

LOGAN COUNTY

DEPARTMENT OF HUMAN SERVICES

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Logan County Colorado: Policy Regarding Child Welfare Records Falsification Monitoring and Quality Assurance

In accordance with the Code of Colorado Regulations Volume 7.601.81 , the Logan County Department of Human Services shall maintain and utilize a written protocol regarding quality assurance and investigatory processes to monitor for falsification of child welfare records in the comprehensive child welfare information system known as Trails.

Logan County Department of Human Services considers a confirmed incident of falsification of child welfare records an ethical violation of the agency's code of conduct.

In accordance with Volume 7.601.81 (A) a confirmed incident of falsification of child welfare records is an incident where, after an investigation by the county department, the county department establishes by a preponderance of the evidence that a person knowingly or intentionally made a false entry or falsely altered information in the comprehensive child welfare information system known as Trails. Logan County Department of Human Services' Director and Child Welfare Supervisor will determine if the employee in question should be placed on administrative leave.

When the Logan County Department of Human Services confirms an incident of falsification of child welfare records the agency will complete the required notifications within the required response times in accordance with Volume 7.601.81.

If a county department places an employee on administrative leave or temporary suspension for the purpose of investigating a suspected incident of falsification of child welfare records, then the county department shall request that the state department suspend the employee's access to the comprehensive child welfare information system known as Trails within one (1) working day from the date the employee is placed on leave.

The county department shall make reasonable efforts to promptly preserve evidence that a child welfare record has been falsified and supervise or restrict the employee's access to child welfare records including but not limited to the comprehensive child welfare information system known as Trails, hard copy case files, and other child welfare case related documents.

The investigation shall be completed by the county department even when the employee subject of the investigation resigns, is terminated, or is no longer employed by the county department at the time the suspected falsification of child welfare records becomes known to the county department.

The county department shall use a state department approved letter of notice when there is a confirmed incident of falsified child welfare records.