

**ORANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES**  
**Attachment 3—SDM Completion Guidelines**

**COURT SERVICES AND SPECIALIZED FAMILY SERVICES (SFS) INVESTIGATIONS<sup>1</sup>**

<b>CASE SITUATION</b>	<b>FAMILY STRENGTHS/NEEDS</b>  Prior to developing a case plan	<b>SAFETY ASSESSMENT RE-ASSESSMENT</b>	<b>RISK ASSESSMENT</b>	<b>REUNIFICATION or RISK RE-ASSESSMENT</b>
Child out-of-home	Yes	Within 2 working days of knowledge that safety conditions have changed*	If new information makes initial assessment invalid consult with SSSS	
Received referral without ER (329 etc.)	Only if developing a case plan	Yes *	Yes	
Child in home	Yes	Within 2 working days of knowledge that safety conditions have changed *	Only if a new referral is received on an open case	
When a significant period of time has elapsed without a dispositional finding	Consult with supervisor	Consult with supervisor	Consult with supervisor	Yes
When approaching a status review hearing and investigations worker will write the status review report or develop Case Plan	Review Attachment 4 for completion guidelines based on type of case	Review Attachment 4 for completion guidelines based on type of case	Review Attachment 4 for completion guidelines based on type of case	Yes
Non-Minor Dependent (NMD)				

**Practice Guideline:** Always remember to review any previous SDM information.

**\* Note:** An **OC Safety Plan** is required any time a Safety Threat is identified and a Safety Intervention allows the child to remain in the home.

<sup>1</sup> If a new referral is received on an open case, refer to [Attachment 1—SDM Completion Guidelines – Emergency Response](#)