

**Huerfano County Department of Human Resources
Policy and Procedure**

Policy Title: Falsification of Documentation Policy	Effective Date: 09/18/2024 Revision Date:
Policy Program Area Child Welfare Adult Protection	Authorizing Signature

Purpose

To establish clear processes and expectations around falsification of documentation and to ensure contacts with children, at-risk adults, and families are documented accurately and with integrity into statewide databases (Trails and CAPS).

Definitions

CAPS- Colorado Adult Protective Services System

Trails- Colorado Child Protective Services System

Policy

Huerfano County Department of Human Services believes that documentation concerning contacts with children, at-risk adults, and families must be documented accurately and in a timely manner. Falsifying documentation will result in disciplinary action to include termination and may be reported to law enforcement and/or the District Attorney for the filing and prosecution of criminal charges.

Any Huerfano County Department of Human Services employees who become aware of suspected or confirmed falsification of casework shall report the matter to their direct supervisor, immediately. If their supervisor is unavailable for any reason, they shall notify another supervisor or the director.

Procedure

1. Upon a suspected incident of falsification of documentation, the supervisor will notify the director. If the employee is unable to report to their supervisor, they should report directly to the director.
2. The staff person will be placed on paid administrative leave so the incident(s) can be thoroughly investigated. This will include a suspension of their email and access to their respective databases (CAPS/Trails) not to last longer than 10 business days.

3. The worker's entire caseload will be reviewed and quality assurance will be completed by the supervisor on all assessments and cases to include both open and closed cases. All supervision notes shall be reviewed as well.
4. Once an incident of falsification is confirmed, the HCDHS director will notify the appropriate state level partners and will refer the case to the District Attorney within 10 business days.
 - a. Following the confirmation of falsification, the employee shall be immediately terminated and the entire unit will receive refresher training on documentation.
 - b. Following the confirmation that no falsification took place, the employee shall return to regular duties and the entire unit will receive refresher training on documentation.
5. The unit supervisor will go into the falsified note and make an addendum but will not delete the original record. This will allow accurate information to be captured.
6. The unit supervisor will notify all parties including judges, attorneys, families, children over 12 years old, and other impacted parties of the falsification.

Prevention Efforts

1. Supervisors shall conduct pre-audits for foster/kin reviews, and shall conduct assessment reviews and audits at least quarterly.
2. Each team will have a peer review process to ensure quality and consistency of work is maintained.
3. Supervisors shall meet with each staff member at least once per month for a detailed discussion of each case.
4. Supervisors and the entire team will regularly monitor for signs of worker fatigue, burnout, and missed deadlines as well as other predictive behavior for falsification.
5. Supervisors must accompany workers at least twice per year on field work and phone calls.