

COMPREHENSIVE ASSESSMENT PLANNING MODEL – I.S. SAFETY PLAN FOR CHILDREN INSTRUCTIONS

GENERAL INFORMATION

A child is safe when there are no immediate threats of serious harm present or the protective capacities in the family can control any identified threats. A safety plan is required when the protective capacities of the family cannot control current active safety threats and safety interventions must be implemented. The safety plan identifies specific activities to secure the safety of the child(ren), the person(s) responsible for each activity, how the activities will control the identified safety threats, and how the plan will be monitored. NOTE: Completion of the JFS 01510 T is not required for a child whose safety response is legally authorized out of home placement.

The philosophy of the CAPMIS model is that the assessment of safety drives the development of the safety plan. The assessment of safety includes the identification of safety threats, child vulnerability, and protective capacities which specifies the need for a safety response. For reports of child abuse, neglect, or dependency, the assessment of safety is documented on the Safety Assessment tool. For "Family in Need of Services," a Safety Assessment shall be completed if through interviews with the family, it is determined that a safety plan is needed.

If, through the ongoing assessment of safety (e.g., through home visits and/or family contacts which are not done in conjunction with a child abuse/neglect report), a Safety Plan is required to be executed, the Safety Re-Assessment contained in the Case Review tool (Section 2A and B) will be completed. However, in this situation, nothing prohibits a caseworker from completing the Safety Assessment instead of the Safety Re-Assessment.

It is understood that because social work practice occurs in the field, the assessment of safety may result in the need to immediately execute a Safety Plan prior to documentation of the assessment of safety on the Safety Assessment or Safety Re-Assessment. In these instances, execution of a Safety Plan will precede the completion of the Safety Assessment or Safety Re-Assessment.

If an existing safety plan requires modification or is being discontinued, completion of a Safety Assessment or Safety Re-Assessment (Section 2A and B) is not required, although nothing prohibits one from completing either of these tools. If a Safety Assessment or Safety Re-Assessment is not completed, the justification for modifying or discontinuing an existing safety plan will be documented at the time of the Family Assessment or Case Review.

SAFETY PLAN GUIDELINES

Ensuring child safety is an ongoing process that begins at intake and continues through case closure. Safety plans are implemented to immediately control active safety threats. In order to determine the degree of intervention necessary to protect the child, consider the safety threats which were identified in the Safety Assessment or Safety Re-Assessment, the child's vulnerability, and the protective capacities of the family.

- The safety plan is a specific and concrete control strategy implemented immediately when a family's protective capacities are not sufficient to manage the immediate threats of serious harm to a child.

- The parents or caregivers are an integral part of the safety plan and should have a prominent role in its development and implementation.
- The safety plan should employ the least restrictive (least disruptive to the children) strategies possible while assuring the safety of the child.
- The safety plan should build on the protective capacities of the family and include community and extended family supports that are available or are already in place.
- The agency must continually evaluate the effectiveness of the safety plan.
- The safety plan can be terminated only when the child is no longer in immediate danger of serious harm or the protective capacities in the family can control any identified threats of serious harm to a child.
- Cases with an active safety plan cannot be terminated.

SAFETY PLAN INSTRUCTIONS

Enter the total number of pages where indicated.

Section 1: Identifying Information

Enter the case name, case number, date, caseworker, supervisor, and agency phone number.

Names of the child(ren) included in this safety plan

List the name(s) of all child(ren) who are included in the safety plan.

Names of the parent/guardian/custodian(s)

List the name(s) of the parent/guardian/custodian(s)

IMPORTANT INFORMATION ABOUT SAFETY PLANS

Parent/Guardian/Custodian(s) participating in the development of the safety plan must be informed of the "Important Information about Safety Plans" section. Parent/Guardian/Custodian(s) may either read this section of the safety plan or it may be read to them by the worker.

Enter contact information (worker name and telephone number) in the spaces indicated.

Parent(s)/Guardian(s)/Custodian(s) Initials:

Parent/Guardian/Custodian(s) participating in the safety plan must initial the appropriate line as to whether the parent/guardian/custodian(s) read the "Important Information About Safety Plans" section or the section was read to them. The worker must inform parent/guardian/custodian(s) that initialing this section means that they understand the terms of the safety plan.

9 Check here if Parent/Guardian/Custodian(s) provided verbal approval of the safety plan

The worker will check this box if the parent/guardian/custodian(s) was physically unavailable but provided verbal agreement of the safety plan. Worker will initial this section and write the date and time of when verbal approval was obtained.

The worker must obtain signature(s) of the parent/guardian/custodian(s) within 24 hours of safety plan implementation. If there are extenuating circumstances in which a parental signature cannot be obtained within 24 hours from verbal agreement, a five (5) working day extension may be requested. Attempts to gain signature on the safety plan may include home visits, office visits, phone contact to make arrangements or faxing of safety plan (e.g., parent is in jail and gave verbal approval of safety plan). Only one (1) extension can be granted.

If the PCSA does not obtain the signature of the parent/guardian/custodian within 24 hours from the verbal agreement and an extension of the timeframe is not approved or the five (5) working day extension expires, the safety plan cannot be continued and the PCSA shall explore alternative safety interventions.

Section 2: Safety Plan Activities (use additional pages as needed)

Enter the page number and total number of pages where indicated.

Enter Case Name.

Optional: enter the date of the most recent safety assessment.

Identify the safety threat(s) and serious harm from which the child(ren) needs protection.

Describe the specific acts or conditions that have created/are creating a threat of immediate and serious harm to the child(ren). Identify the person(s) responsible for the threat of harm.

ACTION STEP(S)

Describe specific activity(ies) necessary to protect the child(ren):

Identify the specific activity(ies) that must occur to control the safety threat and to keep the child safe. Each action step must specify the child(ren) to whom the action step applies.

Who will be responsible for the activity(ies)

Name Enter the name(s) of each person(s) responsible for carrying out the action step activity(ies).

Phone Enter the phone number(s) of or contact information for the responsible person(s).

Explain how each activity will control the occurrence of serious harm:

Explain how each safety plan activity will control immediate safety threats that place the child(ren) in danger of serious harm.

MONITORING PLAN

The PCSA is responsible to monitor safety plans to ensure that the action steps are controlling the identified safety threat(s). If an in-home safety plan is active, the caseworker must make weekly home visits with the family to monitor the safety plan. An out-of-home safety plan requires weekly contact with the children or the persons responsible for the action steps by either phone or face-to-face contact to monitor the safety plan. Face-to-face contact is also required every other week to monitor an out-of-home safety plan.

During the home visits the caseworker will, at a minimum, see all children involved and the persons responsible for the action steps identified on the Safety Plan. Others can assist in monitoring the Safety Plan. However, the caseworker must maintain frequent contact with this individual to ensure compliance with the Safety Plan activities. Others participating in monitoring the safety plan does not relieve the caseworker from the required home visits and contacts.

If the safety plan for the child(ren) is legally authorized out-of-home placement, including custody to a relative or an Agreement for Temporary Custody of Child, the caseworker would follow the guidelines for contact with the child(ren) and parent/guardian/custodian as outlined in Ohio Administrative Code (OAC).

How will the activity(ies) be monitored?

Describe what will occur to monitor compliance with the safety plan activities.

How often will the activity(ies) be monitored?

State how frequent the monitoring will occur.

Who will monitor the activity(ies)?

Describe who will complete the monitoring activities. The agency is responsible to ensure the safety plan is being enacted as written. If other agencies or individuals are participating in the monitoring plan, state how the caseworker will communicate with those agencies or individuals to ensure that the safety plan is controlling the safety threat(s).

Section 3: Signatures

The PCSA shall receive authorization for a Safety Plan from the ACV's parent(s), guardian(s), and/or custodian(s). If the ACV's parents are married, reside in the same household or there is a custody order for shared parenting, both parents must authorize the Safety Plan. However, in this situation, if one parent is unavailable (e.g., traveling or working out of town) to authorize the safety plan, the PCSA shall accept the available parent's authorization to implement the Safety Plan. Attempts shall be made to contact the unavailable parent to obtain agreement. The PCSA shall obtain the signature of the unavailable parent within 24 hours of availability.

Parent/Guardian/Custodian(s) and others participating in the safety plan must read or have the statement read to them confirming:

- they were able to ask questions about the safety plan,
- their questions were fully answered,
- they understand and agree to the terms of the safety plan, and
- they received a copy of the safety plan.

Obtain signatures and dates for each Parent/Guardian/Custodian and all other responsible person(s) named in an action step of the safety plan.

Each action step page must be signed by all identified responsible person(s). If a responsible person is unwilling to sign the applicable action step, that action step cannot be implemented.

A safety plan may be implemented if a parent/guardian/custodian who is unavailable to sign the safety plan grants verbal authorization. Their signature(s) must be obtained within 24 hours from the verbal agreement or an extension of five (5) working days must be requested and approved. Documentation of verbal agreement is on the first page of the safety plan.

When the responsible person(s) is unavailable to sign, the safety plan may be implemented with a verbal commitment that must be verified with a signature within one working day. A verbal commitment should be documented as such with specific date and time of the verbal commitment.

Notification to Discontinue or Modify the Safety Plan

All participants of the safety plan, including parent/guardian/custodian and responsible parties, should be notified in writing of the Safety Plan discontinuation within one (1) working day of the safety plan being discontinued. These parties may be notified verbally if the decision to discontinue the Safety Plan occurs during face-to-face contact with the parent/guardian/custodian. The verbal notification must be followed up in writing with one (1) working day.

The date the safety plan was discontinued and the date the parent/guardian/custodian(s) were notified must be documented on the safety plan.

If a Safety Plan is modified, all parties shall be notified. Their signature on the modified safety plan documents notification. However, if a responsible party and/or his/her action step is being discontinued in the modified Safety Plan, this individual should be notified in writing of the modification of the Safety Plan and the discontinuation of the action step.