

Department of Human Services
Office of Program Integrity and Accountability
Investigative Resource Unit
Investigation Checklist

Action/Document	Needed	Obtained
Secure Evidence		
Obtain photographs taken at time of injury-verify and document date/time pictures were taken		
Obtain additional photographs of injury to alleged victim (When possible, utilize ruler in photograph to show size of injury)		
Obtain photographs of location where allegation(s) occurred		
Diagram of scene		
Obtain physical evidence or photographs of evidence, i.e., Object/instrument (belt, cup, pot, etc.), equipment in need of repair, neglect –specify:		
Secure/obtain video evidence (determine how long video is available; live feed, availability of audio)		
Written statements taken at time of incident		
Other, specify:		
Identify Potential Witnesses		
Determine all individuals in the area/residence during shift when incident allegedly occurred		
Identify all individuals residing in the home or all individuals served at a day program		
Identify all staff on shift – consider prior shifts		
Identify other potential witnesses		
Other, specify:		
Investigation Notification		
Guardian-Ensure guardian was notified of the incident		
Law enforcement-If required per coding or required by the Department of Human Services-Ensure notification was made		
Other, specify:		
Interviews		
Alleged Victim		
Direct Eye Witnesses		
Collaterals		
Alleged Perpetrator		
Agency Administration		
Other, specify		
Relevant Documents to Obtain/Review/Summarize		
AV Background Information		
Individual Service Plan (ISP) __ General Description section __ Guardianship Status section __ Supervision section __ Medical section __ Financial section __ Other, specify:		
Inter-Disciplinary Team (IDT) Meeting notes		
Behavior Support or Modification Plan (BSP)		
Adaptive Behavior Summary/ Health Safety Risk Summary (ABS/HSRS)		
Day program records		
Body check document		
Other, specify		

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Medical Documentation		
Hospital records (Admission/Discharge summaries)		
Medical visits		
Physician orders / Prescriptions		
Medical reports		
Medication Administration Record (MAR)		
911 Transcript		
Other, specify:		
Financial Records (For Financial Exploitation cases)		
Client Account Record/Financial Ledger(s)		
Bank statements		
Purchase receipts		
Documentation of restitution		
Other, specify:		
Agency Records		
Group home logs-daily/critical information		
Staff schedule		
Staff sign-in sheets/time records		
Vehicle logs		
Other, specify:		
Policies/Training Records		
Policy and procedures, specify policy name(s):		
Training records: <input type="checkbox"/> Danielle's Law <input type="checkbox"/> Preventing Abuse, Neglect & Exploitation Medication Training <input type="checkbox"/> First Aid/CPR <input type="checkbox"/> Stephen Komninos' Law		
Other, specify:		
Other Documents/Actions Taken		
Police report		
Immediate actions		
Corrective actions		
Preventative actions		
Other, specify:		
Conclusion		
Analyze the evidence (physical, documentary, testimonial)		
Is there a preponderance of evidence to substantiate or unsubstantiated each allegation?		
When writing the conclusion describe each piece of evidence that supports the findings		
Ensure findings are written for each allegation and event code		
Additional Instructions:		