

INVESTIGATION RESULTS AND REVIEWS

Case Disposition

34-15-1

Policy

The Department of Children and Families shall provide timely notice of the results of a child abuse or neglect investigation to the alleged perpetrator and to the parent of the alleged victim within five business days of the completion of the investigation.

Legal reference: [Conn. Gen. Stat. §17a-101k.](#)

Notice

The Area Office or Special Investigations Unit (SIU), whichever is responsible for the abuse or neglect investigation, shall notify, the following persons by first class mail, using the [DCF-2210, "Notification of Investigation Results:"](#)

- the parent or guardian of the alleged victim of the report of child abuse or neglect;
 - the person who is alleged to be the perpetrator of child abuse or neglect; and
 - the parent or guardian of any minor who is alleged to be the perpetrator of child abuse or neglect.
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Notice Content

The notice shall contain a short and plain description of the finding that the person is or is not responsible for the abuse or neglect of a child, and shall include the name of the child or children involved.

In addition, if the investigation concludes that the person is responsible for abuse or neglect AND is a risk to the health, safety or well-being of children, the notice shall additionally inform the person of:

- the existence of the Central Registry;
- DCF's intention to place the perpetrator's name on the Central Registry unless the person appeals the finding; and
- the potential adverse consequences of being listed on the Central Registry.

The notice shall also include the [DCF-2210b, "Request for Appeal of Substantiation Findings\)/Recommendation for Placement on the Central Registry,"](#) for the person responsible to sign and return to invoke the appeal process.

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Individuals Eligible to Appeal Investigation Results

Any person who:

- has been substantiated as a perpetrator of child abuse or neglect, whether or not the person has been recommended for placement on the Central Registry; or
- is the parent or guardian of a minor who has been substantiated as a perpetrator of child abuse or neglect, whether or not the minor has been recommended for placement on the Central Registry

and

- disagrees with the finding that he or she is a perpetrator of child abuse or neglect or the recommendation for placement on the Central Registry

shall be entitled to appeal either the substantiation(s) or the recommendation for placement on the Central Registry or both.

Requesting an Internal Review of Investigation Results

In order to appeal a substantiation, the person responsible must send a written request within thirty days of the date of the DCF-2210, "Notification of Investigation Results," to:

Office of Legal Affairs
Department of Children and Families
505 Hudson Street
Hartford, CT 06106

Prior Substantiations and Registry Recommendations

In any case substantiated prior to May 1, 2000, a person responsible may request a hearing on the substantiation if he or she has not previously been notified of his or her right to a hearing on the substantiation.

In any case in which the name of a person substantiated as a person responsible for abuse or neglect was recommended for placement on the Central Registry prior to December 1, 2005, he or she may request a hearing on the Registry recommendation if he or she has not previously been notified of his or her right to a hearing on the Registry recommendation.

Internal Review of Investigation Results

Upon receipt of a request for an appeal of a finding, DCF shall have thirty days to complete a review of all relevant information and determine whether the substantiation and/or recommended Central Registry finding is factually or legally deficient and should be reversed.

The review shall be conducted by DCF legal staff and a manager assigned by the Area Office who was not involved in the original decision. Internal reviews of Special Investigations Unit cases shall be conducted by the DCF ombudsman.

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**Internal
Review of
Investigation
Results
(continued)**

The appellant may submit any documentation that is relevant to a determination of the issue.

The appellant, at the discretion of DCF, may participate in a telephone conference or face-to-face meeting in order to provide additional information that may be relevant to the determination of the issue.

The person conducting the review shall consider all relevant information related to the investigation, including any information submitted by the appellant in support of his or her position.

The issue at the review is whether the finding that the appellant was responsible for the neglect or abuse of a child and/or whether the recommendation that the appellant be placed on the Central Registry is factually or legally sufficient. In making these determinations, the reviewer shall use a fair preponderance of the evidence standard.

DCF shall inform the appellant, by certified mail, of the results of the review within five business days of the decision. If the decision is to uphold the substantiation and/or the Central Registry recommendation, the Appellant shall also be provided with a copy of the protocol and any other documentation used in reaching the decision, redacted only to the extent necessary to comply with state and federal confidentiality laws.

If the reviewer fails to complete his or her review of the investigation results within 30 days, the appellant may request a substantiation hearing by writing to:

Administrative Hearings Unit
Department of Children and Families
505 Hudson Street
Hartford, CT 06106

**Internal
Review –
Upholding
Investigation
Results**

If the internal review determines that the substantiation was factually and legally sufficient, the substantiation shall be upheld.

If the review determines that the recommendation for placement on the Central Registry is factually or legally sufficient, the recommendation shall be upheld.

DCF shall inform the person of his or her right to request an administrative hearing to appeal either or both decisions by sending the Appellant the DCF-2212, "Notification of Investigation Review Results." (LINK generated)

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Internal Review – Reversing Investigation Results

If the internal review determines that either the substantiation or the Central Registry recommendation was factually or legally deficient, DCF shall:

- notify the person that the substantiation or the recommendation has been reversed using DCF-2212, “Notification Of Investigation Review Results;”
 - make appropriate corrections to the DCF records; and
 - advise the parent or guardian of the child involved in the incident of the reversal.
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Prohibition Against Disclosure Pending Resolution

DCF shall not disclose that a person is on the Central Registry pursuant to a background check pending exhaustion or waiver of all administrative appeals unless the abuse or neglect resulted in or involves:

- the death of a child;
 - the risk of serious physical injury or emotional harm of a child;
 - the serious physical harm of a child;
 - the arrest of a person due to abuse or neglect of a child;
 - a neglect or termination of parental rights petition filed by DCF; or
 - sexual abuse of the child.
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Documentation

Copies of all letters, notices and reviews shall be maintained in the investigations case record.
