

ATTACHMENT

SAMPLE DCFS 4370 - REPORT OF FINDINGS FAMILY CODE SECTION 3027 REFERRALS

*This sample is for reference and guidance when completing the
DCFS 4370, Report of Findings.*

“IN THE MATTER OF”

Enter the name of each child, date of birth, sex and the Probate Court number(s).

CHILD(REN)’S WHEREABOUTS

Indicate the whereabouts of each child.

PARENT(S) INFORMATION

Enter the name, date of birth and address of the parent(s). Use the comment section as needed to discuss the identity and whereabouts of the parent(s).

INDIAN CHILD WELFARE ACT STATUS (ICWA)

Select if the “Indian Child Welfare Act does or may apply”, or “Not Applicable.”

If it has been determined that a child may be or is an American Indian, consult with the Indian child's tribe and include in this section information provided by the tribe.

REASON FOR HEARING

Enter the following:

“The matter is before the court to provide a report regarding the results of the child abuse investigation conducted on (enter the date the investigation was completed) by the Department of Children and Family Services.”

ASSESSMENT/EVALUATION

Provide a brief summary of the results of the investigation by addressing the following sections:

If it doesn't apply, state why briefly.

Household Composition

Provide a brief description of the composition of the household (intact, divorced, blended, foster family, other adults in the home etc.)

Contacts Made

List all family members seen by name (including their ages) and their relationship to each other.

Allegations and Disposition

- State the allegations and which children were victims of what and by whom.
- Provide a brief summary of how each allegation was concluded. Include the factors considered in making that determination. Reference any reports from law enforcement, doctors, school therapist, agencies and/or individuals.
- Provide a succinct summary of your review of any prior child welfare history.
- As applicable, include a factual summary of the threats identified on the SDM Safety Assessment and when applicable the SDM Risk Assessment, which led to the disposition and intervention without referencing the tool itself. Do not attach any SDM tools when submitting documents to court, unless ordered by the court to do so.
- When applicable, indicate that criminal record checks on the parent(s) were conducted and were reviewed.
- If applicable, report any safety or risk factors/concerns regarding the caregiver that were revealed during the investigation, and what if any action was taken to resolve those concerns.
- Provide a brief description of what action if any was taken at the conclusion of the investigation, (i.e., referral closed, a voluntary agreement with parents, placement, etc.).

ATTACHMENTS

List any attachment(s).

FINDINGS

Based on the results of your investigation, briefly restate the findings of the investigation. Findings must be consistent with the Assessment/Evaluation section above.