

**COMPREHENSIVE ASSESSMENT PLANNING MODEL – I.S.  
SAFETY ASSESSMENT INSTRUCTIONS**

**GENERAL INFORMATION**

A Safety Assessment tool is a decision-making and documentation process conducted in response to a child abuse and/or neglect report, a dependency report or any other instances in which safety needs to be assessed throughout the life of a case. It is a point in time documentation of safety. The safety assessment documents the evaluation of safety factors or signs of present danger, past history, child vulnerability and family protective capacities to determine the necessary safety response.

The Safety Assessment tool shall be completed for:

- Intra-familial Child Abuse/Neglect Reports, including those which are Third Party
- Dependency Reports
- Stranger Danger Investigations

The Safety Assessment tool is optional for the all of the Intake Types under the Family in Need of Services Intake Category with the exception of Stranger Danger.

The Safety Assessment is completed on the family who is subject of the report. For the purpose of completion of the Safety Assessment, family includes the following individuals, as applicable:

- ACV(s)
- Siblings of ACV(s)
- The parent(s) or caretaker(s) of the ACV(s)
- Step/Half siblings of the ACV(s) living within the ACV's home
- Paramour of the parent/caretaker
- Children of the paramour residing in the home
- Other children residing in the home of whom the parent/caretaker has custody/guardianship
- A related or unrelated adult residing in the home who has routine responsibility for care of the ACV(s) and his/her sibling(s) (e.g., provides supervision or assists in meeting basic needs, such as feeding and/or bathing child)

“Others” residing in the home, but not included within the definition of family are other adults residing in the household who have no responsibilities for the care of the ACV(s) and his/her sibling(s) and/or other children residing in the home regardless of their parent/caretaker’s status or involvement in the report. These identified “others” will be interviewed and assessed but will not be listed as members of the family on the Safety Assessment. Instead, their presence and impact on the family will be recorded within the rationales in Section 2 of this tool.

To document the assessment of safety, at a minimum, the alleged child victim(s) and at least one of his/her caretakers must be interviewed face-to-face. The tool is completed within four (4) working days from the receipt of the report. If the initial attempt to make face-to-face contact is unsuccessful, the caseworker shall make an additional attempt within the first four (4) working days of the assessment/investigation. The requirement to see the ACV(s) and minimally, one caretaker face-to-face may be extended beyond the first four (4) working days if attempts to complete face-to-face contact have been unsuccessful and documented in the case record. If these attempts are unsuccessful, the caseworker shall continue to attempt face-to-face contact at least every five (5) working days until the child and minimally, one caretaker, is seen, or until the PCSA is required to make a case disposition. Once face-to-face contact is made with the ACV(s) and a caretaker, the Safety Assessment shall be completed the next working day.

If the tool cannot be completed within four (4) working days from receipt of the report, the caseworker must submit a request for the extension of the timeframe and the supervisor shall approve or disapprove the request by the end of the 4<sup>th</sup> working day.

A Safety Assessment can be waived if the case disposition is "Unable to Locate," "Family Moved- Unable to Complete Assessment/Investigation," or "Family Moved Out of County- Refer to Appropriate PCSA."

Completion of an additional Safety Assessment in response to a subsequent report of child abuse, neglect or dependency received during the assessment/investigative phase is dependent upon the time the subsequent report is received and whether the initial Safety Assessment has been completed. When a subsequent report is received within the first four (4) working days of an assessment/investigation, the assessment of safety in response to both reports may be documented on one Safety Assessment if:

- The caseworker conducted all required interviews to complete a Safety Assessment for both reports within four (4) working days as triggered by the receipt of the initial report.
- The Safety Assessment based upon the initial report was not complete (i.e., supervisor has not signed the initial assessment)

Another Safety Assessment is necessary if:

- All interviews necessary to complete a Safety Assessment on the subsequent report were not completed or were unresolved when the four (4) working day trigger of the initial report expired.
- If the initial Safety Assessment has been completed as evidenced by the supervisor's signature.

## **SAFETY ASSESSMENT INSTRUCTIONS**

Enter the case name, agency name, caseworker name, case number, date(s) report(s) received, type(s) of allegation(s), and report number(s).

### **Section 1: Identifying Information**

**List each child in the family and his/her date of birth. Indicate which child(ren) is/are the ACV(s). List parent(s) or caretaker(s) and other adult(s) in the family and their relationship to the child(ren). Identify the type(s) of contact(s) made with all members of the family.**

List the names and dates of birth of each child chronologically, oldest to youngest. Check the box identifying the alleged child victim(s). Enter the type of contact made with each child (face-to-face or telephone).

List the names of all adults in the family. Enter each adult's relationship to the child(ren). Enter the type of contact made with each adult (face-to-face or telephone).

If contact was not made with a child or adult in the family (excluding the ACV and one caretaker), do not enter a type of contact for that individual.

**For those adults and/or children in the family who were not contacted for the Safety Assessment, explain the next steps for contact.**

List the names of adult(s) and child(ren) who were not contacted and the plans to contact each individual. The plans should be specific, including when, how and with whom contact will be made.

If contact was made with everyone in the family, write N/A.

## **Section 2: Safety Factors**

**Mark the response to each safety factor and include a brief statement to support the response. The response should be made based on information available at the time of the Safety Assessment. A “YES” response would indicate there is some credible information to support the safety factor and a “NO” response would indicate there is a lack of credible information.**

Respond Yes or No to all 15 safety factors. An explanation is required for all responses, regardless if marked “Yes” or “No.” Responses should include information on how the information was obtained (e.g., statements, observations, etc.) and how the information supports the response.

“Other Persons Having Access” includes any individual residing in the home, not included within the definition of family. It also includes other individuals, related or unrelated, who have sanctioned access to a child (e.g., biological father, boyfriend, relative, or friend who resides outside the home.)

If information regarding a particular safety factor is currently unknown or incomplete, a “No” response should be indicated. Include in that response the reasons that this information may be unknown or incomplete.

**Describe, if necessary, the plans for further assessment of any unknown information regarding any safety factors.**

Identify any safety factor for which there is currently unknown or incomplete information. Describe plans to obtain this information for further assessment. The plans should be specific, including who needs to be interviewed and when he/she will be interviewed.

Write N/A if all the safety factors were assessed.

## **Section 3: Historical Information**

**Describe if the caretaker or other person having access to the child has or may have previously seriously abused or neglected a child. Also describe if any child in the family has previously been seriously abused and/or neglected.**

Discuss any history whereby the parent, caretaker or any person who has access to the child has seriously abused and/or neglected a child. Also, include the history of any child who has been seriously abused and/or neglected in the past.

## **Section 4: Child Vulnerability**

**Describe how each child’s age, physical, intellectual and social development, emotional/behavioral functioning, role in the family and ability to protect him/herself contribute to or decrease the likelihood of serious harm.**

Describe each child’s ability to avoid, negate or alter the impact of threats of harm to him/herself. Include in this description each child’s age, physical, intellectual and social development, emotional/behavioral functioning, role in the family and ability to protect him/herself.

## **Section 5: Protective Capacities**

**What strengths and resources does the family have that can reduce, control and/or prevent threats of serious harm? How does the family utilize these protective capacities to ensure child safety? Include the consideration of each caretaker’s cognitive, emotional and behavioral abilities available to protect a child.**

Discuss whether a family has any strengths and resources available that reduce, control and/or prevent threats of serious harm from arising or having an unsafe impact on the child. Discuss how each caretaker utilizes these protective capacities, including how he/she demonstrates an understanding of the need to protect the child and the willingness to do so. Consider the cognitive, behavioral and emotional abilities of each caretaker available to protect a child. Describe each caretaker's awareness of resources available to keep the child safe.

## **Section 6: Safety Response**

**Check the appropriate safety response box below. This decision should be based on the assessment of all available information related to the identified safety factors, vulnerabilities of the child(ren) and family's protective capacities.**

Select the appropriate Safety Response box. More than one safety response can be chosen. A "Safe" response cannot be selected unless all children are assessed as safe.

**"Safe"**- for all children assessed, there are no current active safety threats present or the protective capacities of the family are controlling any identified threats. Safety interventions are not needed at this time.

**"In-Home Safety Plan"**- for at least one child, the protective capacities of the family cannot manage current active safety threats. A written safety plan will be developed to provide interventions/services necessary to immediately protect the child(ren) while the child(ren) remains in the home.

**"Out-of-Home Safety Plan"**- for at least one child, the protective capacities of the family cannot manage current active safety threats. A written safety plan will be developed to provide interventions/services necessary to immediately protect the child(ren) while the child(ren) is voluntarily placed out of the home (e.g., with relative/kin). With this type of safety plan, custody of the child(ren) remains with the parent/caretaker.

**"Legally Authorized Out-of-Home Placement"**- for at least one child, the protective capacities of the family cannot manage current active safety threats. The children are legally removed from the home and custody is given to the PCSA or relative/kin. A written safety plan is not required to be completed. Court motions, entries and complaint will provide justification of how this safety response will immediately protect the child(ren).

**If more than one safety response is indicated, explain to whom each safety response applies and why. If a safety response is needed, identify any child not included in a safety plan or out-of-home placement and explain why their protection from immediate danger of serious harm is not necessary.**

If different safety responses are applied to different children in the family, explain to whom each safety response applies and explain why.

List the name of each child who is not included in the in-home or out-of-home safety plan or legally authorized out-of-home placement. Discuss the reason why his/her protection from immediate danger of serious harm is not necessary, including whether another safety intervention is already in place.

## **Section 7: Signatures**

The Safety Assessment is not complete until the Supervisor has reviewed, signed and dated the tool. Caseworker and Supervisor sign and date the tool by the 4<sup>th</sup> working day triggered from the date/time the PCSA accepted the report, unless an extension of the time frame has been approved by the supervisor.

Caseworker and Supervisor sign and date the tool where indicated.

**Supervisor Comments regarding the safety assessment, decision and/or plan (optional):**

Optional: Supervisor may provide comments in the space indicated.