

Did You Know?

Do you ever wonder why it is so difficult to get ADT approvals on CPS and APS Employee Investigations? Here are some important points that may help move these approvals along for you:

- ADTs are first reviewed by either the Child Protection Branch or the Adult Protection Branch to ensure SOP is followed and findings are appropriate. Consulting with the assigned branch specialist (you will receive an email from one of them when your #115 is received) during your assessment/investigation and prior to finishing your draft ADT could help you avoid completing additional tasks later as these could cause your investigation to go past due.
- Common issues that often require additional work in CPS CQA/ADTs have included: family and key collaterals not interviewed, additional information needed on safety and risk factors present, lack of information gathering on the protective capacity of parents, or the need for an aftercare plan to be developed.
- Common issues that require additional work in APS CQA/ADTs have included: Not following the consecutive steps prescribed in [APS SOP 21.2](#) when attempting to establish personal contact with the alleged victim of Spouse/Partner Abuse, and not documenting whether the alleged victim of Spouse/Partner Abuse granted permission to interview the alleged perpetrator.
- The DPP Director's Office then reviews the recommendations of the assigned branch as well as the Division of Service Regions (DSR) who then notifies the SRA when the ADT may be approved.

For more information on employee investigations please also review [SOP 2.15.8 Investigations Involving DCBS Employees](#).

