



Clark County Family Services

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Clark County Department of Family Services Policy and Procedures

SUBJECT:

Institutional Investigations and Licensing Complaints

Effective Date	Amendment Number	Amendment Effective Date
July 27, 2015	2	February 1, 2025

SCOPE:

Screening and investigating reports of institutional abuse or neglect in institutions or facilities. Conducting investigations of licensing complaints involving the Clark County Family Services (CCFS)-licensed facilities.

SPECIFIC LEGAL and OTHER REFERENCES:

Child Fatality and-or Near Fatality Common Policy Element

[DCFS FPO 0901- Investigating Child Abuse and Neglect in Residential Institutions and Foster Care Licensing Violations](#)

[DCFS FPO 0901A – Residential Institutions for Children in Nevada](#)

Intake Policy and Procedures

[NAC 424](#)

[NAC 432B](#)

[NRS 62A](#)

[NRS 424](#)

[NRS 432A](#)

[NRS 432B](#)

[NRS 433](#)

[NRS 433B](#)

[NRS 449](#)

[NRS 654](#)

PROGRAMS IMPACTED:

Intake

Licensing Investigations

Nevada Initial Assessment

Permanency

Placement

SUMMARY OF CHANGES:

Clarifies the types of institutions and facilities eligible for investigation, and notification requirements.

DEFINITIONS:

For a list of acronyms and a glossary of terms used throughout CCFS refer to Acronyms and Glossary located on DFSNet.

Person Responsible for a Child's Welfare: Pursuant to NRS 432B.130, any person responsible for a child's welfare including the child's parent, guardian, a stepparent with whom the child lives, an adult person continually or regularly found in the same household as the child, a public or private home, institution or facility where the child actually resides or is receiving care outside of the home for all or a portion of the day, or a person directly responsible or serving as a volunteer for or employed by such a home, institution or facility.

Staff must be aware of and follow policies and procedures relevant to their program area.

FORMS, PUBLICATIONS, AND INSTRUCTIONAL (FPI) DOCUMENTS:

Contact Sheet for Institutional Investigation and Licensing Complaints (FPI Library)

Licensing Complaint Referral Report (in UNITY)

Notice of Action – Notice of Revocation (maintained by RDS)

Notice of Child Protective Services Institutional Report Disposition (CPS Institutional Closure Letter in UNITY)

Notification of Substantiation and Right of Administrative Appeal (in UNITY)

Required Action Plan (in UNITY)

[Residential Institutions for Children in Nevada](#) (DCFS Document)

POLICY:

- A. The Clark County Family Services (CCFS) receives and investigates reports of abuse and/or neglect involving children residing in residential institutions. Residential institutions include:
1. Foster Homes
 - a. Family foster homes (NRS 424.013)
 - b. Foster home (NRS 424.014)
 - c. Group foster homes (seven [7] to fifteen [15] beds- NRS 424.015)
 - d. Specialized foster homes (NRS 424.018)
 2. Child Care Institutions
 - a. Childcare institutions (sixteen [16] or more beds- NRS 432A.0245)
 - b. Outdoor youth programs (NRS 432A.028)
 3. Hospitals
 - a. Hospitals (NRS 449.012)
 - i. Children must be admitted to the hospital for a report to be screened in.
 - b. Psychiatric hospitals (NRS 449.0165)
 - c. Residential facility for groups (NRS 449.017)
 4. Facilities for Mental Health and Developmental Services
 - a. Division facility (NRS 433.094 and NRS 433B.070)
 - b. Mental health center (NRS 433.144)
 5. Juvenile Detention Facilities
 - a. Local facility for the detention of children (NRS 62A.190)
 - b. Regional facility for the detention of children (NRS 62A.280)
 - c. State facility (NRS 62A.330)
 6. Convalescent Homes
 - a. Facilities for intermediate care (NRS 654.025)
 - b. Skilled nursing facilities (NRS 449.0039)
 7. Drug and Alcohol Abuse Treatment Facilities
 - a. Treatment facility (NRS 62A.340)
 - b. Facility for the treatment of abuse of alcohol or drugs (NRS 449.00455)
- B. CCFS receives and investigates reports of abuse and/or neglect involving homes, institutes or facilities where a child receives care outside of the home for a portion of the day. This includes:
- a. Child Care Facility (NRS 432A.024, also known as Day care)
- C. CCFS receives licensing complaints involving residential institutions that are licensed by CCFS. CCFS conducts assessments of licensing complaints and implements a Required Action Plan when licensing concerns are found.
- D. When institutional investigations involve a child already in CCFS custody, Licensing Investigators attempt to conduct assessment activities jointly with the child's assigned Permanency and/or Nevada Initial Assessment (NIA) Specialist.

- E. The Licensing Investigator is responsible for making the findings regarding the nature and extent of the maltreatment except with cases involving sexual abuse and child fatality/near fatality. In the case of sexual abuse or child fatality/near fatality, the NIA Specialist is responsible for all NIA activities.

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Clark County Family Services

January 15, 2025

Approved Date