



Series: Operating Procedures COA:  
CFOP: 175-25  
Procedure Name: Additional and Supplemental Reports  
Procedure Number: OP-1025  
Revision # / Date: (2)10/20/2008  
Effective Date: 02/18/1997  
  
Applicable to: All CBCB Staff and Contract Providers

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SUBJECT: ADDITIONAL AND SUPPLEMENTAL REPORTS

PURPOSE: This operating procedure describes the process for determining when a call to the Hotline should be accepted as an additional or supplemental report to one currently under investigation as well as the response required by the protective investigator.

SCOPE: This operating procedure applies to similar reports that are to be handled by combining all the information received into one investigation under the same report number.

POLICY:

**Additional Reports**

These reports are identified by the Hotline counselor while completing a record check on the subjects reported in a new call. Additional reports contain new information about one or more subjects of an existing report.

- a. The existing report must be open and no more than 60 days old.
- b. There can be no disposition date for the existing report.
- c. The victim must be in the same county as reported in the initial report.
- d. The new information must involve the same household as the existing report.
- e. The new information received includes any of the following:
  - (1) A new alleged perpetrator in the same household;
  - (2) A new victim;
  - (3) Any new subject in the same household;
  - (4) A new maltreatment;
  - (5) A new incident of the same maltreatment; or,
  - (6) New information that requires an immediate response.

### **Supplemental Reports**

These reports are identified by a Hotline counselor. They are enhancements to the report already received or under investigation. No new allegations or subjects are reported. The call improves what is already known such as a more precise address, different name spelling or new potential collateral contacts.

- a. The new information received must involve the same alleged perpetrator, same victim, same maltreatment(s), and same incident.
- b. The existing report must be open.
- c. A supplemental report can be added even if there is a disposition date or findings for the existing report.
- d. A supplemental report can be added even if the victim is in a different county.

### **Calls Not Handled as Additional or Supplemental Reports**

- a. One report is institutional and the other is in a family setting.
- b. One report has a child victim and the other an adult victim.
- c. One report is on abuse, neglect or abandonment and the second call is a special condition referral that does not require an immediate response.
- d. Child-on-child sexual abuse is alleged and there is no suggestion of neglect by the parent, guardian or other person responsible. For statistical reasons, each child-on-child referral must be treated as an initial report.
- e. Foster care referrals, with or without the child-on-child sexual abuse code.
- f. Reports of death that is unrelated to the allegations in an open report.
- g. Additional allegations of abuse, neglect or abandonment discovered by investigator during the course of an investigation. These allegations can be added by the investigator and noted in the Investigative Decision Summary. This includes the discovery of maltreatments after commencement of a special condition referral.

### **Investigative Response**

- a. An additional report requires:
  - (1) A new on-site visit either immediately or within 24 hours and, when necessary, daily attempts to see all children;
  - (2) Repeat notification of all required parties;
  - (3) Attempted contact with a new reporter; and,
  - (4) Any other investigative activities or referrals required due to new subjects or new maltreatments.

- b. A supplemental report does not require a new on-site visit. It may, however, expand the collateral contacts. If the call was made by a new reporter, that person should be contacted.

**Record Maintenance**

Both supplemental and additional investigative reports must be printed from the Home Safenet (HSn) system at the time the local office is notified. The System does not store an exact image of these reports. To keep a record of what was shown at the time of each report, a hard copy must be printed immediately and placed in the case record by district staff. Neither the subjects nor maltreatments of the initial report may be deleted.

**Reporting Requirements of CBC of Brevard Staff**

Staff must report all incidents of abuse, neglect or abandonment when they know, or have reasonable cause to suspect, that a child may have been abused, neglected or abandoned. This includes when staff receive second-hand information that causes them to suspect a child has been abused, neglected or abandoned. The only exception to this reporting requirement is stated in paragraph b below.

If a protective investigator discovers additional information during the course of the investigation, he must update the automated system and the hard-copy record. No call to the Hotline is required. If the discovery occurs while the protective investigator is with the family, a new on-site investigation is not required.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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APPROVAL DATE: 11/4/08