Public Health Education and Nursing ..... 304-6420

## **TREATMENT PROVIDERS**

**A KID'S PLACE**  
**924 11<sup>th</sup> Street Suite B, Greeley, CO 80631**  
**970-353-5970**

### Services Available:

- Audio/video recording of child victims of severe physical and sexual abuse in child-friendly environment
- Play area and supervision of victim siblings and/or family during interview in supportive setting
- Interview facility scheduling & coordination of related investigative and support services

Eligibility: Participating local law enforcement agencies and  
Department of Social Services  
Cost: None for victims and families  
Public Transportation: Yes  
Bilingual Services: Yes  
Hours of Operation: By appointment or participating local law enforcement on  
emergency basis

**A WOMAN'S PLACE**  
**P.O. Box 71, Greeley, CO 80632**  
**Business 970-351-0476**  
**Fax 970-351-6686**  
**Crisis 970-356-4226**

**Fort Lupton 303-857-2642**

Services Available:

- Residential facility for women and children victims of domestic violence
- Counseling for women and children
- Children's Program teaching non-violent behavior
- Assessment of Children who witness domestic violence
- Parenting skill/teaching non-violent discipline
- Support groups, case management, outreach services
- Migrant outreach

Eligibility: Any women or child victim of abuse related to domestic violence

Cost: Free

Public Transportation: NO

Bilingual Services: Yes

Hours of Operations: 24 hours a day/ 7 days a week

Emergency Number: 970-356-42264

**ACKERMAN AND ASSOCIATES, P.C.**

**1750 25th Avenue, Suite 101**

**Greeley, CO 80634**

**970-353-3373 FAX 970-353-3374**

**email: [ackermanassociatespc@earthlink.net](mailto:ackermanassociatespc@earthlink.net)**

**website: <http://home.earthlink.net/ackermanassociatespc>**

Available Services:

- Psychotherapy--individual, child, seniors and families, adult, couples;
- Extensive victim-related experience;
- Referral for medical support by primary care physician as needed;
- Intensive mediation to settle disputes, home based services, Special Advocate services, Parenting Evaluations, Parenting Coordinators, EMDR, Treatment for Disorders
- Group Services: Adolescents, parenting, others as needed.

Eligibility: Available to any patient on a fee for service or managed care basis.

Cost: \$90 to \$100 per hour for individual sessions. Most third-party payment mechanisms are welcomed including Medicare, and other medical insurance, victim compensation

Public Transportation: Yes

Bilingual Services: On a limited basis.

Hours of Operation: Monday through Thursday, 9am-8pm; Friday, 9am-5pm;

Emergency Number: 970-353-3373 (24-hr. on-call system).

**ALTERNATIVE HOMES FOR YOUTH (AHFY)**  
**1110 M Street, Greeley, CO 80631**  
**970-353-6010**

Available Services:

- Residential Child Care Facility (RCCF) providing short term shelter or long term residential placement for youth between the ages of 12 and 18
- Family therapy for all residential youth
- Individual therapy for all residential youth each week
- Daily group therapy for residential youth
- Case management services for all residential youth
- On-grounds accredited school for all residential youth
- Residential Treatment Center (RTC) services for all residential youth with psychiatric diagnosis
- Day Treatment Program including school component and family therapy component
- Tracking services for paroled youth
- Life skills and independent living skills training for youth ages 16 and older

Eligibility: Referral by Department of Social Services or by the  
Department of Youth Corrections

Cost: Varies dependent on program

Public transportation: Yes

Bilingual Services: No

Hours of Operation: Residential Program: 24 hours a day

Tracking: 24 hours a day

Day treatment: 9:00a.m. – 3:00p.m. Monday - Friday

Emergency Number: 970-353-6010

**CHILD ADVOCACY RESOURCE AND EDUCATION, INC (c.a.r.e.)**  
**3700 golden Street, Evans, Co 80620**  
**(970 356-6751 FAX (970) 506-2726**  
**[www.care.weld.org](http://www.care.weld.org)**

Available Services:

- Care House--Supervised Visits and Safe Exchanges
- Community awareness presentations on child abuse and neglect and healthy parenting.
- Parenting groups on behavior management, anger management for parents, Parenting Our Teen and The Nurturing Program, and specialty parenting workshops on Single parents, Blended families, Parenting after Divorce

- Children's groups held concurrently with parent groups
- Safe Touch Program, body safety prevention/intervention program for kids.
- Home-Based Parent Education, including the Young Parent Program.

Eligibility: Varies by program  
 Cost: Varies, scholarships available for qualifying parents  
 Public Transportation: Yes  
 Bilingual Services: Yes  
 Hours of Operation: Monday-Thursday, 9:00am - 5:00pm, Friday, evening and weekend classes, other Hours and offering by appointment only.  
 Emergency Number: 970-356-6751

**Envision Creative Support People with Developmental Disabilities**  
**1050 37th Street, Box 69 Evans, CO 80620**  
**970-339-5360/; FAX 970-330-2261**

Services Available:

- Family support services to families with developmentally delayed/disabled children living in the home.
- Early intervention service to developmentally delayed/disabled children birth through age two;

Eligibility: Varies by program  
 Bilingual Services: Yes  
 Hours of Operation: Monday-Friday, 8:00- 500 pm  
 Emergency Number: 970- 339-5360 Family support and Early Intervention

**ISLAND GROVE REGIONAL TREATMENT CENTER, INC**  
**1140 M Street, Greeley, CO 80631**  
**Detox/Residential 970-356-6664**  
**Administration 970-356-6664**  
**Outpatient/Counseling, Women's Services, Domestic Violence**  
**970-351-6678**  
**1260 H Street, Greeley, CO 80631**

Available Services:

- Family and individual counseling
- Drug and alcohol treatment including Detox, residential and intensive outpatient
- Certified domestic violence program for men and women
- Specialized programs for pregnant and postpartum women using drugs and/or alcohol
- Family services
- Youth services

Eligibility: Varies by program  
 Cost: Graduated by income level

Public Transportation: Yes  
Bilingual Services: Yes  
Hours of Operation: Administration--Monday-Friday, 9:00 am - 4:00 pm  
Outpatient--Monday-Friday, 10:00 am - 8:30 pm, Sat 9 am  
- noon Residential--Monday-Friday, 9:00 am - 4:00 pm  
Emergency Number: 970-356-6664

**NORTH COLORADO MEDICAL CENTER**  
**1801 16th Street, Greeley, CO 80631**  
**(970) 352-4121**

Services Available:

- 24-hour comprehensive emergency services
- In and out patient, emergency psychiatric and counseling services for all ages and gender.
- Case management services with referrals
- Consultant and education services
- Comprehensive medical and surgical services

Eligibility: No restrictions  
Cost: Fees based upon services provided  
On Bus Route: Yes  
Bilingual Services: Yes  
Hours of Operation: 24 hours a day, seven days a week  
Emergency Phone Number: (970) 350-6244

**NORTH RANGE BEHAVIORAL HEALTH**  
**1306 11th Avenue, Greeley, CO 80631**  
**970-353-3686**  
**120 First Street, Fort Lupton, CO 80621**  
**303-857-2723**

Services Available:

- Individual, outpatient, group, and family outpatient psychotherapy for children and adults
- Psychotropic medication management
- 24-hour emergency service
- Day treatment services for children
- Services for chronically mentally ill
- Residential care for children and adults
- Family Preservation Services
- Access to inpatient psychiatric services

- Case management
- Consultant and education services

Eligibility: Available to all; specific criteria required for some programs

Cost: \$5-\$110/hr on graduated scale by income; Medicaid, Medicare, Medical insurance accepted, victim compensation

Public Transportation: Yes

Bilingual Services: Yes

Hours of Operation: Monday-Thursday 8:00 am - 8:00 pm; Friday 8:00 am - 5:00 pm; 24 hour emergency service available

Emergency Number: 970-353-3686

**WELD COUNTY DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**  
**1555 N. 17<sup>th</sup> Avenue, Greeley, CO**  
**970-304-6410**  
**Fax (970)304-6416**

Services Available:

- Immunizations
- Health Care Program (HCP) for children with special needs including resources referrals, case management, and financial assistance
- Nurse & Family Partnership home visitation program
- Prenatal plus
- EPSDT Medicaid case management
- Medicaid eligibility services

Eligibility: Varies by program

Cost: Graduated by income

Public Transportation: Yes

Bilingual Services: Yes

Hours of Operation Monday through Friday, 8:00.a.m.-5:00 .p.m.

**WELD COUNTY PARTNERS**  
**1212 8th Street, Greeley, CO 80631**  
**970-351-0700**  
**Fax 970-351-0562**

Services Available:

- One-on-one mentor programming matching adults with at-risk youth
- Esperanza Program for youth awaiting one-on-one match and group mentoring
- Juvenile Restitution Program
- 19<sup>th</sup> Judicial district Restorative Justice Conferencing Project, specifically for juvenile offenders and school district youth



Eligibility: Youth ages 8 through 18. Must be referred by another youth-serving entity. Targeted youth include delinquents, at-risk of out-of-home placement including detention placement, victims of child abuse, youth at risk of substance abuse and school failure,

Cost: Free to youth or families

Public Transportation: Yes

Bilingual Services: Yes on request- not in house

Hours of Operation: Monday through Friday, 8:30 am - 5:00 pm

Emergency Number: 970-351-0700

### SCHOOL PROFESSIONALS

School counselors, social workers, psychologists, and other qualified school personnel may act as a liaison between the primary treatment provider and the child and their family in the school setting.

### Appendix

APPENDIX A  
WELD COUNTY CHILD ABUSE PROTOCOL HISTORY

In September 1989, an association of agencies and individuals was formed out of their concern and compassion for the welfare and protection of children. The Weld County Child Abuse Coalition strives to create a judicial and multi-agency service delivery system accountable to the needs of families and the safety of children. To date, this group moves closer to attaining their vision.

The Weld County Child Abuse Coalition's Mission

To create a judicial and multi-agency system more responsive to and effective in protecting children and in delivering services to families caught in the web of abuse and neglect.

Placing the collective vision of the system over their individual agency goals, subcommittees have been established to develop a uniform team approach to reporting, investigating, and treating child abuse and neglect in Weld County.

To accomplish their mission, the Coalition members unanimously voted to establish:

- A county-wide Protocol, including training and evaluation;
- A Kid's Place to coordinate interviews and physical examinations; and
- A Family Compass to coordinate the communication around specific court-referred child abuse cases.
- CASA of Weld County to advocate for the best interest of children in Dependency & Neglect court system.

Agencies involved in reporting, investigating and treating children and families will sign an agreement that supports these three projects. Thereby creating:

- a more responsive system - one that is consistent, timely, and accountable;
- effective, coordinated communication among all agencies; and
- cooperative, complementary decision-making about cases.

This Protocol is for the use of participating agencies and does not apply in any criminal or civil proceeding. The Protocol should not be construed as a creation of a higher level standard of safety or care with respect to any civil claim or criminal matter. Non compliance to sections of this Protocol will only form the basis for further discussion and coordination among the members of the Weld County Child Abuse Coalition.

**The Purpose of the Written Agreement**

is not to tell an agency how to do its job, but to define a structure of steps to be followed by all agencies when reporting, investigating and treating incidences of child abuse and neglect.

Establishing areas of responsibility and defining agency roles through these written agreements enables the health, safety and emotional well-being of children and families to remain the first priority for all involved. The intent of a written agreement adopting the Protocol is to define a structure for agencies to follow in reporting, investigating, and treating child abuse - not to tell each agency how to do its job.

The Weld County Child Abuse Coalition and all entities signing this Protocol share a commitment to children and families. That commitment includes prevention as well as quality services to all families regardless of the disposition of their case.

The following individuals serve on the Protocol subcommittee of the Weld County Child Abuse Coalition and assisted in writing the draft document:

**Rick Dill, Chair**  
Weld County Sheriff's Department

**Josie Alm**  
Greeley Police Department

**Dan Fowler**  
Weld County Department of Social Services

**Todd Taylor**  
Weld County Deputy District Attorney

**Kathy Brunson**  
United Way of Weld County

**Pat Raine**  
Weld County School District 6

**Susan Tennesen**  
Child Advocacy Resource & Education, Inc.

**Dan Dailey**  
North Range Behavioral Health

**John Cooke**  
Weld County Sheriff's Department

**Nancy Sarchet**  
Weld B.O.C.E.S.

**Al Price**  
Weld County Sheriff's Department

**Judy Kron**  
United Way of Weld County

**Gloria Romansik**  
Weld County Department of Social Services

The following individuals served on sub-committees and assisted in drafting sections of the protocol:

**Rik Clark**  
Kersey Police Department

**Steve Holmon**  
Greeley Police Department

**Jeff Borden**  
University of Northern Colorado

**Chris LePore**  
University of Northern Colorado

Bill Gillenwater  
Weld County School District #6

Jonathan Hays  
19th Judicial District

Paul Sacco  
Attorney

Carol Gerard  
Therapist

Rick Budensiek  
Physician

Don Cook  
Physician

Shauntel Frisk  
University of Northern Colorado

Jim Pope  
Department of Social Services

Joel Hayes  
Attorney

Marilee Smith  
Therapist

Bill Crabbe  
North Range Behavioral Health

Keith Rangel  
Physician

J. Robert Lowenbach  
19th Judicial District

Gayla Lindquist  
Guardian ad Litem

Brian Shaha  
Public Defender

Joyce Ackerman  
Therapist

Orest Dubynsky  
Physician

Rick Hawkins  
North Range Behavioral Health

Kathie Miner  
University of Northern Colorado

Carolyn Olson  
Attorney

Pam Shaddock  
Attorney

Russ Johnson  
Psychiatrist

Carol Venetti  
Physician

APPENDIX B  
WELD COUNTY CHILD ABUSE COALITION  
STRATEGIC PLAN

WELD COUNTY CHILD ABUSE COALITION  
**STRATEGIC PLAN**  
OCTOBER, 1997

1. Background

The Weld County Child Abuse Coalition was formed in 1989 for the purposes of evaluating and improving the child protection and family service delivery system. The mission of the Coalition has been "to create a judicial and multi-agency system more responsive to and effective in protecting children and delivering services to families involved with abuse and neglect." For the past eight years the Coalition has been housed and staffed by United Way of Weld County. United Way has also acted as the fiscal agent for resources dedicated to the work of the Coalition.

Currently thirty-seven individuals comprise the Coalition and represent multiple professionals working in the field of child abuse. All members serve as volunteers. The Coalition meets quarterly and makes decisions by consensus. Oversight committees are charged with planning and implementing four Coalition initiatives. Decisions concerning the work of the Coalition are made by the Coalition itself.

In August, 1996 a retreat was held to begin addressing the long-term options for the Coalition and its initiatives. Two committees were formed: the Future Options Committee and the Research Review Committee. Changes in the Coalition's structure, growing concerns about the future of the initiatives, and perceived differences among some Coalition members precipitated a decision by the Coalition to undertake a strategic planning process to determine the future of the Coalition.

The strategic planning process was facilitated by Donna Garnett from the Center for Human Investment Policy (CHIP) in the Graduate School of Public Affairs at the University of Colorado at Denver. This paper describes the process and outcome of the strategic planning process.

2. Defining the Context (Environmental Scan/Problem Statement)

A series of key informant interviews was conducted to frame the issues, concerns, and problems as perceived by stakeholders in the Coalition. Interviews were conducted between September 16 and September 24 by two consultants from CHIP. Twenty-eight key informants were interviewed individually in thirty minute to one hour blocks of time. Everyone was asked a standard set of questions. Based on their responses to those and on the responses of others, some informants were asked other confirming or clarifying questions. There was a great deal of concurrence among those interviewed.

Following are the issues, concerns, and problems identified through the interview process.

- lack of shared accountability; still a reluctance at varying levels of systems to see if outcomes are being reached and to reviewing mistakes and taking measures to correct those;
- resistance to opening up the process; competition for funding and fear of conflict of interest has impact of breaking down partnerships;
- conservative views of community permeates the community, especially as that relates to corporal punishment;
- cultural practices clash with state laws on abuse;
- old hostilities across agencies, people haven't forgotten prior hurt feelings;
- sheer numbers of cases impacts workers across disciplines;
- child abuse continues at an alarming rate and hasn't subsided despite what people are doing;
- continued lack of understanding across agency levels about roles of different agencies despite protocol;
- focus is on protection of agency identity and agenda, children come last in the system after everyone's needs, agendas, etc.

### 3. Strategic Planning Sessions

On the recommendation of the facilitator and with the approval of the Coalition, a smaller group of key stakeholders participated in two strategic planning sessions conducted on October 8 and 10, 1997. These individuals were selected on the basis of their past and current involvement with the Coalition, their connections to the systems engaged in protecting children, and their ability to be representative of various perspectives. Participants were asked to commit to both days of the process to ensure continuity. All but two participants participated in both planning sessions.

This section describes the outcome of the planning sessions by defining recommendations of the planning group as to the purpose and mission of the Coalition, guiding principles, and strategic decisions regarding roles and responsibilities of United Way and the future of existing Coalition initiatives.

## Purpose, Mission, and Guiding Principles

The purpose of the Weld County Child Abuse Coalition should be to provide a forum for discussion and dialogue among public and private entities, child advocates, and families so that child abuse can be addressed more effectively.

The mission of the Coalition should be to advocate for and encourage a system which is more responsive to and effective in protecting children.

The guiding principles for the Coalition should be as follows:

- \* Children are our future -- their needs with regard to their safety and well-being must be our primary concern.
- \* Everyone in the community has an investment in and responsibility for ensuring that children are protected and well-cared for. The whole is greater than the sum of the parts.
- \* A priority for the community must be preventing child abuse and neglect by ensuring that families and children have the support and education that is needed.
- \* The Coalition will honor differing roles and responsibilities, mandates, and authority of all stakeholders and will respect each others' commitment to children.
- \* The Coalition will operate in a cohesive, comprehensive manner, striving for consensus of members.

Goals -- (A set of goals was put on the table for discussion. In the interest of time discussion on proposed goals was tabled so that certain strategic decision points could be discussed)

Goal 1. Provide an on-going mechanism for agencies to work together to implement an effective, coordinated communication system across all aspects of the child welfare system.

Goal 2. Coordinate training of people in diverse professional roles in all areas of child abuse including the use of Protocol.

Goal 3. Enhance cooperative, complementary decision-making among professionals about existing cases.

Goal 4. Promote a more responsive system that is consistent, timely, and accountable.

Goal 5. Evaluate the effectiveness of all Coalition projects.

Goal 6. Focus on improvements to the child welfare system including innovative projects to address concerns and unmet needs.

#### 4. Strategic Decisions

Several decision points were identified by the group as a top priority for discussion and action.

These included:

1. determining the priorities of the Coalition;
2. determining United Way's role in relationship to the Coalition;
3. determining the immediate future of the Coalition's four initiatives: the Protocol, A Kid's Place, Family Compass, and CASA.
4. determining membership of the Coalition and what needs to be done to ensure stakeholder involvement.

Unanimous agreement of the working group was expressed to continue the Coalition. However, the group chose not to focus on the priorities of the Coalition for the time being so that ample time could be spent discussing the other three discussion and decision items.

#### Role of United Way of Weld County

This section was revised by the Weld County Child Abuse Coalition at its January 22, 1998 meeting with input from the United Way of Weld County Board.

Consensus was reached on the role of United Way as follows:

United Way of Weld County should coordinate, staff, facilitate (i.e. assist in achieving its mission and purpose) the work of the Weld County Child Abuse Coalition. Facilitating the work of the Coalition may range from providing direct funding, pursuing other funding streams, housing certain initiatives on a temporary basis, promoting the flow of information through one or more communication systems, etc.

The United Way Board recognizes the integrity of the Weld County Coalition and its members and respects the process by which they have operated in the past and as outlined in this strategic plan. It is understood that the Board of Directors of United Way of Weld County has ultimate fiduciary and legal responsibility for all programs directly under its 501(c)3 umbrella. The Board of Directors of United Way of Weld County determines the level of support the agency will provide to the Coalition.

#### Decisions Regarding Coalition Initiatives

Following are the specific recommendations regarding the individual initiatives which were made by the strategic planning group. It is understood that these recommendations require specific approval and actions by other groups and agencies.

CASA -- It is recommended that CASA continue to incubate under the auspices of United



Way for a period of time. A time frame for spinning off this initiative should be set and an appropriate action plan put in place by the CASA subcommittee. A date of July 1, 1999 was suggested.

Family Compass -- It is recommended that Family Compass be transferred to Court (as able) with a time frame and action plan to be suggested by the Family Compass subcommittee.

Protocol -- It is recommended that the Protocol remain under the auspices of the Coalition with the work and revisions to be done by the cross-disciplinary subcommittee. The subcommittee should also make a recommendation as to how the training and distribution functions related to the Protocol should be handled. For example, the training could continue on an ad hoc basis as is currently the case or it could be outsourced to an existing entity. Distribution could continue through a centralized mechanism such as through United Way or could be handled in a decentralized manner where multiple agencies distributed copies of the protocol and each taking on the financial responsibility of printing and postage.

A Kid's Place -- It is recommended that A Kid's Place become a stand-alone agency with its own 5 01 (c) 3 status. It was suggested that the AKP subcommittee should help determine a time frame and action plan for establishing this initiative as a free-standing child advocacy agency (perhaps by a date certain in 1998). For the foreseeable future, all current funding streams allocated for AKP should remain in place.

#### Membership in the Coalition

A subcommittee made recommendations, which were adopted at the January 22, 1998 meeting. The coalition encourages individuals and organizations in our community who are concerned about the welfare of children to join us. Members must share our stated goals and objectives and adhere to the Weld County Child Abuse Protocol.

#### Specific Guidelines:

1. Individuals and organization representatives who have been attending Coalition meetings in the past are designated as members of the Coalition as of this date.
2. Members of the Coalition may bring guests to our meeting at any time. Members may recommend any individual or any representative of any organization to be a member of the Coalition. Membership in the Coalition will require a nomination by a current member and a vote of approval by 75% of the current membership present at that meeting.
3. On an annual basis, the Coalition will provide an open forum community meeting to allow community members or interested and concerned parties to voice ideas and concerns surrounding issues of child abuse and neglect.

4. Program Committee membership is a function of each committee. Each committee also determines who will represent them on the Coalition.
5. Coalition agency slots are for representatives appointed by the agency. Agencies and organizations will determine who represents them on the Coalition. Individuals can be represented on the Coalition by following the membership criteria listed above.
6. A slot will be held for Weld County and its Department of Social Services and Health Department.

#### 5. Next Steps

At the conclusion of the strategic planning session, next steps were determined. First, each participant in the process will communicate the outcome of the process to their colleagues and constituents and seek feedback and buy-in. Second, members of the oversight committee for A Kid's Place will meet with county commissioners and Department of Social Services staff to discuss the value of continuing to support AKP as a neutral place for interviewing children versus including interviewing accommodations as part of the new Social Services facility. Third, discussions about membership will be taken up in a regular Coalition meeting. Finally, the participants understood that several pieces of the strategic plan were left unfinished -- i.e. goals and objectives, other strategies and a time line, and an evaluation plan. A follow-up planning session to complete these elements will likely be scheduled in the not-to-distant future.

Finally, the recommendations included in this paper and those to be developed as described above will be presented to the full Coalition for approval and action.

The Weld County Child Abuse Coalition adopted this Strategic Plan at the November 20, 1997 meeting. The Plan was amended as noted and additional refinement will occur at 1998 Coalition meetings.

The United Way of Weld County Board of Directors approved at the December 12, 1997 meeting the Strategic plan and agree to continue facilitation of the Weld County Child Abuse Coalition and the Protocol project. United Way of Weld County will have a United Way Board representative to the Coalition.

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| <p>APPENDIX C<br/>GUIDELINES FOR INTERVIEWING A CHILD</p> |
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If there is a joint investigation, social services and law enforcement workers are strongly encouraged to meet prior to an interview to determine a plan of action, i.e., who should conduct the interview, who should take notes, whether a parent or other guardian's presence would be helpful or a deterrent, the environment in which the interview is conducted and the time and location.

In cases of children with special needs, i.e., hearing impaired, visually impaired, developmentally impaired, mentally impaired, non-English speaking, seek an appropriate person to assist in the interview.

Interview the child separate from any potential witnesses and suspects.

Attempt to gain the child's confidence by creating a comfortable and non-threatening atmosphere and building rapport.

Do not take sides, or indicate horror, disgust, anger, approval or disapproval in response to the child's statements.

Conduct the interview in language that the child clearly understands. Particularly in cases of sexual abuse, the officer should accept and use whatever terms for genitals and sexual acts the child uses while also asking for clarification and eliciting specific information regarding what has occurred.

Permit the child to tell about the incident in his/her own way. Remember: the child may have difficulty being specific about dates and locations of alleged offenses. Whenever the child has difficulty verbalizing details, visual aids should be considered and may be of use.

Question the age and origin of every injury on all children.

To ensure that other victims are identified and that items of evidentiary value are seized, question the child about other victims, pornography, photographs, movies, sexual aids, alcohol, drugs, medications, birth control, or any other items used during the assault.

Make only promises that you can fulfill.

Close the interview in an appropriate manner, i.e., thanking the child, acknowledging the feelings or concerns the child has expressed, assuring the child that he/she has shared important information.

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| <p>APPENDIX D<br/>PROTECTIVE CUSTODY/HOLD</p> |
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The following guidelines are suggested for consideration in placing a protective hold:

- The maltreatment in the home, present or potential is such that a child could suffer damage to body or mind if left there.
- Although a child is in immediate need of medical or psychiatric care, the parent/stepparent/legal custodian/guardian refused to obtain it.
- A child's physical and/or emotional damage is such that the child needs an alternative environment as approved by social services.
- Evidence suggests that the parent/stepparent/legal custodian/guardian is torturing the child, or systematically resorting to physical force which bears no relation to reasonable discipline.
- The physical environment of the home poses an immediate threat to the child.
- Evidence suggests that anger and discomfort with the investigation will be directed toward the child in the form of retaliation against him/her.
- Evidence suggests that the physical condition of the parent/stepparent/legal custodian/guardian pose a threat to the child.
- The family has a history of hiding the child from law enforcement or social services.
- The family has a history of prior incidents or allegations of abuse or neglect.
- The parent/stepparent/legal custodian/guardian is completely unwilling to cooperate in the investigation or to maintain a contact with law enforcement or social services and may flee the jurisdiction.
- The parent/stepparent/legal custodian/guardian is a suspect in an alleged abuse and the spouse is unable and/or unwilling to protect the child(ren) from the suspect.
- The parent/stepparent/legal custodian/guardian abandons the child.
- The parent/stepparent/legal custodian/guardian's explanation of injuries is inconsistent with the findings of the investigation.
- Any other circumstances which the law enforcement officer believes would demonstrate that the child(ren) would be in jeopardy if left in the environment.

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| APPENDIX E<br>FURTHER DEFINITION OF GUARDIANS <u>AD LITEM</u> |
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### ATTORNEY OF RECORD

The GAL assumes a pivotal professional role in litigation. As an attorney of record in the case, the GAL is entitled to be treated professionally with respect and courtesy.

The GAL shall be included with all other parties of record on all settings, certificates of mailing and hand delivery. The GAL shall receive copies of all parties' pleadings and shall participate, where appropriate, in all depositions and negotiations. The GAL shall be given notice of all hearings, depositions, staffings and settings.

### LITIGATION

The GAL has the right to and should actively participate and be included in all aspects of litigation. When the court appoints a GAL, the court shall enter a written order authorizing the GAL access, without further release, to all privileged information regarding the child. The authorization shall include, but not be limited to: psychiatric records, psychological treatment records, drug and alcohol treatment, medical records, evaluations, law enforcement records and school records.

- Discovery The GAL shall recognize the representation of the best interests of the child a role independent from all other parties. Thus, the GAL should pursue independent discovery, which may be informal or as provided by the Rules of Civil Procedure, Rules 30 to 37.
- Pleadings Practice: The GAL shall file written motions, responses or objections when necessary to protect the best interests of the child. For example:
  - \* Mental or physical examinations
  - \* Custody and/or visitation evaluations in domestic cases;
  - \* Suspension of contact or restrictions on visitation;
  - \* Contempt for non-compliance;
  - \* Termination of parent-child legal relationship in dependency and neglect proceedings;
  - \* Child support;
  - \* Protective orders concerning the child's privileged communications, care or property; and
  - \* Any other pleadings which address the best interests of the child.
- Settlement Negotiations: The GAL has the right to participate in all settlement negotiations. The GAL should seek expeditious resolutions when appropriate. A GAL should be knowledgeable of the effect of continuances and delays on the child and advocate accordingly,
- Court Appearances: The GAL shall attend all hearings and participate in all telephone conferences with the court unless the court waives such appearance/participation.

- The GAL may request authority from the court to pursue issues on behalf of the child not specifically arising from the court appointment. For example:
  - \* Child support
  - \* Delinquency matters
  - \* SSI
  - \* Custody
  - \* Guardianship
  - \* Paternity
  - \* Personal Injury
  - \* Protection of property
  - \* Tax matters
  
- Jury Selection: The GAL should participate in jury selection and drafting instructions;
- Presentation of Evidence: The GAL should develop and present relevant evidence to the Court. The GAL shall prepare for hearings and subpoena and present witnesses and exhibits when necessary to protect the best interests of the child. The GAL shall advocate a legal position on behalf of the child rather than use litigation as an investigative tool. The GAL shall seek to admit telephone testimony when necessary;
- Presentation of Witnesses: The GAL shall present witnesses in person or by telephone appearance. In deciding whether to present witnesses in person or by telephone, the GAL should consider the time, cost, and impact of those alternatives. It may be prudent for the GAL to present factual information through other witnesses if feasible and economical. However, the independent investigation of the GAL may reveal crucial information which is impractical to present to the Court other than through the GAL's personal testimony or report,
- GAL as Witness: The law and commentaries are unsettled on the issue of whether the GAL, as a general rule, can, should, or must testify;
- It is the GAL's choice to present evidence through other witnesses, by testifying personally, or by filing a report. If the GAL chooses to present evidence that has not otherwise been presented to the court, due process requires that the GAL be available for cross-examination. If the GAL presents evidence only through other witnesses, the GAL should not testify or submit to cross-examination. The GAL, like other counsel, is free to comment on the evidence;
- If other parties seek to discover the GAL's file or to call the GAL as a trial or disposition witness, the GAL must determine whether such disclosure or testimony would serve the child's best interests;
- Appeals: The GAL shall participate in all appeals unless the GAL is excused by order of the court or a substitution of GAL is court ordered. The GAL should initiate and zealously pursue appellate issues on behalf of the child.

## INVESTIGATIONS

The GAL will conduct a thorough and independent investigation. The GAL shall meet with the child. The GAL shall develop and present relevant evidence to the court. The GAL should conduct interviews with other relevant people and review exhibits, as the GAL deems appropriate. Other parties should fully cooperate with the GAL as the investigation is conducted.

The GAL will conduct a thorough, timely and independent investigation that may include:

- Preview of the court file, Department of Social Services' records, prior custody or psychological evaluations and medical records and directives;
- Contact attorneys of record for background information;
- Obtain permission for the GAL to contact and meet with the child's parents, other caretakers, and other parties; and
- Obtain necessary releases, and interview other professionals, service providers, and school personnel.

The GAL should conduct interviews with potential witnesses and shall review relevant exhibits and reports.

- The GAL shall have access to the child's privileged information through a court order or parental releases;
- The GAL should conduct interviews with social workers, therapists, counselors, school personnel, and medical and mental health professionals. If any injuries or abuse have occurred or are alleged, the GAL should review photographs and video or audio tapes (when available) and contact hospitals and/or health care providers;
- Other information may be obtained from homemakers and parent and health aides, neighbors, ministers, child care providers, foster parents, and relatives;
- The GAL shall obtain reports from treatment, placement and attend school staffings concerning the child;
- The GAL should identify appropriate community resources and advocate for such resources when necessary. For example:
  - \* drug & alcohol treatment;
  - \* parenting education;
  - \* counseling alternatives;
  - \* programs for special needs children

## RECOMMENDATIONS

The GAL should formulate an independent position after considering all relevant information, including, but not limited to, the desires of the child, parents, and relatives.

Recommendations should result from an independent investigation which serves the child's best interests. The child's wishes should be considered by the GAL, but need not be adopted by the GAL unless doing so serves the child's best interests. Unless there are compelling reasons concerning the child's welfare, the GAL shall communicate the child's desires to the court or arrange for the child to do so directly. When appropriate, the GAL should recommend that the court appoint counsel advocate the child's point of view.

The cases in which the GAL becomes involved usually evoke strong feelings in the parties and their family and friends. The GAL should attempt to understand the emotional dynamics of the situation and should not be unduly influenced by concern that the recommendation is objectionable to one side or by pressure or threats from anyone. The GAL is not required to tolerate harassment, assault, or other criminal behavior.

The GAL should avoid even the appearance of bias or impropriety. The GAL has a responsibility to begin from a neutral posture. At some point in the proceedings, the GAL must form an opinion concerning the child's best interests and attempt to persuade the court to that view. To do so does not indicate bias.

The GAL should make clear recommendations to the court concerning the best interests of the child at every stage of litigation, including all placement decisions.

The GAL need not file written reports or recommendations unless required by law or court order, but may do so if it will promote the best interests of the child.

If a written report or recommendation is to be filed, due consideration should be given to the timing of the report. In some cases, clear recommendations to the parties by the GAL in advance may promote settlement in the child's best interests. However, it is inappropriate for the GAL to make recommendations if information will be developed in a hearing which will be in the child's best interests and that information is not available to the GAL until the evidence is presented.

## EDUCATION

GAL practice is unique and complex and, as such, requires special education, training, and experience concerning the needs of children.

Because children are special classes of clients, and do not hire or fire their GALs, inexperienced attorneys who apply for appointment as GALs must complete and document a minimum of eight (8) hours of accredited training (live or by tape) on the role of the guardian ad litem.



An attorney unable to obtain this training must associate with a mentor and complete the training within three (3) months of appointment. This requirement may be waived upon proof of one-year experience as a GAL in another jurisdiction.

The prospective GAL must also review the applicable statutory code, case law and local practice in the area of law the GAL wishes to pursue, such as juvenile, domestic relations, or probate.

If there are experienced GALs in the jurisdiction, it is encouraged that a mentor program be established to make experienced GALs available for consultation.

A minimum of ten (10) hours of specialized training or self-education shall be required of all practicing GALs during each three-year professional training period.

Such specialized training should focus on the area in which the guardian practices. Such topics would include:

- Child development
- Sexual abuse
- Domestic Violence
- Geriatrics
- Mental health
- Criminal law and sentencing standards
- Ethical considerations which are unique to the GAL practice
- School law
- Resource availability, i.e., financial assistance, service programs, etc.
- Substance abuse
- Effect of divorce on a child
- Custody/visitation
- Guardianship/conservatorship law
- Capacity to execute wills, trusts, powers of attorney and advanced medical directives
- Competency to give consent
- Any other topic which the GAL may select as helpful to a given case load.

APPENDIX F  
ADOPTION ASSISTANCE  
AND CHILD WELFARE ACT

## ADOPTION AND SAFE FAMILIES ACT OF 1997 (P.L. 105-89)

- In determining and making reasonable efforts, the child's health and safety must be the permanent concern.
- Reasonable efforts to preserve or reunify families are not required where a court has found:
  - ◆ A child has been subjected to aggravated circumstances which may include abandonment, torture, chronic abuse and sexual abuse.
  - ◆ A parent has assaulted the child or assaulted or killed another of their children.
  - ◆ A parent's rights to a sibling have been involuntarily terminated.
- Reasonable efforts to preserve or reunify families may be made concurrently with efforts to place the child for adoption, with a legal guardian or other planned permanent home, including custody with a fit and willing relative.
- A "permanency" court review must be held within 12 months of the date the child entered foster care to determine the child's permanent plan ("entry" = the date of the first abuse or neglect finding but not later than 60 days from the date the child was removed from the home). A plan of custody to relatives or long term foster care must be supported by a compelling reason why return home, or adoption by relatives or a legal guardian is not in the child's best interest.
- If, as a result of a court determination, reasonable efforts to reunite are not required, a "permanency" hearing must be held within 30 days after that court determination (even if 12 months have not passed).
- A petition to terminate parental rights must be filed if a child has been in foster care under state responsibility for 15 of the most recent 22 months or a court has determined a child to be an abandoned infant or a court has determined the parent has 1) murdered another child of the parent 2) or aided, abetted, attempted, conspired or solicited such a murder or 3) committed a felony assault resulting in serious bodily injury to the child or another child of the parent, unless:
  - ◆ At the state's option, the child is being cared for by a relative.
  - ◆ A state agency has documented in the case plan a compelling reason why such a petition would not be in the best interest of the child or
  - ◆ The state has not provided, when reasonable efforts are required, services to the child's family as the state deems necessary for the safe return of the child to his home.

APPENDIX G  
TREATMENT PROVIDERS  
AND  
FAMILY PRESERVATION PROGRAMS

**A KID'S PLACE**  
**924 11<sup>th</sup> Street Suite B, Greeley, CO 80631**  
**970-353-5970**

Services Available:

- Audio/video recording of child victims of severe physical and sexual abuse in child-friendly environment
- Play area and supervision of victim siblings and/or family during interview in supportive setting
- Interview facility scheduling & coordination of related investigative and support services

Eligibility: Participating local law enforcement agencies and  
Department of Social Services  
Cost: None for victims and families  
Public Transportation: Yes  
Bilingual Services: Yes  
Hours of Operation: By appointment or participating local law enforcement on  
emergency basis

**A WOMAN'S PLACE**  
**P.O. Box 71, Greeley, CO 80632**  
**Business 970-351-0476**  
**Fax 970-351-6686**  
**Crisis 970-356-4226**  
**Fort Lupton 303-857-2642**

Services Available:

- Residential facility for women and children victims of domestic violence
- Counseling for women and children
- Children's Program teaching non-violent behavior
- Assessment of Children who witness domestic violence
- Parenting skill/teaching non-violent discipline
- Support groups, case management, outreach services
- Migrant outreach

Eligibility: Any women or child victim of abuse related to domestic  
violence  
Cost: Free  
Public Transportation: NO  
Bilingual Services: Yes  
Hours of Operations: 24 hours a day/ 7 days a week  
Emergency Number: 970-356-42264

**ACKERMAN AND ASSOCIATES, P.C.**  
**1750 25th Avenue, Suite 101**  
**Greeley, CO 80634**  
**970-353-3373 FAX 970-353-3374**  
**email: [ackermanassociatespc@earthlink.net](mailto:ackermanassociatespc@earthlink.net)**

**website: <http://home.eathlink.net/ackermanassociatespc>**

Available Services:

- Psychotherapy--individual, child, seniors and families, adult, couples;
- Extensive victim-related experience;
- Referral for medical support by primary care physician as needed;
- Intensive mediation to settle disputes, home based services, Special Advocate services, Parenting Evaluations, Parenting Coordinators, EMDR, Treatment for Disorders
- Group Services: Adolescents, parenting, others as needed.

Eligibility: Available to any patient on a fee for service or managed care basis.

Cost: \$90 to \$100 per hour for individual sessions. Most third-party payment mechanisms are welcomed including Medicare, and other medical insurance, victim compensation

Public Transportation: Yes

Bilingual Services: On a limited basis.

Hours of Operation: Monday through Thursday, 9am-8pm; Friday, 9am-5pm;

Emergency Number: 970-353-3373 (24-hr. on-call system).

**ALTERNATIVE HOMES FOR YOUTH (AHFY)**  
**1110 M Street, Greeley, CO 80631**  
**970-353-6010**

Available Services:

- Residential Child Care Facility (RCCF) providing short term shelter or long term residential placement for youth between the ages of 12 and 18
- Family therapy for all residential youth
- Individual therapy for all residential youth each week
- Daily group therapy for residential youth
- Case management services for all residential youth
- On-grounds accredited school for all residential youth
- Residential Treatment Center (RTC) services for all residential youth with psychiatric diagnosis
- Day Treatment Program including school component and family therapy component
- Tracking services for paroled youth
- Life skills and independent living skills training for youth ages 16 and older

Eligibility: Referral by Department of Social Services or by the Department of Youth Corrections  
 Cost: Varies dependent on program  
 Public transportation: Yes  
 Bilingual Services: No  
 Hours of Operation: Residential Program: 24 hours a day  
 Tracking: 24 hours a day  
 Day treatment: 9:00a.m. – 3:00p.m. Monday - Friday  
 Emergency Number: 970-353-6010

**CHILD ADVOCACY RESOURCE AND EDUCATION, INC (c.a.r.e.)**  
**3700 golden Street, Evans, Co 80620**  
**(970 356-6751 FAX (970) 506-2726**  
**www.care.weld.org**

Available Services:

- CareHouse, Supervised Visits and Safe Exchanges
- Community awareness presentations on child abuse and neglect and healthy parenting.
- Parenting groups on behavior management, anger management for parents, Parenting Our Teen and The Nurturing Program, and specialty parenting workshops on Single parents, Blended families, Parenting after Divorce
- Children’s groups held concurrently with parent groups
- Safe Touch Program, body safety prevention/intervention program for kids.
- Home-Based Parent Education, including the Young Parent Program.

Eligibility: Varies by program  
 Cost: Varies, scholarships available for qualifying parents  
 Public Transportation: Yes  
 Bilingual Services: Yes;  
 Hours of Operation: Monday-Thursday, 9:00am - 5:00pm, Friday , evening and weekend classes, other Hours and offering by appointment only.  
 Emergency Number: 970-356-6751

**Envision Creative Support People with Developmental Disabilities**  
**1050 37th Street, Box 69 Evans, CO 80620**  
**970-339-5360/; FAX 970-330-2261**

Services Available:

- Family support services to families with developmentally delayed/disabled children living in the home.
- Early intervention service to developmentally delayed/disabled children birth through

age two;

Eligibility: Varies by program  
Bilingual Services: Yes  
Hours of Operation: Monday-Friday, 8:00- 500 pm  
Emergency Number: 970- 339-5360 Family support and Early Intervation

**ISLAND GROVE REGIONAL TREATMENT CENTER, INC**  
**1140 M Street, Greeley, CO 80631**  
**Detox/Residential 970-356-6664**  
**Administration 970-356-6664**  
**Outpatient/Counseling, Women' s Services, Domestic Violence**  
**970-351-6678**  
**1260 H Street, Greeley, CO 80631**

Available Services:

- Family and individual counseling
- Drug and alcohol treatment including Detox, residential and intensive outpatient
- Certified domestic violence program for men and women
- Specialized programs for pregnant and postpartum women using drugs and/or alcohol
- Family services
- Youth services

Eligibility: Varies by program  
Cost: Graduated by income level  
Public Transportation: Yes  
Bilingual Services: Yes  
Hours of Operation: Administration--Monday-Friday, 9:00 am - 4:00 pm  
Outpatient--Monday-Friday, 10:00 am - 8:30 pm, Sat 9 am  
- noon Residential--Monday-Friday, 9:00 am - 4:00 pm  
Emergency Number: 970-356-6664

**NORTH COLORADO MEDICAL CENTER**  
**1801 16th Street, Greeley, CO 80631**  
**(970) 352-4121**

Services Available:

- 24-hour comprehensive emergency services
- In and out patient, emergency psychiatric and counseling services for all ages and gender.
- Case management services with referrals



- Consultant and education services
- Comprehensive medical and surgical services

Eligibility: No restrictions  
 Cost: Fees based upon services provided  
 On Bus Route: Yes  
 Bilingual Services: Yes  
 Hours of Operation: 24 hours a day, seven days a week  
 Emergency Phone Number: (970) 350-6244

**NORTH RANGE BEHAVIORAL HEALTH**  
**1306 11th Avenue, Greeley, CO 80631**  
**970-353-3686**  
**120 First Street, Fort Lupton, CO 80621**  
**303-857-2723**

Services Available:

- Individual, outpatient, group, and family outpatient psychotherapy for children and adults
- Psychotropic medication management
- 24-hour emergency service
- Day treatment services for children
- Services for chronically mentally ill
- Residential care for children and adults
- Family Preservation Services
- Access to inpatient psychiatric services
- Case management
- Consultant and education services

Eligibility: Available to all; specific criteria required for some programs  
 Cost: \$5-\$110/hr on graduated scale by income; Medicaid, Medicare, Medical insurance accepted, victim compensation  
 Public Transportation: Yes  
 Bilingual Services: Yes  
 Hours of Operation: Monday-Thursday 8:00 am - 8:00 pm; Friday 8:00 am - 5:00 pm; 24 hour emergency service available  
 Emergency Number: 970-353-3686

**WELD COUNTY DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**

**1555 N. 17<sup>th</sup> Avenue, Greeley, CO**

**970-304-6410**

**Fax (970)304-6416**

Services Available:

- Immunizations
- Health Care Program (HCP) for children with special needs including resources referrals, case management, and financial assistance
- Nurse & Family Partnership home visitation program
- Prenatal plus
- EPSDT Medicaid case management
- Medicaid eligibility services

Eligibility: Varies by program  
Cost: Graduated by income  
Public Transportation: Yes  
Bilingual Services: Yes  
Hours of Operation: Monday through Friday, 8:00.a.m.-5:00 .p.m.

**WELD COUNTY PARTNERS**

**1212 8th Street, Greeley, CO 80631**

**970-351-0700**

**Fax 970-351-0562**

Services Available:

- One-on-one mentor programming matching adults with at-risk youth
- Esperando Program for youth awaiting one-on-one match and group mentoring
- Juvenile Restitution Program
- 19<sup>th</sup> Judicial district Restorative Justice Conferencing Project, specifically for juvenile offenders and school district youth

Eligibility: Youth ages 8 through 18. Must be referred by another youth-serving entity. Targeted youth include delinquents, at-risk of out-of-home placement including detention placement, victims of child abuse, youth at risk of substance abuse and school failure,  
Cost: Free to youth or families  
Public Transportation: Yes  
Bilingual Services: Yes on request- not in house  
Hours of Operation: Monday through Friday, 8:30 am - 5:00 pm  
Emergency Number: 970-351-0700

*PROVIDER MANUAL-*  
*2004-2005*

- Core services*
- Substance Abuse*
- Mental Health*
- Home Studies*

## Table of Contents

### PROVIDERS & PROGRAMS

#### Option B 2

Ackerman & Associates, P.C.  
Lutheran Family Services  
North Colorado Medical Center,  
PsychCare-Youth Passages

#### Mediation & Facilitation under Intensive Family Therapy 3

Ackerman & Associates, P.C.  
Mediation, Communication, &  
Training, Inc.

#### Lifeskills 4-5

Ackerman & Associates, P.C.  
Child Advocacy Resource &  
Education (CARE)-Parent  
Advocate  
Child Advocacy Resource &  
Education (CARE), Visitation  
Lori Kochevar, LLC  
Lutheran Family Services-Home  
Based Parent Coach  
Lutheran Family Services-Visitation  
Transitions Psychology Group  
Youth Emancipation & Services,  
Inc.  
Weld County Department of Human  
Services-Visitation

#### Sex Abuse Treatment 6

Ackerman & Associates, P.C.  
Adolescent & Individual  
Development

#### Day Treatment 7

North Colorado Medical Center-  
PsychCare-, Youth Passages  
(Funded County Design)  
North Range Behavioral Health-The  
Littler Center

#### Foster Parent Consultation 8

Ackerman & Associates, P.C.  
Lori Kochevar, MS, LPC, LLC  
Lutheran Family Services  
Transitions Psychology Group

#### Consultation & Evaluation 9

North Range Behavioral Health

#### Substance Abuse 10-11

Signal Behavioral Health Network

#### Child Welfare Regular

#### Administration Funded Providers

#### Substance Abuse Monitoring 12-13

Southern Corrections Systems,  
subsidiary of Avalon  
Correctional Services, Inc., (The  
Villa at Greeley)

WPCI Mayfield (In-house Monitoring)

**PROVIDERS &  
PROGRAMS Con't.**

**Home Study Providers 14-15**

**Ackerman and Associates, P.C.  
Lori Kochevar, LLC (Referred by  
Foster Parent Coordinators Only)  
Julie Box, Private Practice  
NCMC-Youth Passages  
Transitions Psychology Group**

**Core Service Contact Staff  
Program Area Supervisors**

**Andrea Lee, ACSW, LCSW  
Option B; IFT  
970.352.1551, Ext. 6208**

**Heather Walker  
Lifeskills  
970.352.1551, Ext. 6050**

**Kyle Ragland  
Sex Abuse Treatment  
970.352.1551, Ext. 6284**

**Mark Lindquist  
Day Treatment  
970.352.1551, Ext. 6245**

**David Aldridge, M.A.  
Foster Parent Consultation  
970.352.1551, Ext. 6290**

**Mary Gill  
Substance Abuse  
970.352.1551, Ext. 6210**

**Lory Secher  
Mental Health Services  
970.352.1551, Ext. 6250**

**Heather Walker  
Special Economic Assistance  
970.352.1551, Ext. 6218**

**For Referral Information Contact:**

**Elaine Furister, CPS/CAP  
Core Services Specialist  
970.352.1551, Ext. 6295  
FAX: 970.346.7698  
Email: [FuristEF@co.weld.co.us](mailto:FuristEF@co.weld.co.us)**

**For Billing Information Contact:**

**Nevin Williams, Leadworker  
Common Support  
970.352.1551, ext. 6382  
FAX: 970.346.7698  
Email: [WilliaNB@co.weld.co.us](mailto:WilliaNB@co.weld.co.us)**

## **Provider Numbers**

**Ackerman & Associates- 2916**

**Adolescent & Individual  
Therapy-1518534**

**Avalon Correctional Services  
(The Villa at Greeley, LLC)-  
(Funded under CWGA)**

**Child Advocacy Resource &  
Education (C.A.R.E.)-62085**

**Lori Kochevar, LLC-5820**

**Lutheran Family Services-  
45080**

**WPCI-Mayfield  
(Funded under CWGA)**

**Mediation, Communication &  
Training, Inc-39595**

**North Colorado Medical  
Center-PsychCare-Youth  
Passages-63973**

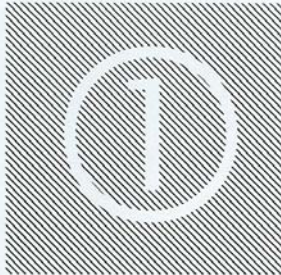
**North Range Behavioral Health  
80103**

**Signal Behavioral Health  
Network –27817**

**Transitions Psychology Group-  
1527837**

**Youth Emancipation & Services  
Inc.-1527837**

## OPTION B PROVIDERS & PROGRAMS



**ACKERMAN & ASSOCIATES,  
P.C.**

1750 25<sup>TH</sup> Avenue, Suite 101  
Greeley, CO 80634  
Phone: 970.353.3373  
FAX: 970.353.3374  
Provider Contact:  
Joyce Ackerman, Ed. D. -  
970.353.3373  
E-mail:  
[joyceackerman@comcast.net](mailto:joyceackerman@comcast.net)

Solution-focused services provided primarily in the home. Maximum hours provided is 20 hours per referral. Services are focused on assessing needs, providing short-term intervention and assisting Department with recommendations. Program maximum is 8 families per month with a monthly average capacity of 5 families per month. The average stay in the program is 3 hours per week over an average of a 3-month period. Bilingual/Bicultural and South County services are available.

Hourly Rate: \$80

**LUTHERAN FAMILY SERVICES.**

3800 Automation Way, Suite 200  
Fort Collins, CO 80525  
Phone: 970.266.1788  
FAX: 970.266.1799  
Provider Contact:  
Toilynn Edwards, Referral Contact  
970.266.1788,  
Email: [toilyn.Edwards@lfsco.org](mailto:toilyn.Edwards@lfsco.org)

Designed to promote the safety and well being of children and their family members. Services will build on primary family connections and help parents improve parenting abilities, identify parental strengths and support their efforts to care for their children. The program will expedite the return of children to their family and assist in creating a stable and nurturing family environment. The program serves families where children are ages 0-18. The number to be served is 18 families per funding year, average hours weekly 3 per family, maximum of 20 hours direct service per referral, capacity is 3 families per month, average stay in the program is 6-8 weeks. Bilingual-Bicultural and South County services available.

Hourly Rate: \$84.02

**NORTH COLORADO MEDICAL  
CENTER-PSYCHCARE-YOUTH  
PASSAGES**

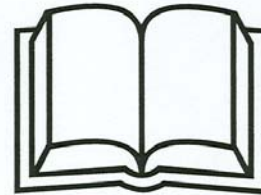
1801 16<sup>TH</sup> Street  
Greeley, CO 80631  
Service Address  
928 12<sup>TH</sup> Street  
Greeley, CO 80631  
Phone: 970.352-1056  
FAX: 970.356.0110  
Provider Contact:  
Karen Nicholson  
970.352.1056  
Email:

[DAVID.RASTATTER@BANNERHEALTH.COM](mailto:DAVID.RASTATTER@BANNERHEALTH.COM)

This program includes family treatment interventions that provide re-parenting, problem solving, communication skill building, and parent-child conflict management.

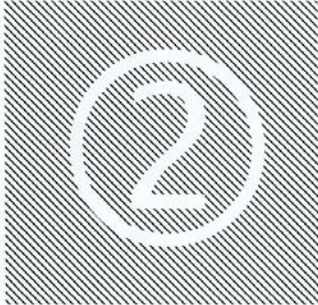
Services available in the home and in the clinic-based Multi Family Systems Group held each Saturday. A full-time Bilingual therapist will provide services up to 12 hours per day, 40 hours per week. A per diem Master's Level therapist will be available to assist in high census periods. Maximum concurrent caseload is 15. South County services are limited to 25% of total cases referred.

Rate is \$71.65 hour.



**PROGRAM AREA  
SUPERVISOR:  
ANDREA LEE, ASCW, LSCW  
970.352.1551, Ext. 6208  
FAX: 970.346.7698**

## MEDIATION & FACILITATION UNDER THE INTENSIVE FAMILY THERAPY PROGRAM AREA



**ACKERMAN & ASSOCIATES,  
P.C.**

**1750 25<sup>TH</sup> Avenue, Suite 101  
Greeley, CO 80634**

**Phone: 970.353.3373**

**FAX: 970.353.3374**

**Provider Contact:**

**Joyce Ackerman, Ed. D.  
970.353.3373**

**Email:**

**joyceackermanedd@aol.com**

This program offers (1) assistance to WCDSS in identification of extended family for family planning meetings; (2) mediation services up to a five-hour model; and (3) goal achievement program up to a five-hour model. Maximum capacity is 10 families per month, average stay in program is 5 hours. Bilingual-bicultural services.

Hourly Rate: \$80.00

**MEDIATION,  
COMMUNICATION, &  
TRAINING, INC.**

**841 Durum Street  
Windsor, CO 80550**

**Phone: 970.674.8874**

**FAX: 970.674.8875**

**Provider Contact:**

**Kathy Luker  
970.674.8874**

**Email: MCT@AOL.COM**

This program offers mediation services to families involved with Social Services. Mediation services are used for pre D&N pleas, determining treatment plans, addressing communication issues, termination of parental rights issues. Services to 60 families per year, open monthly capacity, services to four families per month. Bilingual services through an interpreter. South County services available.  
Hourly Rate: \$150.60

**PROGRAM AREA  
SUPERVISOR**

**Andrea Lee, ACSW, LCSW  
970.352.1551, Ext. 6208**





# LIFESKILLS



**ACKERMAN & ASSOCIATES  
P.C.**

**1750 25th Avenue, Suite 101  
Greeley, CO 80634  
Phone: 970.353.3373  
FAX: 970.353.3374  
Provider Contact:  
Joyce Ackerman, Ed. D.  
970.353.3373  
Email:  
[joyceackermanedd@aol.com](mailto:joyceackermanedd@aol.com)**

Home based visitation and mentoring. Program consists of (1) assessment, goal setting, and compiling treatment goals; (2) mentoring to achieve treatment goals through home-based interactions, and (3) visitation observations, recommendations and directed teaching to implement changes in visitation setting. Maximum number of families per month is 10. Bilingual/bicultural services.

Hourly Rate: \$80

**CHILD ADVOCACY  
RESOURCE & EDUCATION  
(C.A.R.E.)-PARENT  
ADVOCATE PROGRAM**



**3700 Golden Street  
Evans, CO 80620  
Phone: 970.356.6751  
FAX: 970.506.2726  
Provider Contact:  
Rose Francella:  
970.356.6751 Ext. 16**

The program is a very intensive home-based intervention program. Each family has an individual service plan depending on the needs of the family and recommendations of the caseworker. Approximately 25 family units anticipated to be served; average capacity is 8 families per month, 2 hours per week. The average stay in the program is 11 weeks. Bicultural-bilingual services and South County services are available.

Hourly Rate: \$69.49

**CHILD ADVOCACY  
RESOURCE &  
EDUCATION (CARE)-  
VISITATION**

**3700 Golden Street  
Evans, CO 80620  
Phone: 970.356.6751  
FAX: 970.506.2726  
Provider Contact:  
Tammy Davis:  
970.356.6751 ext. 20**

The program offers supervised visits or exchanges, interactional supervised visits, and mentoring, as noted on the caseworker referral. Each family would be provided 2 hours per week supervised visitation, 8 hours per week interactional visitation, and 2 hours per week transportation, subject to caseworker request. Each of the above program areas has the ability to expand as referrals fluctuate. Bicultural-bilingual services and South County services are available.

|                          |         |
|--------------------------|---------|
| Hourly Rate:             |         |
| Supervised visit         | \$41.08 |
| Interactional Visitation | \$71.58 |
| Transportation           | \$33.61 |

**The JUBILEE RETREAT  
CENTER**

**LORI KOICHEVAR, LLC  
23830 WCR 48  
LaSalle, CO 80645  
Phone: 352-8873  
FAX: 970.284.0232  
Email:**

**[jubileecenter@aspacetogrow.com](mailto:jubileecenter@aspacetogrow.com)**

**Provider Contact:  
Lori Kochevar: 970.352.8873**

Supervised visitation for the family during the time the bonding specialist is working with them. The program offers information, education, and modeling of behaviors that promote bonding, to assist the parent in their relationship with the child. Service to a total of 60 families during the 12-month period, 8-10 families served at any given time, 24 hours of one-on-one supervised visitation with the bonding specialist per family.

Hourly Rate: \$85.00

**LUTHERAN FAMILY  
SERVICES-HOME BASED  
PARENT COACH**

**3800 Automation Way, Suite  
200  
Fort Collins, CO 80525  
Phone: 970.356.6080  
FAX: 970.266.1799  
Provider Contact:**

**Toilynn Edwards  
970.266.1788**

**Email: [toi.edwards@lfsc.org](mailto:toi.edwards@lfsc.org)**  
Program is designed to serve families at risk of having children placed in foster care or have recently been reunified with their family. The program provides services that strengthen and preserve families by providing a home-based service for a limited length of time using flexible service modalities that are determined by the family's strengths and needs. Service to 20 family units, with a monthly maximum capacity of 5 families, with an average stay of 8 weeks. Bilingual-bicultural and South County services.

Hourly Rate: \$65.15

**LUTHERAN FAMILY SERVICES-VISITATION**

**3800 Automation Way, Suite 200**

**Fort Collins, CO 80525**

**Phone: 970.356.6080**

**FAX: 970.266.1799**

**Provider Contact:**

**Toilynn Edwards**

**970.266.1788**

**Email:**

**toilyn.edwards@lfsco.org**

The goal of this program is to expedite reunification of a family, if appropriate, or to provide the County Department with an assessment which will move the child (ren) toward an alternate permanent plan through five levels of services; (1) monitored visitation, (2) therapeutic visitation, (3) In-home transition services, (4) case consultation, and (5) transportation. Capacity to serve a total of 93 family units, monthly average capacity is 30, average stay in the program is dependent on Department request, average number of hours is 2. Bilingual-bicultural and South County services are available.

**Hourly Rate Per**

|                             |                |
|-----------------------------|----------------|
| Monitored Visitation        | <u>\$69.79</u> |
| Therapeutic Visitation      | <u>\$94.91</u> |
| In-home Transition Services | <u>\$94.72</u> |
| Case Consultation           | <u>\$59.85</u> |
| Transportation              | <u>\$46.31</u> |

**TRANSITIONS PSYCHOLOGY GROUP**

**804 11 Avenue**

**Greeley, CO 80631**

**Phone: 970.336.1123**

**FAX: 970.351.0182**

**Provider Contact:**

**Jami Moe-Hartman**

**Phone: 970.336.1123**

**Email:**

**transitionspsych@quest.net**

Family Foundations offers two areas of service (Lifeskills Coaching, which is a structured mentoring (coaching) program,

beginning with an assessment; and (2) Parent-Child Interaction Therapy (PCIT) that utilizes learning theory and play therapy concepts to facilitate warm and safe relationships. The expected capacity of the Lifeskills Coaching program is 32 families, monthly maximum program capacity is 8 family units, with an active capacity of 6 family units. Average stay in the program is 12 weeks, with an estimated 5 hours of service per week.

Visitation program serves parents with children ages 2-7, up to 16 families per year, 8 families South County, and 8 families Bilingual. Average stay is 12 weeks with 1 hour of participation per week.

Hourly Rate: \$85.68

**YOUTH EMANCIPATION & SERVICES INC.**

**3400 16 Street**

**Bldg. 6, Suite MM**

**Greeley, CO 80634**

**Phone: 970.353.5577**

**FAX:**

**Provider Contact:**

**Jim Nelson, M.A., LPC**

**Phone: 970.353.5577**

**Fax:**

**Email:**

**JPNelson4900@aol.com**

Family therapy, mentoring, group therapy, support groups, lifeskills instruction, parenting education, employment, and crisis intervention services. Total number of clients to be served is 80, 20 family units. Families may include children of any age, emancipating youths, and adults of any age, including grandparents or elders who are primary caregivers. The program is designed for families and youth who do not currently meet the eligibility criteria for other lifeskills and/or emancipation programming, but who are struggling in their present home environment and are at risk of being removed. YES also works with families who have adolescents between the ages of 16 1/2 and 18 whose struggles to emancipate from the family home is promoting a high degree of family conflict. Bilingual-bicultural services

are expected for 12 families. It is estimated that 5-10 families will be served from South Weld County. The maximum capacity is 8 families concurrently, monthly average capacity is 6, average stay is 12 weeks, average hours per week is 2-6 hours, dependent on phase of service.

Hourly Rate: \$81.29

**WELD COUNTY DEPARTMENT OF HUMAN SERVICES VISITATION**

**Provider Contact:**

**By Referral to Case Aides**

Hourly Rate: \$18.10

PROGRAM AREA SUPERVISOR

HEATHER WALKER

PHONE: 970.352.1551 EXT 6218

# SEX ABUSE TREATMENT



## **ACKERMAN & ASSOCIATES, P.C.**

**1750 25<sup>TH</sup> Avenue, Suite 101  
Greeley, CO 80634  
Phone: 970.353.3373  
FAX: 970.353.3374  
Provider Contact:  
Joyce Ackerman, Ed. D.  
970.353.3373  
Email:  
[joyceackermanedd@aol.com](mailto:joyceackermanedd@aol.com)**

Time-limited, outcome focused therapy services for the non-offending parent, victims, and siblings of the victim. Individual services are in office. Group services provided in office, foster home, or WCDSS. The program maximum is 3 new families per month with a maximum ability to carry eight open cases a month. Services are culturally sensitive. Bilingual services are available.

Hourly Rate: \$80.00



## **ADOLESCENT & INDIVIDUAL DEVELOPMENT**

**P O BOX 321  
Fort Lupton, CO 80621  
Phone: 970.857.9719  
FAX: 970.857.9720  
Provider Contact:  
Rebecca Quick, MA, CRC, LPC  
970.857.9720  
Email: [MRCRC304@aol.com](mailto:MRCRC304@aol.com)**

This program serves sexually abusive adolescents from the ages of 12 through 20. The mission of A.I.D. is designed to protect the safety of the community. A.I.D. services those who have been adjudicated, have admitted to sexual abuse, or are sexually reactive. The program provides for a maximum of 5 clients, 1 hour weekly group sessions, 1 group session with mandated attendance of parent-guardian. Currently Bilingual services are not available. South County services are provided if an adequate number of clients are referred. Family reunification services upon request.

|                              |          |
|------------------------------|----------|
| Hourly rate                  |          |
| Per Individual Family        | \$50.00  |
| Staffings with family/client | \$50.00  |
| Rate per episode             |          |
| Group Session                | \$35.00  |
| Evaluation*                  | \$500.00 |
| Polygraph**                  | \$225.00 |

\*Cost of evaluation is dependent upon services provided.

\*\*Variable Rate is dependent on cost of polygraph.

### Supplies

Notebook (One time at first group session)  
\$10.00

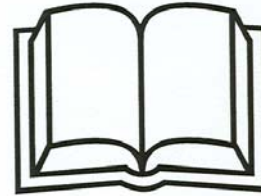
Program utilizes a non-medical, cognitive behavioral model, focusing primarily on treatment of juveniles with sexually reactive behavior. The program is geared toward providing specialized outpatient services meeting the needs of male youth between the ages of 12 and 18 years. Program provides education, treatment, and support to ensure a

safe & successful integration with the family & community. Bilingual

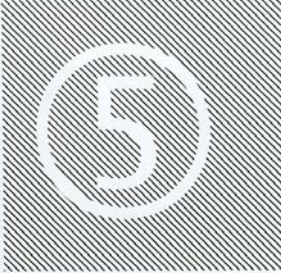
## PROGRAM AREA SUPERVISOR

KYLE RAGLAND

PHONE: 970.352.1551,  
EXT. 6284



## DAY TREATMENT



**NORTH COLORADO  
MEDICAL CENTER-  
PSYCHCARE-YOUTH  
PASSAGES**

**1801 16<sup>th</sup> Street  
Greeley, CO 80631  
Phone: 970.352.1056  
FAX: 970.356.0110  
Provider Contact:  
Karen Nicholson  
Phone: 970.352.1056  
Email:  
Karen.Nicholson@bannerhealth.co  
m**

Adolescent Partial Hospitalization is a program designed to address the multifaceted needs of adolescents experiencing significant emotional, behavioral, educational, interpersonal, familial problems, and adolescents suffering from a wide range of psychiatric disorders and chemical dependency. 96 adolescents (10-18 years) per year, and/or (range of 5-18 years), 8 monthly average capacity, 40 hours per week, for 6-10 weeks. Average hours in intensive outpatient program per week is 12. Day program is conducted in English while family sessions can be conducted in Spanish through a Bilingual therapist. Transportation for South County families provided through Weld BOCES and RE-8.

Hourly Rate: \$21.00



**NORTH RANGE  
BEHAVIORAL HEALTH,  
INC.**

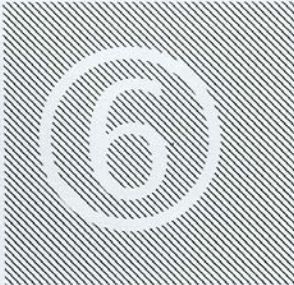
**1306 11<sup>th</sup> Avenue  
Greeley, CO 80631  
Phone: 970.347-2120  
FAX: 970.353.3906  
Provider Contact:  
Sandee Atwood, Director  
Phone: 970.352.2201**

A comprehensive, highly structured service alternative to the out-of-home placement or the more intensive placement, that provides mental health care and education to its student clients. Capacity to serve 15-18 children and their families at any one time, 29.5 hours weekly, an average of 5.9 hours daily, for 36-52 weeks. Serves youth ages 5-12 years.

Daily Rate: \$ 88.69



## FOSTER PARENT CONSULTATION

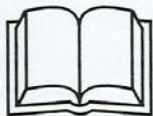


**ACKERMAN & ASSOCIATES, P.C.**

**1750 25<sup>th</sup> Avenue, Suite 101  
Greeley, CO 80634  
Phone: 970.353.3373  
FAX: 970.353.3374  
Provider Contact:  
Joyce Ackerman, Ed. D.  
Phone: 970.353.3373  
Email:  
JoyceAckerman@comcast.net**

This program provides foster parent consultative services in the areas of (1) consultation and foster parent support, (2) mandated corrective action consultation, and (3) mandated critical care consultation. Foster Parent Consultation will be provided through group consultations for a maximum of five groups per month, 6-10 participants per group. Individual consultation services will only be provided when approved by the Resource Services Manager or Child Welfare Administrator of Social Services. Bilingual-Bicultural services.

Group Rate per 8-10 participants    \$350.00  
  
Hourly Rate per  
Individual Consultation                \$ 90.00



**THE JUBILLE RETREAT CENTER  
LORI KOICHEVAR, MS  
LPC LLC**

**810 12 Street  
Greeley, CO 80631  
Phone: 970.352.8873  
FAX: 970.284.0232  
Provider Contact:  
Lori Koichevar MS, LPC  
Phone: 970.351.8873  
Email:  
[www.jubileecenter@aspacetogrow.com](mailto:www.jubileecenter@aspacetogrow.com)**

This program provides foster parent consultative service in the areas of (1) consultation and foster parent support, (2) mandated corrective action consultation, and (3) mandated critical care consultation. Foster parent consultations will be provided through group consultation services for a maximum of four groups per month, 6-10 participants per group. Individual consultation services will only be provided when approved by the Resource Services Manager or Child Welfare Administrator of Social Services. Bilingual-Bicultural services are available to all families. South County services are available.

Group Rate per 6-10 participants    \$350.00  
  
Hourly Rate per  
Individual Consultation                \$ 90.00

**LUTHERAN FAMILY SERVICES**

**3800 Automation Way, Suite 200  
Fort Collins, CO 80525  
Phone: 970.266.1788  
FAX: 970.266.1799  
Provider Contact:  
Toilynn Edwards  
Phone: 970.266.1788  
Email: [toi.edwards@fscso.org](mailto:toi.edwards@fscso.org)**

Program is designed to provide support, training, and consultation services to Weld

County foster parents. Foster Parent Consultation will be provided through group consultations for a maximum of five groups per month, 6-10 participants per group. Individual consultation services will only be provided when approved by the Resource Services Manager or Child Welfare Administrator of Social Services. Bilingual-Bicultural and South County services available.

Group Rate per 6-10 participants    \$350.00  
  
Hourly Rate per  
Individual Consultation                \$ 90.00

**TRANSITIONS PSYCHOLOGY GROUP**

**810 11 Avenue  
Greeley, CO 80631  
Phone: 970.336.1123  
FAX: 970.351.0182  
Provider Contact:  
Jami Moe-Hartman  
Phone: 970.336.1123  
Email:  
[transitionspsych@quest.net](mailto:transitionspsych@quest.net)**

This program incorporates the elements of assessment, foster parent consultation and support groups, biological child support groups, individual psychological consultation with foster parents, and mandated training for foster parents. Foster parent consultations will be provided through group consultation services for a maximum of five groups per month, 6-10 participants per group. Individual consultation services will only be provided when approved by the Resource Services Manager or Child Welfare Administrator of Social Services.

Group Rate per 6-10 participants    \$350.00  
  
Hourly Rate per  
Individual Consultation                \$ 90.00

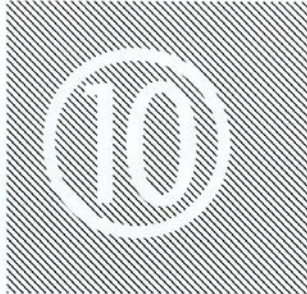
PROGRAM AREA SUPERVISOR

DAVID ALDRIDGE

PHONE 970.352.1551, ext 6290

\*Foster Parent Consultation is a foster parent referred program, with the exception that an approved referral must be approved through Dave Aldridge, Resource Services Manager, or Gloria Romansk, Child Welfare Administrator, for all individual consultation referrals.

## HOME STUDY PROVIDERS (non-CORE)



### ACKERMAN & ASSOCIATES, P.C.

1750 25<sup>th</sup> Avenue, Suite 101  
Greeley, CO 80634  
Phone: 970.353.3373  
FAX: 970.353.3374  
Provider Contact:  
Joyce Ackerman, Ed. D.  
Phone: 970.353.3373  
Email:  
JoyceAckerman@comcast.net

Home study format is based on 16 hours of work, 12 hours of direct professional services, as well as required background checks. Updates are based on a format of 12 hours, including 8 hours of direct professional services. Relinquishment counseling for a maximum of 2 hours per parent. Program capacity is 4 home studies or updates per month and 16 hours of relinquishment counseling per month. The average stay is expected to be one month for a home study, and two weeks for each parent in relinquishment counseling with up to two one-hour sessions of individual treatment. Bilingual-bicultural services available through current staff.

|  |                 |
|--|-----------------|
| Relinquishment Counseling (2-hour maximum) | <u>\$250.00</u> |
| Rate per study                             |                 |
| Full Home Study                            | <u>\$960.00</u> |
| Updated Home Study                         | <u>\$640.00</u> |



### JULIE BOX, LCSW PRIVATE PRACTICE

1702 68 Avenue  
Greeley, CO 80634  
Phone: 970.302.1471 (C)  
FAX: 970.339.9036  
Provider Contact:  
Julie Box, LCSW  
Phone: 970.302.9036  
Email: [Boxjed12@aol.com](mailto:Boxjed12@aol.com)

Home study format is based on 20 hours of work. Relinquishment counseling for a maximum of 4 hours per parent. Program capacity is 3 home studies or updates per month and 16 hours of relinquishment counseling per month. The average stay is expected to be 3 weeks for a home study, and two weeks for each parent in relinquishment counseling. Bilingual-bicultural services available through subcontract.

|                               |                 |
|-------------------------------|-----------------|
| Hourly Rate per               |                 |
| Relinquishment Counseling     | <u>\$103.89</u> |
| Rate per study                |                 |
| Full Home Study               |                 |
| With background check         | <u>\$850.00</u> |
| No background check           | <u>\$750.00</u> |
| Updated Home Study            | <u>\$425.00</u> |
| Home Study (3 hour            |                 |
| Minimum direct face-to-face   |                 |
| Contact) Cancellation by      |                 |
| DSS                           | <u>\$225.00</u> |
| Additional fee per additional |                 |
| Adults in household per       |                 |
| Home study                    | <u>\$200.00</u> |

### JUBILEE RETREAT CENTER

#### LORI KOICHEVAR, MS LPC LLC

810 12 Street  
Greeley, CO 80631  
Phone: 970.352.8873  
FAX: 970.284.0232  
Provider Contact:  
Lori Koichevar MS, LPC  
Phone: 970.351.8873  
Email:  
[www.jubileecenter@aspacetogrow.com](mailto:www.jubileecenter@aspacetogrow.com)

Home study format is based on testing, 3 joint interviews with a couple, 1 individual interview with each adult member in household and an age/developmentally appropriate interview with all children residing in the home. For single applicants, a minimum of 3 interviews will be required. Home study updates as requested by foster parent coordinators. Relinquishment Counseling to follow State outline. Monthly average capacity is 6 home studies and 1 unit relinquishment counseling. The average stay in the program is 6 weeks, average hours per week in the program is 4. Bilingual-bicultural services available. Through current staff.

|  |                 |
|--|-----------------|
| Relinquishment Counseling (2-hour maximum) | <u>\$252.24</u> |
| Rate per study*                            |                 |
| Full Home Study                            | <u>\$975.76</u> |
| Updated Home Study                         | <u>\$525.00</u> |
| Additional Adult-Home Study                | <u>\$275.00</u> |

\*Referrals will be for Foster Parent Home Studies Only.

\*Foster Parent Consultation is a foster parent referred program, with the exception that an approved referral must be approved through Dave Aldridge, Receiver.

**NORTH COLORADO  
MEDICAL CENTER-  
YOUTH PASSAGES**

**928 12 Street  
Greeley, CO 80631  
Phone: 970.352.1056  
FAX: 970.356.0110  
Provider Contact:  
Karen Nicholson  
Phone: 970.352.1056  
Email:  
Karen.Nicholson@bannerhealth  
.com**

The total number of client family units to be served in this program is 72. This is estimated at six evaluations per month for 12 months. Subtotal of individuals who receive Bilingual/bicultural services is 36, subtotal of individual who receive South county services is 36. The monthly maximum capacity is 10 client family units.

|  |                   |
|--|-------------------|
| Hourly Rate per<br>Relinquishment Counseling | <u>\$71.00</u>    |
| Rate per study                               |                   |
| Full Home Study<br>(5 interviews)            | <u>\$800.00</u>   |
| Full Home Study<br>(6 interviews)            | <u>\$848.00</u>   |
| Full Home Study<br>(7 interviews)            | <u>\$896.00</u>   |
| Full Home Study<br>(8 interviews)            | <u>\$944.00</u>   |
| Full Home Study<br>(9 interviews)            | <u>\$1,040.00</u> |
| Updated Home Study                           | <u>\$530.00</u>   |

**TRANSITIONS  
PSYCHOLOGY GROUP**

**804 11 Avenue  
Greeley, CO 80631  
Phone: 970.336.1123  
FAX: 970.351.0182  
Provider Contact:  
Jami Moe-Hartman  
Phone: 970.336.1123  
Email:  
transitionspsych@quest.net**

Capacity for three new referrals per month, two new referrals per month for updates, and four referrals per month for relinquishment counseling. Total monthly capacity is 16 families, with a monthly average of 10 families. Approximately 80 individuals would receive Bilingual-bicultural services, and an estimated 130 individuals would receive services in South Weld County. The average stay in the program is six weeks for home studies, four weeks for updates and relinquishment counseling, with an average of two hours participation per week. Services are available in English, Spanish, and Japanese.

|   |                 |
|---|-----------------|
| Relinquishment Counseling<br>(per hour) | <u>\$ 97.50</u> |
| Rate per study                          |                 |
| Full Home Study                         | <u>\$975.00</u> |
| Updated Home Study                      | <u>\$585.00</u> |

**Appendix H**

**Forms**

**Release of Confidential Information, Parole Agreement Order, Weld  
County Report**

**R**

**Form**



**WELD COUNTY MENTAL HEALTH PROFESSIONALS  
AUTHORIZATION FOR THE RELEASE OF CONFIDENTIAL INFORMATION**

I \_\_\_\_\_ DOB \_\_\_\_\_ authorize \_\_\_\_\_ to  
release the following information for the purpose of service coordination, collaboration, continuity of care and case management  
activity.

(circle yes or no and initial each response)

- YES NO Treatment information to include history, diagnosis, progress in treatment, prognosis, treatment  
approaches/plan/goals, medication intervention and prescriptions, status at discharge.  
YES NO Treatment attendance.  
YES NO Psychological evaluation and testing summaries.  
YES NO Clinical evaluation/assessment summaries.  
YES NO Alcohol and drug treatment information.  
YES NO other (specify) \_\_\_\_\_

I authorize the use of this information regarding myself and/or the following persons:

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_

To be discussed with:

Name of person/agency \_\_\_\_\_  
Name of person/agency \_\_\_\_\_  
Name of person/agency \_\_\_\_\_  
Name of person/agency \_\_\_\_\_  
Name of person/agency \_\_\_\_\_

I also do/do not (circle one) authorize the above listed agency/agencies/persons, to release the information identified above regarding myself and/or  
the persons listed above  
to \_\_\_\_\_  
for the purpose of service coordination, collaboration, continuity of care and case management activity. I understand that my records and/or those of  
any individuals listed above are protected under federal and state confidentiality regulations. This information cannot be disclosed without my  
written consent, unless otherwise specifically provided for in the regulations. I understand that I may revoke in writing this consent at any time.  
Copies of this form may be used in lieu of the original. I understand and agree that this release form may/may not (circle one) be sent to the entities  
identified above.

This consent expires on \_\_\_\_\_, 19\_\_\_\_\_  
(365 days maximum)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
(Client Signature)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Minor Signature

TO: \_\_\_\_\_ The COLORADO STATE BOARD OF PAROLE in session at \_\_\_\_\_ on \_\_\_\_\_ considered your application for parole and, believing that you can abide by the conditions of your parole agreement, hereby orders your parole agreement, hereby orders your parole to become effective \_\_\_\_\_. Your parole will discharge on \_\_\_\_\_ or sooner terminated by order of the Board on the motion of your Parole Officer or the Parole Board.

### PAROLE AGREEMENT/ORDER

Parolee will be abide by all conditions of parole set forth in this agreement and any additional conditions and directives set forth by Parole Officer, consistent with the laws of the State of Colorado. Any violation of this agreement and/or any conditions thereof, can lead to the revocation of parole.

#### CONDITIONS OF PAROLE

1. **Release:** Upon release from the Institution, Parolee shall go directly to Weld County, Colorado, as designated by the Board of Parole and report upon arrival to Paul Leavitt, 800 8th Avenue, Room 121, Greeley, Colorado 80631 Phone: (970) 356-0839 in person or as directed.
2. **Residence:** Parolee shall establish a residence of record and shall reside at such residence in fact and on record; shall not change this place of residence without the consent of his Parole Officer; and shall not leave the area paroled to nor the State paroled to without permission of the Parole Officer.
3. **Conduct:** Parolee shall obey all State/Federal laws and Municipal ordinances. Parolee shall follow the directives of the Parole Officer at all times.
4. **Report:** Parolee shall make written, and in person, reports as directed by the Parole Officer; and shall permit visits to his place of residence as required by the Parole Officer.
  - a. Parolee further shall submit urinalysis or other tests for narcotics or chemical agents upon the request of the Parole Officer, and is required to pay for all tests.
  - b. Parolee further agrees to allow the Parole Officer to search his person, or his residence, or any premises under his control, or any vehicle under his control.
5. **Weapons:** Parolee shall not own, possess, nor have under his control or in his custody, firearms or other deadly weapons.
6. **Association:** Parolee shall not associate with any person with a criminal record without the permission of the Parole Officer.
7. **Employment:** Parolee shall seek and obtain employment, or shall participate in a full time educational or vocational program, unless waived by the Parole Officer.
8. **Alcohol/Drugs:** Parolee shall not abuse alcoholic beverages, or possess and/or use illegal drugs.
9. **Child Support:** Parolee shall comply with any court or administrative order to pay child support.
10. **Additional Conditions:** (a) Parolee shall have no contact with any person under the age of Eighteen years of age. (b) Parolee shall participate in Parenting Classes. (c) Parolee shall have no alcohol intake.

I agree to abide by all of the conditions of my parole heretofore set forth, and I do hereby waive extradition to the State of Colorado from any state or territory of the United States or from the District of Columbia, and agree that I will not contest any effort to return me to the State of Colorado at any time before the expiration of my maximum sentence.

I have read the foregoing document or have had it read to me and I have full and intelligent understanding of the contents and the meaning thereof; and I have received a copy of this document.

I hereby affix my signature of my own free will and without reservation or coercion.

\_\_\_\_\_  
THE COLORADO STATE BOARD OF PAROLE

\_\_\_\_\_  
SIGNATURE OF PAROLEE

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

Distribution: PBD/DF/WR/Inmate/Time-Release

**FACILITATION AGREEMENT**

Case Name \_\_\_\_\_ Case No. \_\_\_\_\_

**TERMS FOR THE PARTICIPANTS**

The Participants agree:

- 1) To freely and willingly enter discussion with the Facilitator with the intention of mutually and equitably arriving at a resolution.
- 2) To be willing and able to discuss the issue(s) with each other.
- 3) To provide complete and honest disclosure to each other, and to the Facilitator, of all relevant and pertinent information, specifically the information and documentation usually available through the discovery process in a legal proceeding.
- 4) To acquire the appropriate releases of information in a timely manner.
- 5) To abide by the terms of his/her Code of Professional Responsibility.

The Participants understand:

- 1) That individual communication with the Facilitator should not be construed as ex parte communication with the court.
- 2) That the Facilitator is a neutral person whose role is to assist the participants to reach their own resolution. The Facilitator will not tell the participants what to do or make decisions about “right” or “wrong”.
- 3) That the Facilitator **does not** offer legal advice, provide legal counsel or therapy.
- 4) That the Facilitator will not be called as a witness in any legal or administrative proceeding about this dispute unless the evidence is not available through any credible source.
- 5) That the participants hereby agree to waive their rights to subpoena or demand the production of any records, notes, or work products from the Facilitator in any legal or administrative proceeding about this dispute unless the evidence is not available through any credible source.

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| _____<br><i>signature</i> <i>date</i> | _____<br><i>signature</i> <i>date</i> |
| _____<br><i>signature</i> <i>date</i> | _____<br><i>signature</i> <i>date</i> |
| _____<br><i>signature</i> <i>date</i> | _____<br><i>signature</i> <i>date</i> |
| _____<br><i>signature</i> <i>date</i> | _____<br><i>signature</i> <i>date</i> |

**CONFIDENTIAL**  
**WELD COUNTY REPORT FORM**

When reporting suspected child abuse, mail this form to the Weld County Department of Social Services/Attention: Child Protection Intake Worker/ 315 North 11th Avenue/P.O. Box A, Greeley, CO 80632 or fax to 970-353-5215 within three working days of the verbal report. Fill this report out in conjunction with your CART member. Write on back if necessary.

Call to Social Services-

|  |      |      |                          |
|--|------|------|--------------------------|
|  | Date | Time | Person Taking the Report |
|--|------|------|--------------------------|

Call to Law Enforcement

|  |      |      |                          |
|--|------|------|--------------------------|
|  | Date | Time | Person Taking the Report |
|--|------|------|--------------------------|

Name of Child \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s)/Guardian: \_\_\_\_\_

Parent(s) Address \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent(s) Place of Employment \_\_\_\_\_ Work Phone: \_\_\_\_\_

Sibling(s) & Birthdates: \_\_\_\_\_

Abuse occurred at child care, home/center                      yes      no

**REFERRAL CONCERN:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Dislocation/Sprains    | <input type="checkbox"/> Lack of Supervision | <input type="checkbox"/> Educational Neglect |
| <input type="checkbox"/> Twisting/Shaking       | <input type="checkbox"/> Abandonment         | <input type="checkbox"/> Physical Neglect    |
| <input type="checkbox"/> Malnutrition           | <input type="checkbox"/> Burns/Scalds        | <input type="checkbox"/> Sexual Abuse        |
| <input type="checkbox"/> Exposure to Elements   | <input type="checkbox"/> Medical Neglect     | <input type="checkbox"/> Cuts/Bruises/Welts  |
| <input type="checkbox"/> Emotional Maltreatment |  |  |

Describe visible injuries: \_\_\_\_\_

1) Description and child's account of how the incident occurred: \_\_\_\_\_

2) Describe the reporter's concern for the child: \_\_\_\_\_

3) Note any previous suspected abuse reports that you or other CART members have made on the child or siblings: \_\_\_\_\_

4) Note any other information the child may have disclosed: \_\_\_\_\_

5) Note any special needs, i.e., interpreter \_\_\_\_\_

Name of Person Reporting \_\_\_\_\_ Position \_\_\_\_\_

Agency \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_

Appendix I  
Forms  
Background Investigation Unit Colorado Department of Human Services  
(BIU-CDHS)

# STATE OF COLORADO



Colorado Department of Human Services  
people who help people

OFFICE OF PERFORMANCE IMPROVEMENT  
Sheila Aderman Squires, Manager

EMPLOYMENT AFFAIRS DIVISION  
3550 West Oxford Avenue, 2<sup>nd</sup> Floor  
Denver, Colorado 80236  
Phone 303-866-7100  
TDD 303-866-7105  
FAX 303-866-7108  
www.cdhs.state.co.us

Michelle Brissette-Miller, Statewide Services Director



Bill Owens  
Governor

Marva Livingston Hammons  
Executive Director

## BACKGROUND INVESTIGATION UNIT FACILITY INQUIRY FORM

Indicate here if inquiry is about: DAY CARE \_\_\_\_\_ PRESCHOOL \_\_\_\_\_ RCCF \_\_\_\_\_ CAMP \_\_\_\_\_  
FOSTER CARE \_\_\_\_\_ ADOPTION \_\_\_\_\_ COMMUNITY MENTAL HEALTH \_\_\_\_\_

The BIU-CDHS reports information, contained in the Statewide Automated Child Welfare Database, TRAILS. The information recorded in TRAILS by the local investigation agency is reported to the requestor by the BIU. Requestors or applicants who disagree with the information reported should contact the local agency (county) that conducted the investigation. Any person who willfully permits or who encourage the release of data or information related to child abuse or neglect contained in TRAILS to persons not permitted access to search information is committing a class 1 misdemeanor pursuant to 18-1.3-501, C.R.S. This form must be accompanied by a check or money order for \$35.00 made payable to: CDHS, Records & Reports, BIU.

NAME OF FACILITY: \_\_\_\_\_ CDHS License Number \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of individual in facility to receive request: \_\_\_\_\_ Phone #: \_\_\_\_\_

### NAME OF APPLICANT PLEASE PRINT ALL INFORMATION - DO NOT USE N/A

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Alias/Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex: M/F \_\_\_\_\_ Race \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

### SPOUSE/FORMER SPOUSE/PARENT(S) OF YOUR CHILDREN (Add additional names on the back of this form)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Alias/Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex: M/F \_\_\_\_\_ Race \_\_\_\_\_ Social Security Number \_\_\_\_\_

### CHILDREN (Add additional children on the back of this form)

1) Complete Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex: M/F \_\_\_\_\_

2) Complete Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex: M/F \_\_\_\_\_

Signature of Applicant (If under the age of 18, parent signature also required) \_\_\_\_\_ Date of Request \_\_\_\_\_

Our Mission is to Design and Deliver Quality Human Services that Improve the Safety and Independence of the People of Colorado

# STATE OF COLORADO



Colorado Department of Human Services  
*people who help people*

OFFICE OF PERFORMANCE IMPROVEMENT  
Sheila Aderman, Manager

EMPLOYMENT AFFAIRS DIVISION  
3550 West Oxford Avenue, 2<sup>nd</sup> Floor  
Denver, Colorado 80236  
Phone 303-866-7100  
TDD 303-866-7105  
FAX 303-866-7108  
[www.cdhs.state.co.us](http://www.cdhs.state.co.us)

Sabrina Hicks, Statewide Services Director



Bill Owens  
Governor

Marva Livingston Hammons  
Executive Director

## WAVIER AND AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_ authorize the Background Investigation Unit Colorado Department of Human Services (BIU-CDHS) to release the results of a BIU background check to the representative and/or agency listed below. Should there be any questions as to the validity of this release, you may contact me as indicated below under applicant section. This authorization shall continue in effect for six (6) months unless rescinded earlier in writing.

The BIU-CDHS reports information, contained in the Statewide Automated Child Welfare Database, TRAILS. The information recorded in TRAILS by the local investigation agency is reported to the requestor by the BIU. Requestors or applicants who disagree with the information reported should contact the local agency (county) that conducted the investigation. Any person who willfully permits or who encourage the release of data or information related to child abuse or neglect contained in TRAILS to persons not permitted access to search information is committing a class 1 misdemeanor pursuant to 18-1.3-501, C.R.S.

### RELEASE INFORMATION TO:

Name (please print): \_\_\_\_\_

Agency/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Contact: ( ) \_\_\_\_\_  
Phone # Fax #

# STATE OF COLORADO



Colorado Department of Human Services  
people who help people



Bill Owens  
Governor

Marva Livingston Hammons  
Executive Director

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[www.cdhs.state.co.us](http://www.cdhs.state.co.us)

Sabrina Hicks, Statewide Services Director

## BACKGROUND INVESTIGATION UNIT, COLORADO DEPARTMENT OF HUMAN SERVICES INDIVIDUAL INQUIRY

Please check my name against the Statewide Automated Trails Database for one of the following reasons: (Circle appropriate choice) Volunteer Employment Other (Explain) \_\_\_\_\_ . In order to respond as accurately as possible, please legibly fill in all the blanks. Do not use N/A. Form will be returned for lack of information. Please note: your signature must be notarized and accompanied by a check or money order for \$35.00 made payable to: Colorado Department of Human Services, Records & Reports, BIU, 3550 W. Oxford Ave., 2<sup>nd</sup> Fl., Denver, CO 80236. A response will be sent to your home address.

### INDIVIDUAL MAKING REQUEST

**PLEASE PRINT ALL INFORMATION**

|                        |                   |                 |                              |
|------------------------|-------------------|-----------------|------------------------------|
| First Name _____       | Middle Name _____ | Last Name _____ | Alias/Maiden Name _____      |
| Date of Birth _____    | Sex: M/F _____    | Race _____      | Social Security Number _____ |
| Current Address _____  | City/State _____  | Zip Code _____  |                              |
| Mailing Address _____  | City/State _____  | Zip Code _____  |                              |
| Previous Address _____ | City/State _____  | Zip Code _____  |                              |

### SPOUSE/FORMER SPOUSE/PARENT(S) OF YOUR CHILDREN

|                     |                   |                 |                              |
|---------------------|-------------------|-----------------|------------------------------|
| First Name _____    | Middle Name _____ | Last Name _____ | Alias/Maiden Name _____      |
| Date of Birth _____ | Sex: M/F _____    | Race _____      | Social Security Number _____ |

CHILDREN - Use full names. Add additional children on the back of this form.

|               |                     |                |
|---------------|---------------------|----------------|
| 1) Name _____ | Date of Birth _____ | Sex: M/F _____ |
| 2) Name _____ | Date of Birth _____ | Sex: M/F _____ |



---

Applicant: \_\_\_\_\_  
 (Print First Name) (Middle) (Last Name) (Alias/Maiden name)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street & Number) (City) (State) (Zip Code)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

=====

Witness Name: : \_\_\_\_\_  
 Please Print (First Name) (MI) (Last) (Date)

Witness Signature: \_\_\_\_\_  
 (First) (MI) (Last) (Date)

Agency/Affiliation: \_\_\_\_\_  
 (Phone)

Address: \_\_\_\_\_  
 (Street & Number) (City) (State) (Zip Code)

---

The BIU-CDHS reports information, contained in the Statewide Automated Child Welfare Database, TRAILS. The information recorded in TRAILS by the local investigation agency is reported to the requestor by the BIU. Requestors or applicants who disagree with the information reported should contact the local agency (county) that conducted the investigation.

Any person who willfully permits or who encourage the release of data or information related to child abuse or neglect contained in TRAILS to persons not permitted access to search information is committing a class 1 misdemeanor pursuant to 18-1.3-501, C.R.S.

Signature of Individual \_\_\_\_\_ Date of Request \_\_\_\_\_

Signature of Individual for release to fax or e-mail response letter \_\_\_\_\_ Date of Request \_\_\_\_\_

For release of response letter to be faxed or e-mailed, please supply fax or e-mail address \_\_\_\_\_

Notary Statement: STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Notary Seal:

\_\_\_\_\_  
Signature of Notary

**Appendix J**

**Legal Definition**

**The Following is a list of Sexual Offenses that would be child abuse if committed against a child:**

- (a) (I) SEXUAL ASSAULT, IN VIOLATION OF SECTION 18-3-402, C.R.S.: OR  
(II) SEXUAL ASSAULT IN THE FIRST DEGREE, IN VIOLATION OF SECTION 18-3-402, C.R.S., AS IT EXISTED PRIOR TO JULY 1, 2000:
- (b) SEXUAL ASSAULT IN THE SECOND DEGREE, IN VIOLATION OF SECTION 18-3-403, AS IT EXISTED PRIOR TO JULY 1, 2000:
- (c) (I) UNLAWFUL SEXUAL CONTACT, IN VIOLATION OF SECTION 18-3-404, C.R.S.; OR  
(II) SEXUAL ASSAULT IN THE THIRD DEGREE, IN VIOLATION OF SECTION 18-3-404, C.R.S., AS IT EXISTED PRIOR TO JULY 1, 2000;
- (d) SEXUAL ASSAULT ON A CHILD, IN VIOLATION OF SECTION 18-3-405, C.R.S.;
- (e) SEXUAL ASSAULT ON A CHILD BY ONE IN A POSITION OF TRUST, IN VIOLATION OF SECTION 18-3-405.3, C.R.S.;
- (f) SEXUAL ASSAULT ON A CLIENT BY A PSYCHOTHERAPIST, IN VIOLATION OF SECTION 18-3-405.5, C.R.S.;
- (g) ENTICEMENT OF A CHILD, IN VIOLATION OF SECTION 18-3-305, C.R.S.;
- (h) INCEST, IN VIOLATION OF SECTION 18-6-301, C.R.S.;
- (i) AGGRAVATED INCEST, IN VIOLATION OF SECTION 18-6-302, C.R.S.;
- (j) TRAFFICKING IN CHILDREN, IN VIOLATION OF SECTION 18-6-402, C.R.S.;
- (k) SEXUAL EXPLOITATION OF CHILDREN, IN VIOLATION OF SECTION 18-6-403, C.R.S.;
- (l) PROCUREMENT OF A CHILD FOR SEXUAL EXPLOITATION, IN PAGE 3-SENATE BILL 02-010 VIOLATION OF SECTION 18-6-404, C.R.S.;
- (m) INDECENT EXPOSURE, IN VIOLATION OF SECTION 18-7-302, C.R.S.;
- (n) SOLICITING FOR CHILD PROSTITUTION, IN VIOLATION OF SECTION 18-7-402, C.R.S.;
- (o) PANDERING OF A CHILD, IN VIOLATION OF SECTION 18-7-403, C.R.S.;
- (p) PROCUREMENT OF A CHILD, IN VIOLATION OF SECTION 18-7-403.5, C.R.S.;
- (q) KEEPING A PLACE OF CHILD PROSTITUTION, IN VIOLATION OF SECTION 18-7-404, C.R.S.;
- (r) PIMPING OF A CHILD, IN VIOLATION OF SECTION 18-7-405, C.R.S.;
- (s) INDUCEMENT OF CHILD PROSTITUTION, IN VIOLATION OF SECTION 18-7-405.5, C.R.S.;

- (t) PATRONIZING A PROSTITUTED CHILD, IN VIOLATION OF SECTION 18-7-406, C.R.S.;
- (u) ENGAGING IN SEXUAL CONDUCT IN A PENAL INSTITUTION, IN VIOLATION OF SECTION 18-7-701, C.R.S.

**WELD COUNTY CHILD ABUSE PROTOCOL**  
For October 2005 edition

Index

| <u>Topic</u>   | <u>Page</u>                           |
|--|---------------------------------------|
| A KID'S PLACE  | 5-8, 6-17,<br>6-29, 7-19,<br>11-9,2-3 |
| A KID'S PLACE Advisory Committee   | 3-7                                   |
| A KID'S PLACE—location and services provided                                   | 11-32                                 |
| A Woman's Place—location and services provided                                 | 11-35                                 |
| Abandonment, Identification  | 4-6                                   |
| Abuse and Neglect, Legal Definition  | 4-2                                   |
| Access to the Court for Child Protection                                       | 7-9                                   |
| Ackerman and Associates, P.C.—location and services provided                   | 11-30                                 |
| Adequate Care, Lack of—Identification  | 4-6                                   |
| Adjudicators Hearing—glossary definition                                       | 9-2                                   |
| Adoption Assistance and Child Welfare Act                                      | 11-27                                 |
| Adoption of Protocol Agreement   | Preface                               |
| Adult—glossary definition  | 9-2                                   |
| After Report—What Happens Next   | 5-8                                   |
| Alcohol and Drug Treatment Professionals, Post-Reporting                       | 7-29                                  |
| Alcohol and Drug Treatment Professionals, Release of Records/Information       | 7-29                                  |
| Alcohol and Drug Treatment Professionals, Report documentation                 | 7-29                                  |
| Alcohol and Drug Treatment Professionals, Reporting                            | 7-28                                  |
| Alcohol and Drug Professionals' Role Statement                                 | 2-4                                   |
| Alcohol and Drug Treatment Professionals, role                                 | 7-28                                  |
| Assessment/Investigation of Reports, Dept. of Social Services Procedures       | 6-21                                  |
| Attorney, County—definition & location   | 7-13                                  |
| Attorney, Defense—definition & location  | 7-14                                  |
| Background Investigation Unit Colorado Department of Human Services (BIU-CDHS) | 9-2                                   |
| CART Member Organizations  | 3-2                                   |
| CART Members   | 3-3                                   |
| CART Members, Role   | 3-3                                   |
| CART Organizational Structure  | 3-4                                   |
| CART Purpose   | 2-2, 3-2                              |
| CART Role Statement  | 2-3, 3-3                              |

| Topic   | Page  |
|---|-------|
| CASA of Weld County Advisory Committee  | 3-7   |
| CASA of Weld County, definition and location  | 7-13  |
| CCC = Colorado Children's Code  | 9-2   |
| Centennial Developmental Services, Inc. —location and services provided                           | 11-22 |
| Centennial Residential Facility—definition & location   | 7-15  |
| Child Abuse Coalition Mission   | 11-2  |
| Child Abuse Coalition, Role Statement   | 11-2  |
| Child Abuse Coalition's CASA Advisory Committee   | 3-7   |
| Child Abuse Coalition's Protocol Advisory Committee   | 3-6   |
| Child Abuse Resource Team (CART) Purpose  | 3-2   |
| Child Abuse Resource Team (CART) Role Statement   | 2-3   |
| Child Abuse, Identification   | 4-2   |
| Child Advocacy Resource and Education, Inc (c.a.r.e.) —location and services provided             | 11-22 |
| Child Protection Team—glossary definition   | 9-2   |
| Child Protection Teams, Dept. of Social Services Procedures                                       | 6-28  |
| Child—glossary definition   | 9-2   |
| Civil and Criminal Court, Role Statement  | 2-4   |
| Civil Law and Court   | 7-4   |
| Communicating with the Child  | 5-6   |
| Community Corrections—definition and location   | 7-17  |
| Confidential Weld County Report Form  | 11-50 |
| Confidentiality of Child Protection Records and Reports, Dept. of Social Services                 | 6-29  |
| Confidentiality—glossary definition   | 9-3   |
| Confirmed—glossary definition   | 9-3   |
| Counsel—glossary definition   | 9-2   |
| County Attorney—glossary definition   | 9-3   |
| Court Information, General  | 7-10  |
| Court Involvement, Dept. of Social Services Procedures  | 6-24  |
| Court System, Weld County   | 7-2   |
| Criminal Child Abuse and Neglect Laws—glossary definition   | 9-4   |
| CRS = Colorado Revised Statutes   | 9-2   |
| Custodian—glossary definition   | 9-4   |
| Defense Attorney--definition  | 7-13  |
| Defense Attorneys' Role Statement   | 2-5   |
| Definition, Abuse and Neglect   | 4-2   |
| Dependency and Neglect  | 4-2   |
| Dependency and Neglect Action—glossary definition   | 9-4   |
| Dependency and Neglect Case Services  | 7-5   |
| Dependency and Neglect, Petition  | 7-5   |
| Dept of Social Services Procedures, Conclusion of Investigation                                   | 6-27  |
| Dept of Social Services Procedures, Detention/Temporary Custody Hearing                           | 6-25  |
| Dept of Social Services Procedures, Investigation of Institutional Abuse                          | 6-26  |
| Dept of Social Services Procedures, Investigation of Intrafamilial Abuse                          | 6-25  |
| Dept of Social Services Procedures, Investigation of Medical Neglect of Infants with Disabilities | 6-26  |
| Dept of Social Services Procedures, Investigation of Third-Party Abuse                            | 6-25  |
| Dept. of Social Services Procedures, Assessment/Investigation of Reports                          | 6-19  |
| Dept. of Social Services Procedures, Child Protection Teams                                       | 6-28  |
| Dept. of Social Services Procedures, Confidentiality of Child Protection Records and Reports      | 6-29  |
| Dept. of Social Services Procedures, Court Involvement  | 6-24  |
| Dept. of Social Services Procedures, Initial Assessment   | 6-19  |
| Dept. of Social Services Procedures, Notifications  | 6-19  |
| Dept. of Social Services Procedures, Protective Custody   | 6-24  |

| Topic   | Page      |
|---|-----------|
| Dept. of Social Services Procedures, Purpose                                    | 6-19      |
| Dept. of Social Services, District Attorney Procedures                          | 6-32      |
| Detention/Temporary Custody Hearing, Dept of Social Services Procedures         | 6-23      |
| Detention/Temporary Custody Hearing—glossary definition                         | 9-3       |
| Disabled Infants, Investigation of Medical Neglect by Dept of Social Services   | 6-26      |
| Disclosure, Recognizing and Responding to                                       | 5-3       |
| Dispositional Hearing—glossary definition                                       | 9-4       |
| District Attorney Procedures, Dept. of Social Services                          | 6-33      |
| District Attorney Procedures, District Attorney’s Office                        | 6-32      |
| District Attorney Procedures, Law Enforcement                                   | 6-33      |
| District Attorney Procedures, Notification                                      | 6-32      |
| District Attorney Procedures, Post-Investigation Coordination                   | 6-32      |
| District Attorney Procedures, Prosecution                                       | 6-32      |
| District Attorney Procedures, Response  | 6-32      |
| District Attorney Procedures, Third-Party Abuse and Neglect by School Employees | 6-35      |
| District Attorney’s Office, District Attorney Procedures                        | 6-34      |
| District Attorney—definition & location   | 7-14      |
| District Attorney—glossary definition   | 9-4       |
| Documentation of the Investigation, Weld County Law Enforcement Procedures      | 6-12      |
| Educational Neglect, Identification   | 4-5       |
| Emotional Maltreatment, Identification  | 4-6       |
| Evaluating the Protocol   | 8-1       |
| Facilitation Agreement, form  | 11-49     |
| Family Compass Advisory Committee   | 3-6       |
| Family Preservation Programs, 03,04   | 11-13     |
| Flow Chart, Reporting Child Abuse   | 5-2       |
| Form for Reporting Child Abuse  | 5-11      |
| Forms   | 11-58     |
| Foster Parents, role  | 7-30      |
| Further Investigation Requirements, Weld County Law Enforcement Procedures      | 6-10      |
| Gathering Evidence, Weld County Law Enforcement Procedures                      | 6-10      |
| General Court Information   | 7-10      |
| Glossary of Terms   | Section 9 |
| Goal of Protocol  | 1-1       |
| Guardian ad litem, Education  | 11-16     |
| Guardian Ad Litem, procedures   | 7-11      |
| Guardian ad litem—glossary definition   | 9-4       |
| Guardians ad litem, Further Definition of                                       | 11-13     |
| Guardian ad litem, Investigations   | 11-15     |
| Guardian ad litem, Recommendations  | 11-16     |
| Guardians Ad Litem, Role Statement  | 2-5       |
| Guidelines for Child Death Investigations                                       | 6-30      |
| Guidelines for Observation of Injuries in Cases of Physical Abuse               | 6-18      |
| Identification of Child Abuse   | 4-1       |
| Identifying Physical Abuse  | 4-3       |
| Initial Assessment, Dept. of Social Services Procedures                         | 6-19      |
| Injuries, Observation Guidelines  | 6-18      |
| Institutional Abuse, Investigation of, by Dept of Social Services               | 6-26      |
| Institutional Abuse—glossary definition   | 9-5       |
| Interviewing a Child, Guidelines  | 11-11     |
| Interfamilial Abuse, Investigation of by Dept of Social Services Procedures     | 6-25      |
| Interfamilial Abuse—glossary definition   | 9-4       |

| Topic  | Page                         |
|--|------------------------------|
| Interfamilial Abuse and Neglect  | 6-25                         |
| Investigating CART Members   | 3-6                          |
| Investigating Child Abuse, Department of Social Services                                 | 6-2                          |
| Investigating Child Abuse, Joint Investigation—Procedures                                | 6-4                          |
| Investigating Child Abuse, Joint Investigation—Standards                                 | 6-3                          |
| Investigating Child Abuse, Law Enforcement Agencies                                      | 6-2                          |
| Investigating Child Abuse, Standards for Joint Investigation                             | 6-3                          |
| Investigation Conclusion, Dept of Social Services  | 6-27                         |
| Investigation of Intrafamilial Abuse, Dept of Social Services Procedures                 | 6-25                         |
| Investigation of Medical Neglect of Infants with Disabilities by Dept of Social Services | 6-26                         |
| Investigation of Third-Party Abuse and Neglect, by Dept of Social Services               | 6-25                         |
| Island Grove Regional Treatment Center, Inc. —location and services provided             | 11-23                        |
| Kid’s Place Advisory Committee   | 3-7                          |
| Kid’s Place, A   | 5-8, 6-15, 6-27, 7-16, 11-32 |
| Lack of Adequate Care, Identification  | 4-6                          |
| Lack of Supervision, Identification  | 4-6                          |
| Law and Courts, Civil  | 7-4                          |
| Law and Courts, Criminal   | 7-2                          |
| Law Enforcement Agencies’ Investigating Criteria   | 6-2                          |
| Law Enforcement Role Statement   | 2-1                          |
| Law Enforcement, District Attorney Procedures  | 6-32                         |
| Legal Custody—glossary definition  | 9-5                          |
| Legal Definition, Abuse and Neglect  | 4-2                          |
| Making the Report  | 5-5                          |
| Maltreatment, Emotional—Identification   | 4-6                          |
| Mandated Reporters   | 5-3                          |
| Media Section  | 2-7                          |
| Medical exam, Criteria for   | 6-14                         |
| Medical Neglect Identification   | 4-6                          |
| Medical Neglect of Infants with Disabilities by Dept of Social Services                  | 6-26                         |
| Medical Professionals  | 6-13                         |
| Medical Professionals, Medical Examinations  | 7-23                         |
| Medical Professionals, Reporting   | 7-23                         |
| Medical Professionals, role  | 7-22                         |
| Medical Professionals’ Role Statement  | 2-1                          |
| Mental Health Professionals, Assessment and Evaluation                                   | 7-27                         |
| Mental Health Professionals, Crisis Intervention services                                | 7-26                         |
| Mental Health Professionals, Investigative assistance                                    | 7-27                         |
| Mental Health Professionals, On-going Treatment  | 7-27                         |
| Mental Health Professionals, Referrals for Mental Health Services                        | 7-26                         |
| Mental Health Professionals, Release of Records  | 7-26                         |
| Mental Health Professionals, Reporting   | 7-25                         |
| Mental Health Professionals, role  | 7-24                         |
| Mental Health Professionals, Role Statement  | 2-4                          |
| Mental Health Professionals, Therapy Services  | 7-25                         |
| Mission, Child Abuse Coalition   | 11-2                         |
| Neglect of Basic Needs, Physical and Behavioral Indicators                               | 4-5                          |
| Neglect, Educational—Identification  | 4-5                          |
| Neglect, Medical—Identification  | 4-6                          |
| Neglect—glossary definition  | 9-5                          |
| North Colorado Medical Center—location and services provided                             | 11-24                        |



| Topic   | Page    |
|---|---------|
| North Range Behavioral Health   | 7-28    |
| North Range Behavioral Health—location and services provided                              | 11-25   |
| Notification, District Attorney Procedures  | 6-32    |
| Notifications by Dept. of Social Services Procedures                                      | 6-19    |
| Organizational Flow Chart for the Colorado Judicial System                                | 6-17    |
| Organizational Flow Chart 19 <sup>th</sup> Judicial District                              | 7-1     |
| Other Children in Home or Environment, Weld County Law Enforcement Procedures             | 6-10    |
| Parent Attorneys' Role Statement  | 2-5     |
| Parole Agreement, form  | 11-48   |
| Parole Department--definition & location  | 7-17    |
| Physical Abuse, Physical and Behavioral Indicators  | 4-3     |
| Physical and Behavioral Indicators, Physical Abuse  | 4-3     |
| Physical and Behavioral Indicators, Sexual Abuse  | 4-4     |
| Physical Child Abuse—glossary definition  | 9-5     |
| Post-Investigation Coordination, District Attorney Procedures                             | 6-32    |
| Potential Witnesses, Identifying and Interviewing, Weld County Law Enforcement Procedures | 6-9     |
| Probation Department—definition & location  | 7-16    |
| Prompt Reporting, Failure to—law  | 5-3     |
| Prosecuting Attorney, Role Statement  | 2-5     |
| Prosecution, District Attorney Procedures   | 6-32    |
| Protective Custody (Hold), Weld County Law Enforcement Procedures                         | 6-12    |
| Protective Custody, Dept of Social Services Procedures                                    | 6-24    |
| Protective Custody/Hold, Guidelines   | 11-12   |
| Protective Supervision—glossary definition  | 9-5     |
| Protocol Advisory Committee   | 3-6     |
| Protocol Agreement, Adoption of   | Preface |
| Protocol History  | 11-2    |
| Purpose of Written Agreement  | 11-2    |
| Purpose, Child Abuse Resource Team (CART)   | 3-2     |
| Purpose, Statement of   | 1-1     |
| Recognizing and Responding to Disclosure  | 5-5     |
| Release of Confidential Information, form,  | 11-47   |
| Report Form   | 11-50   |
| Reporting CART Members  | 3-4     |
| Reporting Child Abuse, Flow Chart   | 5-2     |
| Reporting, Making the Report  | 5-7     |
| Reporting, phone number   | 5-7     |
| Reporting, Weld County School Procedures  | 5-5     |
| Respondent—glossary definition  | 9-5     |
| Response, District Attorney Procedures  | 6-32    |
| Role of CART Members  | 3-2     |
| Role Statement, A Kid's Place   | 2-3     |
| Role Statement, Alcohol and Drug Professionals  | 2-4     |
| Role Statement, CASA of Weld County   | 2-5     |
| Role Statement, Child Abuse Resource Team (CART)  | 2-3     |
| Role Statement, Civil and Criminal Court  | 2-4     |
| Role Statement, Defense Attorneys   | 2-5     |
| Role Statement, Dept. of Social Services (WCDSS)  | 2-2     |
| Role Statement, Guardians Ad Litem  | 2-5     |
| Role Statement, Law Enforcement   | 2-2     |
| Role Statement, Medical Professionals   | 2-2     |
| Role Statement, Mental Health Professionals   | 2-4     |

| Topic   | Page    |
|---|---------|
| Role Statement, Parent Attorneys  | 2-5     |
| Role Statement, Prosecuting Attorney  | 2-5     |
| Role Statement, Treatment Providers   | 2-3     |
| Role Statement, Weld County Child Abuse Coalition   | 2-6     |
| Role Statement, Weld County School Districts  | 2-3     |
| School Districts' Role Statement  | 2-3     |
| School Professionals, role  | 7-31    |
| Sexual Abuse, Physical and Behavioral Indicators  | 4-4     |
| Sexual Abuse—glossary definition  | 9-3     |
| Shelter—glossary definition   | 9-6     |
| Social Services Procedures, Assessment/Investigation of Reports                           | 6-21    |
| Social Services Procedures, Child Protection Teams  | 6-28    |
| Social Services Procedures, Conclusion of Investigation                                   | 6-27    |
| Social Services Procedures, Confidentiality of Child Protection Records and Reports       | 6-29    |
| Social Services Procedures, Detention/Temporary Custody Hearing                           | 6-25    |
| Social Services Procedures, Disabled Infants—Medical Neglect, Investigation of            | 6-26    |
| Social Services Procedures, Initial Assessment  | 6-19    |
| Social Services Procedures, Institutional Abuse—Investigation of                          | 6-26    |
| Social Services Procedures, Interfamilial Abuse—Investigation of                          | 6-25    |
| Social Services Procedures, Investigation of Institutional Abuse                          | 6-26    |
| Social Services Procedures, Investigation of Interfamilial Abuse                          | 6-25    |
| Social Services Procedures, Investigation of Medical Neglect of Infants with Disabilities | 6-26    |
| Social Services Procedures, Investigation of Third-Party Abuse and Neglect                | 6-25    |
| Social Services Procedures, Medical Neglect of Infants with Disabilities—Investigation of | 6-26    |
| Social Services Procedures, Notifications   | 6-19    |
| Social Services Procedures, Protective Custody  | 6-24    |
| Social Services Procedures, Purpose   | 6-19    |
| Social Services Procedures, Third-Party Abuse and Neglect Investigation                   | 6-25    |
| Social Services Procedures, Youth in Conflict   | 6-29    |
| Social Services, Court Involvement  | 6-24    |
| Social Services, District Attorney Procedures   | 6-32    |
| Social Services' Role Statement   | 2-2     |
| Spousal Equivalent—glossary definition  | 9-6     |
| Statement of Purpose  | 1-1     |
| Statement of Roles  | 2-2/2-6 |
| Strategic Plan, Weld County Child Abuse Coalition   | 11-5    |
| Supervision, Lack of—Identification   | 4-6     |
| Talking with the Child  | 5-6     |
| Third Party Abuse and Neglect by School Employees   | 5-10    |
| Third-Party Abuse and Neglect by School Employees, District Attorney Procedures           | 6-35    |
| Third-Party Abuse and Neglect, Investigation by Dept of Social Services                   | 6-25    |
| Third-Party Sexual Abuse  | 4-5     |
| Treatment CART Members  | 3-5     |
| Treatment Provider, Documentation   | 7-21    |
| Treatment Provider Information  | 7-20    |
| Treatment Provider, Notifications   | 7-21    |
| Treatment Provider, Post-Reporting Procedures   | 7-21    |
| Treatment Provider, Release of Information  | 7-21    |
| Treatment Provider, Reporting Procedures  | 7-20    |
| Treatment Providers' Role Statement   | 2-3     |
| Unfounded—glossary definition   | 9-6     |
| Unsubstantiated—glossary definition   | 9-6     |

| Topic  | Page  |
|--|-------|
| Useful Public Service—definition & location  | 7-15  |
| Victim Advocate Service Providers—list & roles                                       | 7-18  |
| Victim Advocate Services—definition and list of                                      | 7-18  |
| Weld County Attorney-definition & location   | 7-13  |
| Weld County Child Abuse Coalition (WCCAC) Purpose                                    | 3-5   |
| Weld County Child Abuse Coalition, Role Statement                                    | 2-6   |
| Weld County Child Abuse Coalition’s Protocol Advisory Committee                      | 3-6   |
| Weld County Child Abuse Coalition’s Strategic Plan                                   | 11-5  |
| Weld County Health Department—location and services provided                         | 11-24 |
| Weld County Jails—definition & location  | 7-16  |
| Weld County Law Enforcement Agencies’ Investigating Criteria                         | 6-2   |
| Weld County Law Enforcement Procedures, Assess the Facts                             | 6-8   |
| Weld County Law Enforcement Procedures, Documentation of the Investigation           | 6-12  |
| Weld County Law Enforcement Procedures, Further Investigation Requirements           | 6-10  |
| Weld County Law Enforcement Procedures, Gathering Evidence                           | 6-10  |
| Weld County Law Enforcement Procedures, Identify and Interview Potential Witnesses   | 6-9   |
| Weld County Law Enforcement Procedures, Initial Response                             | 6-6   |
| Weld County Law Enforcement Procedures, Notifications                                | 6-5   |
| Weld County Law Enforcement Procedures, Other Children in Home or Environment        | 6-10  |
| Weld County Law Enforcement Procedures, Protective Custody (Hold)                    | 6-12  |
| Weld County Law Enforcement Procedures, Purpose                                      | 6-5   |
| Weld County Law Enforcement Procedures, Receiving Reports of Child Abuse and Neglect | 6-5   |
| Weld County Partners—location and services provided                                  | 11-25 |
| Weld County School Districts’ Role Statement   | 2-3   |
| What Happens Next  | 5-8   |
| Youth in Conflict, Dept. of Social Services Procedures                               | 6-29  |

### ***Updated Protocol Information for CART Members***

Organization Name \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Organization’s Physical Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Organization’s Mailing Address (if different from above) \_\_\_\_\_

Please list **all contacts** that you would like on your **CART** (*child abuse resource team*)

1. Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 Contacts E-mail address \_\_\_\_\_  
 School Name (if applicable) \_\_\_\_\_
  
2. Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 Contacts E-mail address \_\_\_\_\_  
 School Name (if applicable) \_\_\_\_\_
  
3. Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 Contacts E-mail address \_\_\_\_\_  
 School Name (if applicable) \_\_\_\_\_
  
4. Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Contacts E-mail address \_\_\_\_\_  
School Name (if applicable) \_\_\_\_\_

5. Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Contact Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
Contacts E-mail address \_\_\_\_\_  
School Name (if applicable) \_\_\_\_\_  
*(Attach additional sheets if you have more contacts)*

*Let us know how many Protocol Manuals your agency would like to order for the year 2005. (Books - \$15 each or CD-ROM - \$10 each*

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