IAIU File Structure Protocol

- IAIU case recording is maintained electronically in the NJ SPIRIT on-line application.
- Maintain the original "paper" file in IAIU Central Office (for Substantiated reports); keep a copy at the Regional Office.
- Maintain the original "paper" file in the Regional Office that conducted the investigation (for Unfounded reports). Forward a copy to Central Office.
- Every case file has a tab attached to the folder to identify the file.
  Type the following information on the tab:
  - Facility Name
  - IA Number/NJS Incident Number
  - Child's Name
  - Date of Report to/from SCR
- Maintain files in clasping folders, organized by the Investigator in reverse chronological order.

Clasping Points (6)

1. **CPS Allegations/Findings**
   a. Screening Summary (DCF Form 1-1)
   b. Good Faith Efforts
   c. Findings
   d. Process Log
2. **Finding Letters/Memos (including attachments)**
   a. IAIU Finding Determination Letters/Memos
   b. Police Letters (for substantiated reports)
3. **Interviews/Incident Reports/Contact Activity Notes**
   a. Child Victim(s)
   b. Witnesses
   c. Alleged Perpetrator(s)
   d. Collaterals
   e. Facility Administrator
   f. Parent(s)
   g. Critical Incident Report
4. **Medical Documentation**
5. **Law Enforcement**
   a. Prosecutor
   b. Police Involvement
6. **Correspondence/Print Outs/Other**
   a. Forms
   b. Policies and procedures related to agency/facility involved

Pockets (2)

1. **Photos**
2. **Supervisor Notes**
   a. Supervisor Conference Form
   b. Supervisor e-mails