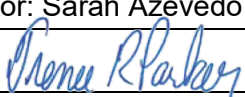


Revision Date: 4/2/2026	Responsible Administrator: Sarah Azevedo
Authorized Signature: Trenee Parker, DFS Director	

Policy 302.1 Tier One Investigation

A. POLICY

The Division of Family Services provides responses to allegations of child abuse and neglect that are proportionate to the circumstances, which include the reported allegations, information collected during the initial response, historical information, and overall child safety. With the dual purpose of respecting client autonomy and privacy and ensuring that Division resources are used well, an abbreviated investigation, called Tier One, may be approved in certain limited circumstances.

B. PROCEDURES

- For an investigation to be eligible for consideration of Tier One, the following components must be completed and documented in FOCUS:
 - Interview with all household children and at least one caregiver
 - Notification in person or by phone to the alleged perpetrator of the allegations
 - DSCYF History Review
 - Criminal History Review
 - SDM Safety Assessment for all household children, indicating that children are safe
 - Supervisor Case Conference
 - No evidence to substantiate
- After completing the items in Paragraph 1, if the case manager believes that an investigation should be considered for Tier One, they will consult with their supervisor, who will review all case information for the required components. Additional action steps, such as collateral contacts, additional interviews, or other follow up activities may be required prior to approval for Tier One.
- Any person alleged to be a perpetrator in the case must be notified of the allegation in person or by phone, per CAPTA. If that individual requests a meeting, one must be held.
- Only investigations in which there is no evidence to substantiate may be approved for Tier One, if all the above required components have been completed and there is no concerning history or other risk factors that impact current child safety and well-being.
- Investigations in which there is ongoing MDT involvement are not eligible for Tier One.
- If an investigation is in backlog (open for longer than 50 days), contact must be made within 30 days of the Tier One decision.
- Tier One may be approved for investigations involving families with active treatment cases, as long as all of the above requirements have been met. Contact must have been made within 30 days of the Tier One decision.
- If the supervisor approves Tier One, the Case Abridge event will be completed in FOCUS, with a detailed explanation of the decision to abridge.

9. A Tier One closure letter will be sent to the alleged perpetrator.

C. FOCUS

No FOCUS functionality

D. FORMS Use the DFS policy website to access any forms:

<https://kids.delaware.gov/policies/dfs-policies>