

# ORANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES

## Attachment 4—SDM Completion Guidelines

### CONTINUING FAMILY SERVICES

Integrated Continuing Services (ICS), Permanency Services (PSP); Teen/Grace Court, Specialized Family Services (SFS)  
Continuing, Voluntary Family Services (VFS)

Service Component	SAFETY ASSESSMENT Within two working days of face-to-face contact	RISK RE-ASSESSMENT IN-HOME Every six months or sooner if conditions change	FAMILY STRENGTHS AND NEEDS Every six months and prior to creating a case plan update (for removal household, caretakers, and children)	REUNIFICATION REASSESSMENT Every six months or sooner if conditions change (e.g., considering a trial visit)
FM	If safety conditions change AND when closing a case	Yes  Voluntary = no more than 30 days prior to case plan creation or case closure  Court = no more than 65 days prior to case plan creation or case closure	Yes	
FR	Only if children are returned home and safety conditions change (e.g. during a trial visit)*		Yes	Yes  No more than 65 days prior to case plan creation, return home, or change in PP goal
PP	Only if child is returned home and safety conditions change (e.g., during a trail visit)*		Yes  Child Strengths and Needs Assessment (CSNA) only	Only if reunification services are being offered to a parent again (e.g., considering a trial visit)
ST (NMD cases)				

**Practice Guidelines:** Always remember to review previous SDM information.

\* **Note:** An [OC Safety Plan \(F063-25-453\)](#) is required any time a Safety Threat is identified and a Safety Intervention allows the child to remain in the home.