

Standard 1.1.1 (5) Prior Contact Checks

Standard	The intake worker conducts a prior contact check through CFSIS, the Intake Module and agency records to determine if a person or family is known to the system or agency or there is an open or closed case.
Intent	In addition to the presenting situation, agency records and databases are searched to determine whether or not there are additional grounds to believe that a child may be in need of protection based on the nature of past or present contact with a child welfare agency.
Practice Notes <i>Suggested best practice</i>	If you are doing a Prior Contact Check, it is advisable to use the Intake Module or CFSIS Prior Contact Check (PCC) window as opposed to the "Search for Person" window, as the PCC will give you a list of the best possible matches. This is particularly important if you do not have, or are unsure of, the correct spelling of a name.