



**A Multi-Disciplinary Response Guide for the
Investigation and Prosecution
of Child Abuse
in the Fourth Judicial District**

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Introduction

Safe Passage promotes a multi-disciplinary approach to the investigation of child sexual assault and child physical abuse. Multi-disciplinary team members work together to investigate and prosecute child abuse cases using the child first philosophy. The child first philosophy refers to the belief that the most important thing in the investigation is the child victim, and the child victim's needs come before any other case needs.

The Safe Passage MDT has written these protocols and has agreed to their validity and use. Multidisciplinary Team members include the following agencies:

- Safe Passage
- The Fourth Judicial District Attorney's Office
- El Paso County Department of Human Services
- Teller County Department of Human Services
- UC Health
- The Family Center
- Colorado Springs Police Department
- El Paso County Sheriff's Office
- Manitou Police Department
- Fountain Police Department
- Monument Police Department
- Cripple Creek Police Department
- Teller County Sheriff's Office
- Woodland Park Police Department
- Military Investigative Agencies
- Federal Investigative Agencies

We also collaborate with law enforcement and child protection agencies in the Fourth Judicial District who do not have representation at all team meetings as well as the military investigative agencies that are present in our jurisdiction. We provide technical assistance and services to the FBI, Fort Carson CID, Peterson Air Force Base OSI, Calhan Police Department, and Palmer Lake Police Department. When requested, Safe Passage will provide services to investigative agencies outside of the Fourth Judicial District.

Safe Passage does not provide any offender services. No known or suspected offender is allowed on site. It is the goal of Safe Passage to provide a child friendly and safe environment for everyone who seeks services from this agency. The only exception to this rule is when a child who is both a victim and offender needs to be interviewed on his/her victim experience. This exception can be made when no other children are in the building, the interview does not cover offender issues, and a prior arrangement with Safe Passage staff has been made.

Case Criteria

Safe Passage is committed to providing multidisciplinary services to child victims of physical and/or sexual abuse as described in the Colorado Revised Statutes Title 19. Safe Passage will also provide services for children who are witnesses to a felony offense and/or domestic violence witness.

The ages accepted for forensic interviewing are generally age three through age seventeen. Interviewing a child younger than three will be determined by several factors and would be decided by the forensic interviewer and team that is investigating the case. The ages accepted for medical forensic exams are generally infant through age seventeen.

MDT Protocol for Victim Advocacy

When a victim and that child's family come to Safe Passage, a Family Support Advocate is assigned.

The Advocate will:

- Provide crisis assessment and intervention, risk assessment, safety planning and support throughout the investigation and beyond as appropriate. If Safe Passage advocates identify a more immediate mental health need through screening the child with the approved screening tool by NCA, the co-located mental health partner will be contacted for additional assessment or intervention.
- Provide assessment of individual needs and cultural considerations for the child and family to ensure those needs are addressed.
- Be present at Safe Passage during the forensic interview in order to participate in information sharing; inform and support family about the coordinated multidisciplinary response; and assess needs of child and non-offending caregiver.
- Provide education and access to victims' rights and crime victims' compensation.
- Provide assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance, etc.).
- Provide referrals to specialized, trauma focused, evidence supported mental health and medical treatment.
- Provide assistance in procuring access to transportation to interviews, court, treatment and other case-related meetings.
- Provide education about the investigative, prosecutorial and healing process.
- Provide follow up services to the child and non-offending caregiver.
- Participate in team case review meetings in order to discuss the unique needs of the child and family and plan associated support services, ensure the coordination of services, and ensure the child and family's concerns are heard and addressed.

These services will be provided through a case management model. Advocacy services are available and offered to every child and non-offending caregiver who comes to Safe Passage. Advocacy services are available through the life of the investigation. There is no cost to victims or families for these services.

It should be noted that Safe Passage Advocates are not confidential advocates. Any information that is gathered from the child or the family will be shared with the appropriate law enforcement/child protection agency.

Family Support Advocates participate in ongoing education in the field of victim advocacy and child maltreatment at a minimum of 8 contact hours every 2 years.

MDT Protocol for Child Protection

The Fourth Judicial District includes two agencies responsible for child protection services, the El Paso County Department of Human Services (DHS) and the Teller County Department of Human Services (DHS).

When DHS receives a report of child sexual assault or felony child abuse the worker assigned to the case will address the following:

- Determine the law enforcement jurisdiction and notify them of the report.
- Coordinate the investigation with law enforcement for the forensic interview as well as regarding contact with the family.
- If transportation of a child is required to bring them to a forensic interview, and law enforcement is unable to do so, DHS should coordinate with the family or seek appropriate orders to transport themselves. The caseworker in both jurisdictions can communicate the transportation issue to their supervisor to determine if other means are available to get the child to Safe Passage for the forensic interview.
- The DHS worker is responsible for securing any necessary court orders for the protection of the alleged child abuse victim. DHS will communicate these orders to the members of the MDT.
- If a case involves a victim that lives in the Fourth Judicial District but the abuse happened outside the jurisdiction, the DHS worker can provide information to the appropriate law enforcement jurisdiction to help facilitate a forensic interview.
- If it is determined that a medical exam should be conducted for out-of-state cases, a court order could be sought from the applicable court that has jurisdiction as last resort.
- While an assessment is ongoing, DHS can communicate assessment updates to the Safe Passage Advocate.
- Referrals for services may be coordinated between the DHS worker and the Safe Passage Advocate.
- DHS is responsible for the assessment and investigation of child to child sexual acting out among children under the age of 10.
- Alleged perpetrator interviews will be coordinated by law enforcement and will not be conducted at Safe Passage. In situations where a child is potentially a victim as well as an alleged perpetrator, the Safe Passage Program Director is notified and the schedule is clear of all other appointments to ensure safety.

Agency Contact Information for El Paso County and Teller County DHS:

Hotline: 844-CO-4-KIDS or 844-264-5437

MDT Protocol for Forensic Interviews

Members of the MDT who conduct forensic interviews will:

- Have successfully completed training that includes the following elements
 - Minimum of 32 hours of instruction and practice
 - Evidence supported interview protocol
 - Pre-and post-testing that reflects understanding of the principles of legally sound interviewing
 - Knowledge of child development; question design; implementation of protocol; dynamics of abuse; disclosure process; diversity, equity, and inclusion; and suggestibility
 - Practice component with a standardized review process
 - Required reading of current articles specific to the practice of forensic interviewing
- Participate in on-going education in the field of child abuse and/or forensic interviewing consisting of a minimum of 8 contact hours per every 2 years of CEU/CME credits.
- Participate on a peer review team that includes participants and facilitators who are trained to conduct forensic interviews a minimum of two times per year and submit one interview for review each year. The Interviewer will incorporate updated philosophy and methods into future forensic interviews.

19-3-308.5(1) Any interview of a child conducted pursuant to section 19-3-308, concerning a report of child abuse, may be audio taped or videotaped. However, interviews concerning reports of sexual child abuse are strongly encouraged to be videotaped. Any audio taped or videotaped interview shall be conducted by a competent interviewer at a child advocacy center, as that term is defined in section 19-1-103 (19.5), that has a memorandum of understanding with the agency responsible for the investigation or by a competent interviewer for the agency responsible for the investigation in accordance with such section; except that an interview shall not be videotaped when doing so is impractical under the circumstances or will result in trauma to the child, as determined by the investigating agency. No more than one videotaped interview shall be required unless the interviewer or the investigating agency determines that additional interviews are necessary to complete an investigation. Additional interviews shall be conducted, to the extent possible, by the same interviewer. Such recordings shall be preserved as evidence in the manner and for a period provided by law for maintaining such evidence. In addition, access to such recordings shall be subject to the rules of discovery under the Colorado rules of criminal and civil procedure.

(2) The provisions of this section shall not apply to a videotaped deposition taken in accordance with and governed by section 18-3-413, C.R.S., or section 13-25-132, C.R.S., and rule 15 (d) of the Colorado rules of criminal procedure. In addition, this section shall not apply to interviews of

the child conducted after a dependency and neglect action or a criminal action has been filed with the court.

(3) Any agency subject to the provisions of this section shall provide equipment necessary to videotape or audiotape the interviews or shall enter into a memorandum of understanding with a child advocacy center authorizing the use of such equipment. The investigating agency shall train persons responsible for conducting videotaped interviews in accordance with this section; except that the agency shall not be responsible for training interviewers employed by a child advocacy center. The agency shall adopt standards for persons conducting such interviews.

(4) An agency that enters into a memorandum of understanding with a child advocacy center that employs interviewers shall assure that such interviewers meet the training standards for persons conducting interviews adopted by the agency pursuant to subsection (3) of this section. In addition, an agency that enters into a memorandum of understanding with a child advocacy center that provides technical assistance for forensic interviews, forensic medical examinations, or evidence collection or preservation may require that the child advocacy center meets the national performance standards for children's advocacy centers as established by the national accrediting body. These standards include, but are not limited to, standards for forensic interviews to be conducted in a manner which is of a neutral, fact-finding nature and coordinated to avoid duplicative interviewing.

Forensic interviews of child victims or witnesses under the age of 15 will be routinely conducted at Safe Passage. All forensic interviews conducted at Safe Passage will be digitally recorded. The interview recordings will be maintained by the requesting law enforcement officer and handled in accordance with that agency's policies.

The criteria for choosing an interviewer on a case-by-case basis is the interviewers training and experience related to the known needs of the child and family. If a child or non-offending caregiver requires an interpreter, that is coordinated by Safe Passage who contracts with interpreters. Any interview aids that may be introduced in the course of an interview are done with the cooperation of the prosecutor's office.

The investigative team will meet prior to the forensic interview to determine the most appropriate investigative approach and to provide the Forensic Interviewer with basic information about the victim's family and the allegations. Law enforcement may request evidence be introduced during the interview. Only evidence that is a known fact will be introduced. The team will also meet immediately after the forensic interview to determine next steps in the investigation and service plan.

Law enforcement team partners who are involved in the case being investigated will observe the forensic interview from the observation room as it is conducted.

The Forensic Interviewer will take a break part-way through the interview to receive requests from the investigative team for additional information or directions in the remainder of the interview. The Forensic Interviewer will participate in the case review process.

MDT Protocol for Secondary Interviews

A second interview is an interview with the same child with the same perpetrator and the same report. A second meeting to complete an initial interview is not considered a second interview.

When a second (or subsequent interview after a second) interview is requested by an investigative team partner, the investigative team will have a collaborative meeting. The collaborative meeting will meet to determine the best action. Any person on the investigative team who is unable to participate in the meeting will designate a representative with case information. The staffing will be convened in a timely matter given the circumstances of the individual case.

A case staffing may occur by telephone or via a secure web-based program such as Zoom or Teams.

Considerations to be discussed at the team staffing would include the following factors:

- Age of the child
- Developmental issues
- Readiness to disclose
- Impact on the case
- Safety of the child
- Rapport with first Interviewer
- Interviewer match
- Recant dynamics

A second interview may be considered under the following circumstances:

- Safety of the child is always the first consideration.
- Additional substantive information from a third party or new allegations. This could be from the SANE exam, the suspect interview, therapist, etc.
- Recant of the allegations by the victim.

Secondary Interviews will not be conducted if:

- There are no new allegations being made.
- The information or new allegations would not have an impact on the criminal case (i.e. information would not change criminal case or outcome of the investigation.).
- There is no impact on the child protection case.

A second interview staffing does not automatically assume another interview will take place. Secondary interviews will only be conducted upon recommendation of the investigative team. As a part of the staffing, possible exceptions to the above considerations may be discussed.

To keep the staffing neutral, those in attendance for the staffing consist of:

- The law enforcement agency involved.
- DHS staff if previously/newly involved
- Forensic interviewer
- Any therapist for the child
- A District Attorney representative
- Possibly a GAL for the child
- Program Director of Safe Passage as facilitator

The Program Director will relay the outcome of the staffing to the Director of Advocacy and the previous Safe Passage Advocate on the case.

MDT Protocol for Mental Health Services

Mental health services may be accessed through Safe Passage referrals to identified therapists who specialize in child sexual assault and family incest cases and who utilize a trauma-focused therapy modality. Safe Passage will only refer to clinicians who can demonstrate completion of continuing education in the field of child abuse consisting of a minimum of 8 contact hours every 2 years. Additionally, clinicians providing mental health treatment to Safe Passage clients must participate in ongoing clinical supervision/consultation.

Safe Passage recognizes the role of trauma-based mental health services in the healing process. Therapy occurs with a co-located therapist who uses a trauma-focused approach. If therapy does not occur at Safe Passage, a referral will be made to a therapist who has training in a trauma-focused approach. The therapist who provides these services are professionals who are not part of the forensic interview or forensic medical evaluation process.

If Safe Passage advocates identify a more immediate mental health need through screening the child with the approved screening tool by NCA, the co-located mental health partner will be contacted for additional assessment or intervention.

Access to mental health services will be made available, regardless of the family's ability to pay for those services. The Safe Passage Advocate will help the family access these services through Medicaid, private insurance or the Victim's Compensation program. The Advocate working with the family will make a referral for the family. The Advocate will inform the family of their Victim's Compensation benefits and how to access them.

If the mental health provider is unable to offer an appointment for services within five business days, that provider will contact the Safe Passage Advocate involved so that another referral may be made. The mental health provider will make every effort to see the child within this time frame unless it has been decided by the family and the investigative team that this time frame can be waived.

Parents of child sexual assault victims and age-appropriate child sexual assault victims will have access to psycho-educational support groups facilitated by the onsite mental health group The Family Center. These support group services will be offered at no charge to the families.

The mental health providers that accept referrals from Safe Passage will participate in case review when they are involved in cases being reviewed. If they are unable to attend case review, they will provide relevant information to the MDT about services needed or being provided. Information shared by mental health providers during case review is done so in accordance with Colorado law and professional practice standard

Medical Forensic Examinations

Safe Passage provides medical professionals who have the education, training and experience to perform medical forensic examinations of children and adolescents, and provide expert testimony in judicial procedures. Medical providers are tasked with ensuring the health and safety of the child or adolescent while remaining objective and thorough. The medical providers are a part of the multidisciplinary team, and share exam results with others to assist the investigation and management of these cases by law enforcement and child protection services.

The purpose of a medical evaluation in suspected child abuse extends far beyond providing an evidentiary examination for the purpose of the investigation. The primary goals of the medical evaluation are to:

- Help ensure the health, safety and well-being of the child or adolescent
- Evaluate, document, diagnose and address medical conditions resulting from abuse
- Differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions
- Document, diagnose, and address medical conditions unrelated to abuse
- Assess the child or adolescent for any developmental, emotional, or behavioral problems needing further evaluation and treatment, and make referrals as necessary
- Reassure and educate the child or adolescent, as well as the family
- Refer for therapy to address trauma related to abuse/assault, if not provided by another member of the MDT/CAC.

Medical evaluations are conducted by health care providers with specific training in child and adolescent sexual abuse that meets at least ONE of the following training standards:

- Nurse:
 - A minimum of a Bachelor's degree in nursing from an accredited school.
 - Licensed to practice as a Registered Nurse in the State of Colorado.
 - Minimum of 3 years clinical experience in emergency nursing, pediatrics, women's health or acute care.
 - Documented completion of adult, adolescent and pediatric curricula and a clinical experience component.
- Physician:
 - Child Abuse Sub-board eligibility or certification.
 - Physicians without board certification or board eligibility in the field of Child Abuse Pediatrics should have a minimum of 16 hours of formal didactic training in the medical evaluation of child sexual abuse.

- Sexual Assault Nurse Examiners (SANEs)
 - Sexual assault nurse examiners (SANEs) without advanced practitioner training should have a minimum of 40 hours of coursework that is consistent with the International Association of Forensic Nurses educational guidelines and specific to the medical evaluation of child sexual abuse.
 - Completion of a competency-based clinical preceptorship with an experienced provider in a clinical setting, where the SANE can demonstrate competency in performing exams.
 - Continuing education in the field of child abuse consisting of a minimum of 8 contact hours every 2 years.
 - Participation in medical forensic peer review.

Clinical Responsibilities of Safe Passage Medical Professional:

- Provide medical forensic exams on children and adolescents, as well as developmentally delayed adult victims receiving services through Safe Passage as requested by the investigative team, patient or custodial caregiver.
- Provide consultation to the teams regarding the investigation of child abuse.
- Demonstrate, at a minimum, that 50% of all findings deemed abnormal or “diagnostic” of trauma from sexual abuse have undergone expert review by an “advanced medical consultant”. The definition of an “advanced medical consultant” includes a Child abuse pediatrician or a physician or advanced practice nurse with the following qualifications:
 - Meets the minimum training standards outlined for a CAC medical provider
 - Performed at least 100 child sexual abuse examinations
 - Is current in CQI requirements
- Provide expert witness testimony when subpoenaed.
- Discuss with the victim and/or caregivers any recommendations or referrals for medical follow up indicated by the examination.
- Participate in regular case review meetings at Safe Passage and provide information from forensic medical examinations to the MDT.

Referrals:

For initial medical forensic evaluations, Safe Passage accepts referrals through law enforcement and the Department of Human Services (DHS). Re-check examinations may be requested by law enforcement, DHS, or UCH-MHS d/b/a UC Health Forensic Nurse Examiner Program. Children who have received medical forensic examinations at UC Health or at another site prior to their visit to Safe Passage will receive a re-check exam if recommended by the medical professional who conducted the initial exam. Children who require immediate medical treatment for injuries and are therefore transported to a local hospital will receive the necessary specialized medical evaluation at that facility.

Child victims who present directly to UC Health will receive the necessary medical forensic evaluation at that site. This examination will be performed by a staff Sexual Assault Nurse Examiner. All children and adolescents who make disclosures of abuse are offered a medical forensic examination regardless of the expectation of collecting forensic evidence.

All patients seen at the Safe Passage location are provided medical services free of any charge. If children are seen at UC Health Forensic Nurse Examiner Program, law enforcement will be billed for forensic evidence collection per C.R.S. 18-3-407.5. Coordination between the hospital emergency department and the Safe Passage medical professionals can avoid duplication of services in instances where the child was examined at the hospital.

Information obtained through the forensic interview is shared with the medical professional by either the interviewer or one of the investigators. The child is not re-interviewed by the medical professional, however, any information offered during the exam is documented as part of the medical forensic history. Any additional discourses made by the child to the medical professional will be shared with the investigative team in a timely manner.

Findings of medical forensic examinations are shared with the MDT in a routine, timely and meaningful manner.

Physical Abuse Evaluations:

Urgent examination is necessary for obvious, visible injuries, but the potential of hidden internal and skeletal injuries must also be considered when physical abuse is suspected. These exams require facilities that are able to complete diagnostic procedures and consult specialty staff.

Records:

Medical documentation is maintained in the electronic medical record (EMR) . Medical records storage must be HIPAA compliant. The medical records storage must be secured, sufficiently backed up and accessible to authorized personnel in accordance with all applicable federal and state laws.

The child's guardian is given whatever information is necessary for the health and welfare of the child, and is encouraged to contact Safe Passage for health-related questions or if any new symptoms develop. Pertinent lab results are shared with the child, guardian, child protective services and law enforcement as appropriate.

The law enforcement officer is responsible for entering the copy of the EMR and any applicable digital images into evidence.

Law Enforcement Response and Role

Law enforcement personnel will coordinate the investigation with the child protection caseworker when the abuse is perpetrated by someone living in the victim's home or related to the victim. If law enforcement receives a report of child abuse by a family member or a person living in the home with the victim that has not been reported to child protection, the assigned peace officer will make a report to the child abuse hotline.

- Whenever possible, the forensic interview with the child victim will be completed at Safe Passage. Whenever possible, the forensic interview with the child victim will be digitally recorded.
- Detectives will complete the investigation in compliance with their agency's policies and procedures.
- If a case of child sexual assault is reported to the law enforcement agency, the assigned peace officer will respond in accordance with that agency's policy and procedures.
- If the child's statement indicates there are other possible victims or witnesses to the child sexual assault, the assigned peace officer will arrange to have the appropriate interviews conducted.
- The assigned peace officer will handle the suspect interviews and will collect evidence in compliance with that agency's policy and procedures.
- Any child that is seen at the Safe Passage location will be provided medical services free of charge. If children are seen at UCH-MHS d/b/a UC Health by the Forensic Nurse Examiner Program, law enforcement agencies will be billed for forensic evidence collection per C.R.S. 18-3-407.5
- If a sexual assault evidence kit (SAEK) is collected at the Safe Passage location, only the cost of the kit will be billed to the appropriate law enforcement agency by Safe Passage.
- Regardless of whether Safe Passage pays for the exam or the law enforcement agency pays for the exam, the medical chart is turned over to the assigned peace officer to become part of the law enforcement investigative report.
- The assigned peace officer will refer appropriate cases to the Fourth Judicial District Attorney's Office for review for charges. Appropriate cases are determined by the law enforcement agency's policy and procedures.
- The designated agency representative will participate in the Safe Passage case review.

District Attorney's Office Response and Role:

Prosecutors on the MDT will:

- Prosecute cases of child abuse within the standard of practice of the Fourth Judicial District Attorney's Office.
- Receive on-going training in prosecuting child abuse cases and handling child witnesses.
- Share information with team members about case status i.e., additional steps needed for investigation, filing or not filing charges.
- Participate in Case Review meetings at Safe Passage as well as case specific staffing as appropriate.
- Review cases submitted for filing of charges in accordance with the Fourth Judicial District Attorney's Office standard of practice.
- Provide court preparation for the professionals who are required to testify (e.g. Forensic Interviewers, detectives, caseworkers, therapists, SANE examiners).
- Provide information to Safe Passage regarding statistics, case filing decisions and upcoming court activity pertaining to Safe Passage clients.
- Coordinate court preparation for child witnesses through the District Attorney's Office Advocates and Safe Passage Advocates.
- Inform families of court activity and case status as required by Guidelines for Assuring the Rights of Victims of/and Witnesses to Crimes.

Case Tracking Protocol

Safe Passage uses the NCAtrak case tracking program to gather and maintain statistics for child abuse cases using this children's advocacy center. Information is tracked through final case disposition. Family Support Advocates enter cases into the NCAtrak database. The NCAtrak program collects information including:

- Demographic information about the child and family
- Demographic information about the alleged offender
- Type(s) of alleged abuse
- Relationship of alleged offender to child
- MDT members' involvement with children and families and relevant outcomes
- Criminal charges filed and case dispositions
- Child protection outcomes
- Status/follow-through of medical and mental health referrals

Case tracking information is collected from partner agencies including:

- Law Enforcement
- Child Protection
- Prosecution
- Medical
- Victim Advocacy
- Mental Health
- Forensic Interviewing
- Community Referrals

Safe Passage uses the National Children's Alliance (NCA) Outcome Measurement System (OMS) to collect client feedback from caregivers and youth at the children's advocacy center.

Information collected through NCAtrak is available to partner agencies through a request to the Safe Passage Program Director or Executive Director.

Multidisciplinary Case Review Protocol

Case Review is conducted monthly at Safe Passage. The Safe Passage Program Director is responsible for coordinating and facilitating the Case Review process. Separate case reviews for Teller County cases in Teller County are arranged by that MDT and include Safe Passage facilitation and inclusion. The Program Director is required to participate in continued education in the field of child maltreatment and/or facilitation for a minimum of 8 contact hours every two years.

All case review participants sign a confidentiality agreement. Any member of the MDT can request a case to be included on the agenda for review. Currently, the Program Director with Safe Passage sends out a signup sheet at the end of the year so that agencies can sign up to present for the following year. A calendar invite is sent to all MDT agencies no sooner than a week prior to Case Review with the information on the case to be presented.

Cases reviewed may include:

- New cases presented at Safe Passage
- Ongoing cases
- Cases that have been prosecuted
- Cases referred by the team or other agencies

Attendees to case review should include but may not be limited to:

- Law enforcement agencies in El Paso and Teller County
- Law enforcement agencies representing neighboring military installations
- El Paso County and Teller County Department of Human Services Investigators and/or on-going caseworkers affiliated with the case to be discussed
- CAC staff to include but not limited to: Executive Director, Program Director, Director of Advocacy, Family Support Advocates and Forensic Interviewers
- Forensic Interviewers from other law enforcement agencies if they completed the Forensic Interview
- Medical representatives related to the case to be discussed
- Mental health representative
- 4th Judicial District Attorney's Office
- El Paso and/or Teller County Attorney's Office

The case information will include:

- The agency that received the initial report
- The agency that had first contact with the family
- The forensic interview
- The investigation
- The medical examination
- Crisis intervention and advocacy services
- The prosecution

In the event that assigned investigative team members are not able to attend the case review, the substitute representatives for those disciplines are responsible for communication with their professional investigators regarding recommendations from the MDT. Individual cases may be re-reviewed in the following month(s) to review the outcome of recommended actions or to answer questions raised in the review process. It is also appropriate if the involved agencies make contact with each other regarding specific updates to the case.

It is the responsibility of the Program Director to follow up with any agency unable to attend, with next steps or recommendations involving that agency.

Case Review meetings are utilized as an opportunity for team members to increase understanding of the complexities of the case. Issues discussed may include investigative, interview outcomes, prosecution, advocacy and/or mental health services, cultural issues, review of criminal and civil case updates, and other related topics as well as what could have been done differently.

In addition to regular Case Review meetings, any team member may request a case review or staffing at any time by contacting the Safe Passage Program Director. These case specific reviews may be called for any case-related reason.