

ORANGE COUNTY SOCIAL SERVICES AGENCY
CHILDREN AND FAMILY SERVICES

Attachment 1—SDM Completion Guidelines

EMERGENCY RESPONSE¹

CLOSURE OPTION	SAFETY ASSESSMENT/SCP SAFETY ASSESSMENT [^]	RISK ASSESSMENT
	Within 2 working days of first face-to-face contact	Within 30 calendar days of first face-to-face contact
Substantiate and Close	Yes *	Yes Consult with SSSS if child has an open case
Inconclusive and Close	Yes *	Yes
Substantiate and Open New Case (Voluntary or Custody)	Yes *	Yes
Unfounded	Yes	Yes
Unable to Locate		

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

[^] Substitute Care Provider (SCP) Safety Assessments are used in investigations of abuse/neglect by a substitute care provider.

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

¹ Also applies to other social workers when investigating a referral on birth parents/finalized adoptions or legal guardians