

Title of Proposed Rule:	County Responsibilities to Report Falsification	
CDHS Tracking #:	23-05-19-01	
Office, Division, & Program: Children, Youth & Families Child Welfare	Rule Author: Yolanda Arredondo, Division of Child Welfare Deputy Director	Phone: 720-618-0015 E-Mail: Yolanda.arredondo@state.co.us

STATEMENT OF BASIS AND PURPOSE

Summary of the basis and purpose for new rule or rule change.

Explain why the rule or rule change is necessary and what the program hopes to accomplish through this rule. 1500 Char max

As leaders in Colorado’s Child Welfare System, we are shocked when we hear of any type of cutting corners or falsified caseworker activities. We know that this can stem from several factors and we should all know more about how frequently this occurs across our state. Even more importantly, how do counties monitor for and address it? The Colorado Department of Human Services (CDHS) Division of Child Welfare (DCW) wanted to better understand how we can be more consistent with the monitoring and how we can continue to coordinate across counties with support from CDHS.

Responses to suspected falsification of documentation have varied across the state, from counties terminating suspected employees to having some caseworkers being criminally prosecuted for falsifying public records, and DCW and the Administrative Review Division (ARD) conducting a Comprehensive Child Welfare Information System known as Trails record review for necessary follow up and analysis of unresolved safety issues.

DCW identified a need to develop a consistent response to falsification and an enhanced sense of monitoring that can help our system get a better picture of this issue statewide. In the Fall of 2022, the Child Welfare Sub-Policy Advisory Committee approved a rule-writing workgroup to convene and explore existing county department practices regarding quality assurance of monitoring and responding to falsification concerns. The workgroup met from August 2022 through February 2024.

An emergency rule-making (which waives the initial Administrative Procedure Act noticing requirements) is necessary:

- to comply with state/federal law and/or
- to preserve public health, safety and welfare

Justification for emergency:

N/A

State Board Authority for Rule:

Code	Description
26-1-107 (6, g), C.R.S. (2023)	Adopt rules concerning programs related to behavioral, mental health, or substance use disorders and intellectual and developmental disabilities. To the extent that rules are promulgated by the state board of human services for programs or providers that receive either medicaid only or both medicaid and non-medicaid funding, the rules must be developed in cooperation with the department of health care policy and financing and must not conflict with state statutes or federal statutes or regulations.

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Program Authority for Rule: Give federal and/or state citations and a summary of the language authorizing the rule-making function AND authority.

Code	Description
26-5-102 (1), (2, a-j), C.R.S. (2023)	<p>The state department shall adopt rules to establish a program of child welfare services and is authorized to promulgate rules to implement the provisions of this article.</p> <p>Reforms in child welfare and related delivery systems must be directed at the following objectives:</p> <ul style="list-style-type: none"> More efficient and responsive service systems for children, youth, and families; Increased flexibility and collaboration across multiple agencies and funding streams to ensure the delivery of services based on the needs of the child or youth; Encouragement and authorization for a truly integrated service system that incorporates blended funding and administration; Focus on quality and outcome-driven services with accountability for an entire array of services that families need, rather than forcing families to be transferred from agency to agency; Development of data systems to support these goals and to allow administrators and policy makers to better manage and evaluate; Authority and incentives for creative solutions at the local level that are not bound by the constraints of current agency barriers and categorical funding streams, including authority for local policy makers to create new entities incorporating blended funding and administration; Successful training efforts directed at county staff, judges, court staff, providers, parents, and families and other appropriate entities that are involved in managed care service systems, which training efforts shall include, but not be limited to, the operation of the child welfare training academy created in section 26-5-109. Notwithstanding any limitation of the "M" notation of the appropriation in the annual appropriation act for child welfare services, the state department is authorized to expend any additional federal or private funding that may be available to support the training efforts identified in this subsection (2).

Does the rule incorporate material by reference?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	X	No
Does this rule repeat language found in statute?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	X	No
If yes, please explain.					

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REGULATORY ANALYSIS

1. List of groups impacted by this rule.

Which groups of persons will benefit, bear the burdens or be adversely impacted by this rule?

County Departments of Human/Social Services child welfare workforce, local law enforcement and/or district attorney offices, and Dependency & Neglect courts for court-involved child protection cases. Also, families involved in Program Area 5 Child Protection and Program Area 4 Youth in Conflict assessments and cases and their legal representatives if there is a court-involved case. The Colorado Department of Human Services (CDHS) Division of Child Welfare (DCW) and Administrative Review Division (ARD) are also impacted by this proposed new rule section as these agencies will be responsible for oversight, coordination, and conducting reviews of suspected falsified information in the Comprehensive Child Welfare Information System known as Trails.

2. Describe the qualitative and quantitative impact.

How will this rule-making impact those groups listed above? How many people will be impacted? What are the short-term and long-term consequences of this rule?

The county departments will need to develop a written protocol regarding a quality assurance and investigatory process to monitor for falsification of information. The county departments will also need to develop processes for notification to the appropriate investigatory agency or the district attorney of any confirmed incident(s) of falsification, and to the court to correct the record. This proposed rule includes timelines for notifications to be completed therefore county departments will need to conduct training of relevant staff to ensure compliance with established timelines when the rule is adopted.

Depending on the breadth and depth of the suspected falsification reviews of the county staff person's current and prior workload may need to be conducted by the county department, DCW, and/or ARD. These reviews may result in additional notifications and possibly safety concerns that need to be reassessed by the county department. Reassigned workload to reassess for safety issues may impact other county caseworker staff who have to take on those additional assignments.

Because we currently do not have a rule requiring county departments to notify the CDHS' Division of Child Welfare of confirmed incidents of falsification, it is an educated guess to know how many people will be impacted. In one recent 6-month period, the DCW was made aware of 11 suspected incidents of falsification in 9 counties which led to multiple additional reviews of the staff person's workload uncovering additional suspected incidents that were in turn noticed to local law enforcement.

The short and long-term impacts of this rule are to better understand how frequently counties are confirming incidents of falsification, what the types of falsification of public records occur, and identify any outstanding safety issues that need to be addressed. Another long-term impact of this rule is to build consistency in the child welfare system's response to county staff members violating § 18-8-114(1)(a), C.R.S. while also deterring people from doing so.

3. Fiscal Impact

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*For each of the categories listed below explain the distribution of dollars; please identify the costs, revenues, matches or any changes in the distribution of funds even if such change has a total zero effect for any entity that falls within the category. If this rule-making requires one of the categories listed below to devote resources without receiving additional funding, please explain why the rule-making is required and what consultation has occurred with those who will need to devote resources. **Answer should NEVER be just “no impact” and should include “no impact because....”***

State Fiscal Impact (Identify all state agencies with a fiscal impact, including any Colorado Benefits Management System (CBMS) change request costs required to implement this rule change)

DCW and ARD staff capacity for in-depth record reviews when a county department notifies DCW of confirmed incidents of falsification of a public record in the Comprehensive Child Welfare Information System known as Trails.

County Fiscal Impact

County departments may also face a staff capacity issue for record reviews in Trails, and any subsequent re-assignment of the suspected staff person’s workload of assessments and/or cases. The county departments have expressed there are potential fiscal impacts to counties in the future including additional legal costs.

Federal Fiscal Impact

No impact is identified unless a suspected incident of falsification involves for example IV-E eligibility determination. None with specific Federal impact have been noticed to the DCW.

Other Fiscal Impact (such as providers, local governments, etc.)

If the confirmed incident(s) of falsification of a public record in violation of § 18-8-114(1)(a), C.R.S. requires the court record to be corrected for court-involved cases, then there may be a fiscal impact if it results in court proceedings being delayed.

4. Data Description

List and explain any data, such as studies, federal announcements, or questionnaires, which were relied upon when developing this rule?

The Division of Child Welfare began a centralized tracking sheet in 2023 of any notifications from county departments of confirmed incidents of falsification. This allows the DCW to know over any given period how many counties have voluntarily reported an incident of falsification. For these reported confirmed incidents the DCW also pulled a complete workload history from Trails for the county staff person and co-reviewed the workload with the county department to determine the scope of any additional reviews.

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5. Alternatives to this Rule-making

Describe any alternatives that were seriously considered. Are there any less costly or less intrusive ways to accomplish the purpose(s) of this rule? Explain why the program chose this rule-making rather than taking no action or using another alternative. Answer should NEVER be just “no alternative” answer should include “no alternative because...”

Over the past few years, there has been media attention on some high-profile incidents of falsification of Child Welfare records by county caseworkers that called into question how often this happens. Because counties were not required per Code of Colorado Regulations Volume VII to notify the Division of Child Welfare this question remained unanswered for Colorado’s Child Welfare System which in turn can impact the public’s trust.

The rule writing workgroup met from August 2022 through February 2024, and early on the workgroup focused on the various ways across the state county departments become aware of suspected falsification and what is done to confirm those suspicions. It was clear in that information gathering process and discussions that responses to suspected falsification varied across county departments and the DCW was not sufficiently aware of the breadth and depth of suspected violations of § 18-8-114(1)(a), C.R.S.

While alternatives such as adding requirements to Volume I were briefly discussed, it seemed most effective and efficient to add additional rule language about falsification to the section of Volume 7.601.8 that already outlines “county responsibilities to report fraud – recover monies owed”. No additional alternatives were identified other than not having a social services administrative rule at all regarding this area of issue.

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OVERVIEW OF PROPOSED RULE

Compare and/or contrast the content of the current regulation and the proposed change.

Rule section Number	Issue	Old Language	New Language or Response	Reason / Example / Best Practice	Public Comment No / Detail
7.000	<i>Incorrect Statutory Reference</i>	<i>Section 26.5.103 C.R.S.</i>	<i>Section 26.5-101(3) C.R.S.</i>		
7.601.8		COUNTY RESPONSIBILITIES TO REPORT FRAUD – RECOVER MONIES OWED	AND REPORT FALSIFICATION	Add falsification to the section that already exists in Volume VII regarding county responsibilities to report fraud.	
7.601.81 (A)		N/A	<p>The Colorado Department of Human Services shall maintain a written protocol regarding the quality assurance process when the Division of Child Welfare is notified by a county department of a confirmed incident of falsification. The Colorado Department of Human Services shall notify the county departments each time the written protocol is updated.</p> <p>A confirmed incident of falsification is an incident that was found to be substantiated after an investigation by the county department where the county department establishes by a preponderance of the evidence, that a person knowingly or intentionally made a</p>	<p>Create equitable responsibilities for both CDHS and county departments regarding maintaining a written protocol and notice when the protocol is updated.</p> <p>Establish a definition of “confirmed incident” of falsification to provide clarity on what threshold must be met through an investigation.</p>	

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			false entry in or falsely altered information in the Comprehensive Child Welfare Information System known as Trails.		
7.601.81 (B)		N/A	Pursuant to section § 18-8-114(1)(a), C.R.S., it is a crime in Colorado to falsely alter a public record. County departments have personnel policies adopted by their governing bodies, which details when to take disciplinary action against alleged perpetrating employees that have potentially violated policy or law. The Colorado Department of Human Services, unless otherwise provided by law, cannot interfere with the county department's personnel policies when pertaining to disciplinary actions.	Cite the Colorado Revised Statute regarding the criminal element of falsifying a public record such as in the Comprehensive Child Welfare Information System known as Trails.	
7.601.81 (B, 1)		N/A	However, in instances of falsification of a public record (such as in the Comprehensive Child Welfare Information System known as Trails), the county must follow its written protocol to determine whether there was a confirmed incident of falsification and take appropriate action pursuant to that protocol.		

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7.601.81 (C)		N/A	County departments shall maintain a written protocol regarding a quality assurance and investigatory process to monitor for falsification of information in the Comprehensive Child Welfare Information System in violation of section § 18-8-114(1)(a), C.R.S. The county department shall submit its written protocol to the Colorado Department of Human Services' Division of Child Welfare for review, and submit it again each time the written protocol is updated.	Create equitable responsibilities for both CDHS and county departments regarding maintaining a written protocol and notice when the protocol is updated.	
7.601.81 (C, 1)		N/A	If a county department places an employee on administrative leave or temporary suspension for the purpose of investigating a suspected incident of falsification, then the county department shall request the suspension of 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.	This is to prevent the county staff person from continuing to have access to the Comprehensive Child Welfare Information System known as Trails where the alleged falsification of a public record occurred.	
7.601.81 (D)		N/A	As the certifying entity for child welfare workers pursuant to § 26-5-109, C.R.S., and as outlined in 12 CCR 2509-7 at section 7.603, the	Clarifies for county departments their responsibility to notify the Division of Child	

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			Colorado Department of Human Services directs the county department to notify the Division of Child Welfare when there has been a confirmed incident of falsification in accordance with the Colorado Department of Human Services' authority under § 26-1-118(2), C.R.S. within three (3) working days.	Welfare in what timeframe, and the statutory authority for the Division of Child Welfare to have awareness of county personnel related issues.	
7.601.81 (E)		N/A	County departments shall refer, within ten (10) working days, to the appropriate investigatory agency or the district attorney, any confirmed incident which may be a fraudulent act by a staff member in violation of § 18-8-114(1)(a), C.R.S.	Clarifies the timeframe to complete additional notifications.	
7.601.81 (F)		N/A	County departments shall correct the Comprehensive Child Welfare Information System record and make notice of such corrections in accordance with rule and law to those individuals who are the subject of the falsification. The notice to those individuals who are the subject of the falsification shall be documented by the county department in the Comprehensive Child Welfare Information System.	Directs the county department to correct information and where to document the corrections.	
7.601.81 (G)		N/A	For cases that are court involved, and the county department has legal authority to provide	Directs the county department to correct	

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			information, the county department shall make notice to the court of the corrected record. The notice to the court of the corrected record shall be documented by the county department in the Comprehensive Child Welfare Information System.	information and where to document the corrections.	
7.601.81 (H)		N/A	The referral to the appropriate investigatory agency or the district attorney shall be documented by the county department in the staff member's personnel record.	Directs the county department where to document information.	

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STAKEHOLDER COMMENT SUMMARY

Development

The following individuals and/or entities were included in the development of these proposed rules (such as other Program Areas, Legislative Liaison, and Sub-PAC):

Child Welfare Sub-PAC approved a time-limited rule writing workgroup that met regularly from August 2022 through February 2024. The following agencies participated in the rule writing workgroup:

- Division of Child Welfare
- Administrative Review Division
- Child Welfare Training System (Kempe)
- Office of Adult, Aging and Disability Services
- Office of the Child Protection Ombudsman
- Office of the Child’s Representative
- Office of the Respondent Parents’ Counsel
- County Departments of Human/Social Services

This Rule-Making Package

The following individuals and/or entities were contacted and informed that this rule-making was proposed for consideration by the State Board of Human Services:

- Child Welfare Sub-PAC members (CW Sub-PAC)
- CW Sub-PAC’s Child Protection Task Group
- CW Sub-PAC’s Permanency Task Group
- CW Sub-PAC’s Training Steering Committee
- Colorado Human Services Directors’ Association members

Other State Agencies

Are other State Agencies (such as HCPF or CDPHE) impacted by these rules? If so, have they been contacted and provided input on the proposed rules?

Yes No

If yes, who was contacted and what was their input?

All of the following individuals from other state agencies participated in the rule-writing workgroup, therefore they were able to provide their input directly as the rules were being drafted and discussed.

Marc Mackert with the Administrative Review Division - wanted to ensure the review process of current and past records at risk of falsification by a county staff person is consistent.

Melanie Jordan and Shawna Geiger with the Office of the Respondent Parents’ Counsel - wanted to ensure that county departments would be required to notify the parent(s) of any falsification of records.

Amanda Penington with the Office of the Child Protection Ombudsman - wanted to ensure the Division of Child Welfare is considering the consequences to a caseworker’s certification if they falsify a record.

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Cara Nord with the Office of the Child’s Representative - wanted to ensure legal representatives of children and youth in court involved cases are notified when a county department confirms falsification.

Stefanie Woodard with the Office of Adult, Aging and Disability Services - wanted to be aware of what child welfare would do regarding suspected falsification to align in the future with adult protection.

Erika Friedlander with the Office of the Attorney General - provided a review and consultation on the recommended rules drafted by the rule writing group.

Sub-PAC

Have these rules been reviewed by the appropriate Sub-PAC Committee?

Yes No

Name of Sub-PAC	Child Welfare		
Date presented	Child Welfare: March 7, 2024		
What issues were raised?	<p>As the rule writing workgroup continued to draft and revise these proposed rules, the Child Welfare Sub-PAC was regularly kept informed of the progress. At the February 8, 2024, Sub-PAC meeting an in-depth presentation was provided and the Sub-PAC members provided feedback that was incorporated into the final draft of the rules presented for a vote on March 7, 2024.</p> <p>The feedback from the February 8th Sub-PAC meeting included questions about what the Division of Child Welfare (DCW) would be once notified by county departments of confirmed incidents of falsification. DCW shared our internal draft response protocol with the members of Sub-PAC. Additional feedback was provided regarding county responsibilities to maintain a written protocol and whether or not DCW would collect those protocols from all counties.</p> <p>The rule writing workgroup met for a final time on February 15, 2024, and reviewed the feedback from the Child Welfare Sub-PAC. At the March 7th Sub-PAC meeting the final draft of the rules was presented for a vote and before the vote occurred there was additional discussion and a few additional edits to the proposed rules. The additional edits included adding the language “The Colorado Department of Human Services shall notify the county departments each time the written protocol is updated.”; adding the term “intentionally” to the definition of a confirmed incident of falsification; and, adding clarifying language of where notices by the county department would be documented.</p>		
Vote Count	<i>For</i>	<i>Against</i>	<i>Abstain</i>
	Unanimous	None	None

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If not presented, explain why.			

PAC

Have these rules been approved by PAC?

Yes No

Date presented	Will be presented on April 4, 2024		
What issues were raised?			
Vote Count	<i>For</i>	<i>Against</i>	<i>Abstain</i>
	TBD		
If not presented, explain why.	Scheduled to be on consent agenda in April		

Other Comments

Comments were received from stakeholders on the proposed rules:

Yes No

If "yes" to any of the above questions, summarize and/or attach the feedback received, including requests made by the State Board of Human Services, by specifying the section and including the Department/Office/Division response. Provide proof of agreement or ongoing issues with a letter or public testimony by the stakeholder.

Stakeholder feedback was provided during two sessions:

Child Protection Task Group on February 16, 2024 - an issue was raised about what DCW could do regarding revoking a caseworker or casework supervisor's certification when a county department provides notice of a confirmed incident of falsification.

Permanency Task Group on March 8, 2024 - a request was made to offer better training to new county casework staff hires when they are going through the certification process to help prevent falsification.

7.601.8 COUNTY RESPONSIBILITIES TO REPORT FRAUD - RECOVER MONIES OWED AND REPORT FALSIFICATION

7.601.81 PROTOCOL AND NOTIFICATION REQUIREMENTS FOR FALSIFICATION

- A. THE COLORADO DEPARTMENT OF HUMAN SERVICES SHALL MAINTAIN A WRITTEN PROTOCOL REGARDING THE QUALITY ASSURANCE PROCESS WHEN THE DIVISION OF CHILD WELFARE IS NOTIFIED BY A COUNTY DEPARTMENT OF A CONFIRMED INCIDENT OF FALSIFICATION. THE COLORADO DEPARTMENT OF HUMAN SERVICES SHALL NOTIFY THE COUNTY DEPARTMENTS EACH TIME THE WRITTEN PROTOCOL IS UPDATED.

A CONFIRMED INCIDENT OF FALSIFICATION IS AN INCIDENT THAT WAS FOUND TO BE SUBSTANTIATED AFTER AN INVESTIGATION BY THE COUNTY DEPARTMENT WHERE THE COUNTY DEPARTMENT ESTABLISHES BY A PREPONDERANCE OF THE EVIDENCE, THAT A PERSON KNOWINGLY OR INTENTIONALLY MADE A FALSE ENTRY IN OR FALSELY ALTERED INFORMATION IN THE COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM KNOWN AS TRAILS.

- B. PURSUANT TO SECTION § 18-8-114(1)(A), C.R.S., IT IS A CRIME IN COLORADO TO FALSELY ALTER A PUBLIC RECORD. COUNTY DEPARTMENTS HAVE PERSONNEL POLICIES ADOPTED BY THEIR GOVERNING BODIES, WHICH DETAILS WHEN TO TAKE DISCIPLINARY ACTION AGAINST ALLEGED PERPETRATING EMPLOYEES THAT HAVE POTENTIALLY VIOLATED POLICY OR LAW. THE COLORADO DEPARTMENT OF HUMAN SERVICES, UNLESS OTHERWISE PROVIDED BY LAW, CANNOT INTERFERE WITH THE COUNTY DEPARTMENT'S PERSONNEL POLICIES WHEN PERTAINING TO DISCIPLINARY ACTIONS.

1. HOWEVER, IN INSTANCES OF FALSIFICATION OF A PUBLIC RECORD (SUCH AS IN THE COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM KNOWN AS TRAILS), THE COUNTY MUST FOLLOW ITS WRITTEN PROTOCOL TO DETERMINE WHETHER THERE WAS A CONFIRMED INCIDENT OF FALSIFICATION AND TAKE APPROPRIATE ACTION PURSUANT TO THAT PROTOCOL.

- C. COUNTY DEPARTMENTS SHALL MAINTAIN A WRITTEN PROTOCOL REGARDING A QUALITY ASSURANCE AND INVESTIGATORY PROCESS TO MONITOR FOR FALSIFICATION OF INFORMATION IN THE COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM IN VIOLATION OF SECTION § 18-8-114(1)(A), C.R.S. THE COUNTY DEPARTMENT SHALL SUBMIT ITS WRITTEN PROTOCOL TO THE COLORADO DEPARTMENT OF HUMAN SERVICES' DIVISION OF CHILD WELFARE FOR REVIEW, AND SUBMIT IT AGAIN EACH TIME THE WRITTEN PROTOCOL IS UPDATED.

1. IF A COUNTY DEPARTMENT PLACES AN EMPLOYEE ON ADMINISTRATIVE LEAVE OR TEMPORARY SUSPENSION FOR THE PURPOSE OF INVESTIGATING A SUSPECTED INCIDENT OF FALSIFICATION, THEN THE COUNTY DEPARTMENT SHALL REQUEST THE SUSPENSION OF 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.

- D. AS THE CERTIFYING ENTITY FOR CHILD WELFARE WORKERS PURSUANT TO § 26-5-109, C.R.S., AND AS OUTLINED IN 12 CCR 2509-7 AT SECTION 7.603, THE COLORADO DEPARTMENT OF HUMAN SERVICES DIRECTS THE COUNTY DEPARTMENT TO NOTIFY THE DIVISION OF CHILD WELFARE WHEN THERE HAS BEEN A CONFIRMED INCIDENT OF FALSIFICATION IN ACCORDANCE WITH THE COLORADO DEPARTMENT OF HUMAN SERVICES' AUTHORITY UNDER § 26-1-118(2), C.R.S. WITHIN THREE (3) WORKING DAYS.
- E. COUNTY DEPARTMENTS SHALL REFER, WITHIN TEN (10) WORKING DAYS, TO THE APPROPRIATE INVESTIGATORY AGENCY OR THE DISTRICT ATTORNEY, ANY CONFIRMED INCIDENT WHICH MAY BE A FRAUDULENT ACT BY A STAFF MEMBER IN VIOLATION OF § 18-8-114(1)(A), C.R.S.
- F. COUNTY DEPARTMENTS SHALL CORRECT THE COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM RECORD AND MAKE NOTICE OF SUCH CORRECTIONS IN ACCORDANCE WITH RULE AND LAW TO THOSE INDIVIDUALS WHO ARE THE SUBJECT OF THE FALSIFICATION. THE NOTICE TO THOSE INDIVIDUALS WHO ARE THE SUBJECT OF THE FALSIFICATION SHALL BE DOCUMENTED BY THE COUNTY DEPARTMENT IN THE COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM.
- G. FOR CASES THAT ARE COURT INVOLVED, AND THE COUNTY DEPARTMENT HAS LEGAL AUTHORITY TO PROVIDE INFORMATION, THE COUNTY DEPARTMENT SHALL MAKE NOTICE TO THE COURT OF THE CORRECTED RECORD. THE NOTICE TO THE COURT OF THE CORRECTED RECORD SHALL BE DOCUMENTED BY THE COUNTY DEPARTMENT IN THE COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM.
- H. THE REFERRAL TO THE APPROPRIATE INVESTIGATORY AGENCY OR THE DISTRICT ATTORNEY SHALL BE DOCUMENTED BY THE COUNTY DEPARTMENT IN THE STAFF MEMBER'S PERSONNEL RECORD.