

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Child Protective Services
DES - Social Services Article 55 - Child Protective Services

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

July 25, 1995

3. **Summary of the contents of the substantive policy statement:**

This is a comprehensive policy which governs operational aspects of the Child Protective Services program. It covers the following subjects:

- DES 5-55-01, Authority;
- DES 5-55-02, Mission Statement and Purpose;
- DES 5-55-03, Goals;
- DES 5-55-04, Definitions;
- DES 5-55-05, Eligibility;
- DES 5-55-06, Service Description Components;
- DES 5-55-07, Receiving and Screening;
- DES 5-55-08, "Infant Doe" CPS Reports;
- DES 5-55-09, Reports on Native American Children;
- DES 5-55-10, Procedures for Investigation of Child Protective Service Reports and Assessing Risk;
- DES 5-55-11, Child Protective Services Risk Assessment;
- DES 5-55-12, Investigation in Department of Health Services Licensed Day Care Centers;
- DES 5-55-13, Investigation in DES Adoptive and Certified Day Care Homes;
- DES 5-55-14, Investigation in DES Licensed Foster Homes;
- DES 5-55-16, Guidelines for Removal of Children and Child Protective Services Review Teams;
- DES 5-55-17, Life-threatening, Dangerous, and Potentially Dangerous Child Protective Situations;
- DES 5-55-18, Temporary Custody and Voluntary Placement;
- DES 5-55-19, Use of the Dependency Petition;
- DES 5-55-20, Reporting Abuse, Neglect, and Felonies to Law Enforcement (A.R.S. § 546.01(C)(3));
- DES 5-55-21, Use of Receiving Care (Shelter) Facilities and Other Out-of-home Placement Options;
- DES 5-55-22, Staffing of Child Protective Services Cases;
- DES 5-55-23, Child Protective Services Workers' Identification Cards;
- DES 5-55-27, Child Protective Services Central Registry (CPSCR);
- DES 5-55-28, Providing Child Protective Services Between Arizona and Other States or Other Places;
- DES 5-55-30, Transferring Cases to Ongoing Child Protective Services;
- DES 5-55-31, Child Protective Services Coordination Between Other ACYF Programs, Division of Developmental Disabilities, and Aging and Adult Administration

The policy also contains exhibits, instructions, and Cue Questions.

4. **A statement as to whether the substantive policy statement is a New statement or a revision:**

Revised statement. Replaces DES 5-55-04, Definitions; DES 5-55-07, Receiving and Screening; DES 5-55-10, Procedures for Investigations of Child Protective Services Reports and Assessing Risk; DES 5-55-18, Temporary Custody and Voluntary Placement; and DES 5-55-27, Child Protective Services Central Registry (CPSCR)

5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**

Name: Carolyn Rice, CPS Policy Specialist
Address: Department of Economic Security
 1789 West Jefferson, Site Code 940A
 Phoenix, Arizona 85007

Arizona Administrative Register
Notices of Substantive Policy Statements

Telephone Number: (602) 542-4850
Fax Number: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in Question 5. The 1st copy is free to a member of the public for a noncommercial purpose. Additional copies are available at 25¢ per page.