

Attachment 6—SDM Process Guidelines

<u>OC SAFETY PLAN</u>	<u>SCP SAFETY PLAN</u>	<u>COMPLETION OF SDM TOOLS—CAR</u>
<u>COMPLETION OF SDM TOOLS—ER/DR</u>	<u>COMPLETION OF SDM TOOLS—COURT INVESTIGATIONS</u>	<u>COMPLETION OF SDM TOOLS—COURT CONTINUING CASES</u>
<u>COMPLETION OF SDM TOOLS—FMCS CASES</u>		

COMPLETION OF ORANGE COUNTY (OC) SAFETY PLAN

<u>Staff Responsible</u>	<u>Step</u>	<u>Action</u>
Senior Social Worker (SSW) Investigating Referral	1.	<p>Complete <i>OC Safety Plan (F063-25-453)</i> with the family, as follows:</p> <p>Note: If a restraining order is in place, or there is domestic violence in the home, meet separately with each parent or legal guardian to develop and sign <i>OC Safety Plan (F063-25-453)</i>.</p> <ol style="list-style-type: none"> Record family and referral/case identifying information. Indicate prior safety plans and date range, as applicable. List name, gender, and date of birth of each child included in plan. List safety threats identified by number as noted on the back of the <i>OC Safety Plan (F063-25-453)</i> and describe the behaviors which cause the child to be unsafe. Using language the family understands, clearly identify actions to remedy the danger and the person responsible (e.g., the child, parent, member of the safety network or assigned SSW) for completing each action. Refer to the back of the <i>OC Safety Plan (F063-25-453)</i> for an example.

- d. Determine and document a specific due date for each action identified and/or a Safety Plan End Date.
- e. Indicate the person responsible for monitoring the completion of each plan action (e.g., members of the safety network, parent or legal guardian, assigned SSW, SSSS, subsequent SSW assigned to case).

Identify actions to be taken and what is to be done if the plan is not working.

Refer to the *OC Safety Plan (F063-25-453)* for an example.

COMPLETION OF OC SUBSTITUTE CARE PROVIDER (SCP) SAFETY PLAN
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<u>Staff Responsible</u>	<u>Step</u>	<u>Action</u>
ISSW Investigating Referral	1.	<p>Complete <i>OC <u>SCP</u> Safety Plan (F063-25-549)</i> with SCP, as follows:</p> <ul style="list-style-type: none"> a. Record SCP and referral/case identifying information. Indicate prior safety plans and date range, as applicable. List name, gender, and date of birth of each foster children included in plan. b. List safety threats identified by number as noted on the back of the <i>OC <u>SCP</u> Safety Plan (F063-25-549)</i> and describe the behaviors which cause the child to be unsafe. c. Using language the SCP understands, clearly indicate actions to remedy the danger and the person responsible (e.g., the child, caregiver, members of the safety network, or assigned SSW) for completing each action. Refer to the back of the <i>OC <u>SCP</u> Safety Plan (F063-25-549)</i>. d. Determine and document a specific due date for each action identified and/or a Safety Plan End Date. Refer to the back of the <i>OC <u>SCP</u> Safety Plan (F063-25-549)</i>. e. Indicate the person responsible monitoring the completion of each plan action (e.g., members of the

safety network, parent or legal guardian, investigating SSW, assigned SSW, Licensing/RFA SSW).

Identify actions to be taken and what is to be done if the plan is not working.

Refer to the *OC SCP Safety Plan (F063-25-549)* for an example.

COMPETION OF SDM TOOLS—CAR

<u>Staff Responsible</u>	<u>Step</u>	<u>Action</u>
CAR SSW	1.	Complete required Hotline Tools for each incoming telephone call leading to a referral.
	2.	Print completed tools, attach to referral and submit referral packet to Data Entry Technician (DET).
CAR Data Entry Technician (DET)	3.	Verify Hotline Tools are attached to referral. If Hotline tools are missing, remind social worker to submit them.
	4.	Give processed referral packet, with Hotline Tools attached, to CAR supervisor.
CAR SSSS	5.	Verify all required Hotline Tools have been completed and the assessments and response priority decisions are appropriate based on information in CWS/CMS Referral Narrative.
	6.	If necessary, return referral packet to social worker for modification of Hotline Tools and review again after changes are made.
	7.	Document the date of the review and approval of the Hotline Tools on the <i>Orange County Social Services Agency Child Abuse Report face sheet (F063-04-49A)</i> .

COMPETION OF SDM TOOLS—ER/DR

<u>Staff Responsible</u>	<u>Step</u>	<u>Action</u>
Emergency Response (ER) and Differential Response (DR) SSW	1.	Complete required SDM tools when investigating a referral and document in SDM. See Attachment 1—SDM Completion Guidelines—Emergency Response or Attachment 2—SDM Completion Guidelines—Family Maintenance Collaborative Services (FMCS) for additional information.
ER and DR SSSS	2.	Open SDM to evaluate assessment tools prior to closing referral.
	3.	Verify required assessment tools have been completed and recommendations support conclusions reached and actions taken by worker.
	4.	Make comments and/or modifications as appropriate and click “Approve” when ready to accept each assessment tool.

COMPETION OF SDM TOOLS—COURT INVESTIGATIONS

<u>Staff Responsible</u>	<u>Step</u>	<u>Action</u>
Court Services and Specialized Family Services (SFS) Investigation SSW	1.	Complete required SDM tools prior to development of a case plan, case plan updates, and at any time safety conditions change. Note: If creating a case plan, submit case plan “pending approval” in CWS/CMS. See Attachment 3—SDM Completion Guidelines—Court Services and Specialized Family Services (SFS) Investigations for additional information.
Court Services and SFS Investigation SSSS	2.	Open SDM to evaluate assessment tools prior to approving initial case plans, case plan updates, or closing cases.

3. Verify appropriate assessment tools have been completed and SDM tools support recommended case plan services as well as court report recommendation.
4. Make comments and/or modifications as appropriate and click on “Approve” when ready to accept each assessment tool.

Note: If relevant, approve the case plan in CWS/CMS.

COMPLETION OF SDM TOOLS—COURT CONTINUING CASES

Staff Responsible	Step	Action
Information Processing Technicians (IPTs)/Court Typists—All Continuing Court Programs	1.	Check “SDM” column for each case requiring completion of SDM assessment tools on monthly Court Report Reminder list sent to staff.
	2.	Access case in SDM and log dates the assessment tools were completed.
	3.	Enter whether SDM was submitted on time or late on monthly Court Report Timeliness report.
SSWs—All Continuing Court Programs	4.	Complete required tools every six months, or sooner if conditions change, and prior to creation of a case plan or case closure. Use information from SDM to guide the development of a case plan and recommendation in court report.
	5.	See Attachment 4—SDM Completion Guidelines—Continuing Family Services (ICS, PSP, SFS Continuing, VFS) or Attachment 2—SDM Completion Guidelines—Family Maintenance Collaborative Services (FMCS) for additional information.
	6.	Notify supervisor SDM tools are ready for approval and submit report to clerical per program protocol.
	7.	Submit completed tools to supervisor with case plan update or case file as appropriate.
		Note: If creating a case plan update, submit case plan “pending approval” in CWS/CMS.

**SSSS—
All Continuing
Court
Programs**

8. Open SDM to evaluate assessment tools prior to approving case plans and signing status reviews:
9. Verify appropriate assessment tools have been completed and tools support case plan and court report recommendation.
10. Make comments and/or modifications as appropriate and click on “Approve” when ready to accept each assessment tool.

Note: If relevant, approve the case plan in CWS/CMS.

COMPLETION OF SDM TOOLS—FMCS CASES

**Family
Maintenance
Collaborative
Services
(FMCS)
IPTs/Unit
Clerks**

1. Obtain next review date by looking at CWS/CMS Case Plan ID page of each new voluntary case.
2. Enter date on reminder list—Notification of Required Case Plan Updates and SDM Tool Completion and send the list monthly to appropriate assigned social workers and supervisors.
3. File any printed SDM tools on *SDM Acco (F063-25-112)*.

**SSWs—
FMCS**

4. Complete required tools every six months, or sooner if conditions change, and **prior** to creation of a case plan or case closure. Use information from SDM to guide the development of a case plan and recommendation in court report.
5. See [Attachment 4—SDM Completion Guidelines—Continuing Family Services \(ICS, PSP, SFS Continuing, VFS\)](#) or [Attachment 2—SDM Completion Guidelines—Family Maintenance Collaborative Services \(FMCS\)](#) for additional information.
6. Notify supervisor SDM tools are ready for approval and submit report to clerical per program protocol.
7. Submit completed tools to supervisor with case plan update or case file as appropriate.

Note: If creating a case plan update, submit case plan “pending approval” in CWS/CMS.

**SSSS—
FMCS**

- 8.** Open SDM to evaluate assessment tools prior to approving case plans and signing status reviews:
- 9.** Verify appropriate assessment tools have been completed and tools support case plan and court report recommendation.
- 10.** Make comments and/or modifications as appropriate and click on “Approve” when ready to accept each assessment tool.

Note: If relevant, approve the case plan in CWS/CMS.