**CAPTA SCRIPT**

1. State your name, where you are employed, how long you have worked there and describe your current job duties.
2. State your educational background and any specialized training you received related to your current job duties.
3. State that you were assigned to investigate a referral of abuse or neglect involving the appellant (by name), state the general nature of the referral (omitting anything that would identify the referral source, even indirectly), when the referral was received and when you were assigned the investigation.
4. Take the hearing officer step-by-step through your investigation:
   1. Give a detailed summary of your oral interviews with the perpetrator(s), victim(s) and collaterals, emphasizing the information most pertinent to the reasons you substantiated. If a collateral source offered no relevant information, you may want to either just mention that interview in passing or omit it altogether.
      1. It is advisable to mention the child’s age, any special interview techniques you used during your interview and the child’s demeanor during the interview(s).
      2. If the perpetrator/appellant made any admissions during your interview you should emphasize it (*e.g.*, “Yeah, I got mad and whomped her with a board when she kept back-talking, but I don’t think that’s abuse – my daddy did it to me for years and I turned out fine.”).
      3. You should mention direct observation of any injuries, condition of the home or other directly relevant information to your substantiation.
      4. Illustrate with specific examples. For example, if the home was filthy enough to pose a risk of harm, specifically talk about the various safety hazards, odors, presence of vermin, etc.
   2. Talk about any documents or photographs you reviewed during the investigation and what they revealed. If they played a role in your decision, you will probably need to introduce them as exhibits:
      1. Certified medical records. Obtain these from the medical provider well in advance of the hearing. If the provider is not familiar with the concept of certification, contact OLS for a form to provide them. You can introduce these as exhibits by saying something like, “I’d like to introduce these certified medical records from [*medical provider*] as an exhibit. They show that the child was treated for [*injury*] on [*date*] that arose from abuse at the hands of [*perpetrator*].
      2. Photographs or Videos. You need to make color copies well in advance of the hearing. You will need to testify about what each photograph shows and how it played a part in your decision to substantiate. You must testify that you took the photograph or you must have the person there who took it to testify as to that fact. Alternatively, you may ask the appellant if they agree that the photograph accurately depicts the subject. But, if they don’t agree, you’ll need to have testimony from whoever took the photo or video. If poor photograph quality does not adequately convey the severity of the injury (*e.g.*, bruises) you should mention that.
5. Specifically state what you substantiated and why. It is always advisable to review the grounds for neglect and abuse found at KRS 600.020 both before substantiating and before testifying to make sure the facts you discovered during the investigation fit the definition. For example, “I substantiated physical abuse on Mr. Perpetrator because he intentionally hit his child Suzy with a baseball bat while trying to discipline her. She suffered a broken arm for which she received medical treatment and was in a cast for six weeks afterward.” This shows that the injury was inflicted intentionally (not accidentally) while in a caretaking role and resulted in substantial physical pain and impairment, meeting all the statutory requirements.
6. State how you informed the appellant of your substantiation, *i.e.*, the notification letter and how you made absolutely sure the appellant actually received notice. Make a copy of the letter, the certified mail return receipt or any document evidencing hand-delivery. Introduce all these documents as an exhibit, noting that you personally signed the letter and any hand-delivery form, that such letters (or delivery forms) are used by DCBS in its normal course of business to inform perpetrators of a substantiation of abuse or neglect and that the documents are correct photocopies of the originals.
7. State that a summary of your investigation and its conclusion(s) are contained in your Assessment and Documentation Tool (ADT) or Continuous Quality Assessment (CQA). Offer a copy of either as an exhibit, noting that either is generated by DCBS every time it investigates child abuse or neglect and that this is a correct copy of the original maintained in the file for this investigation. In the case of a CQA, it is preferable to offer a copy of the original with signatures.