

RANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES

Attachment 5—SDM Tools

Tool	Purpose	When	Who
Hotline Tools Screening Tool	Determine whether or not a referral meets the statutory threshold for an in-person response.	Immediately, on all referrals involving allegations of child maltreatment by parent/legal guardian/household member, or unknown perpetrator.	Child Abuse Registry (CAR)
Hotline Tools Response Priority	<p>Determine how quickly to respond (within 24 hours or ten calendar days) for each type of abuse:</p> <ul style="list-style-type: none"> • Response Priority/Neglect • Response Priority/Physical Abuse • Response Priority/Sexual Abuse • Response Priority/Emotional Abuse 	Immediately, on all referrals assigned an in-person response.	CAR
Path Decision Tools	<p>Used to record the path of response decision and document criteria present at the time of the referral in counties using a Differential Response (DR) System.</p>	<p>Complete Evaluate Out Path Decision Tool within 5 calendar days on all referrals that are evaluated out.</p> <p>Complete In-Person Response Path Decision Tool immediately if Response Path equals 24 hours and complete within 24 hours if Response Path equals ten calendar days.</p> <p>Exception: Used if a DR system is in place and per program directive.</p>	OC currently not using

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Safety Assessment	<p>Used to provide information concerning the danger of immediate harm/maltreatment to a child. Use of this tool ensures all major safety factors are assessed and whether the child:</p> <ul style="list-style-type: none"> • may remain in the home with no intervention • may remain in the home with safety interventions in place • must be protectively placed <p>Practice Note: Referrals or cases should not be closed if there is an unresolved safety threat that presents imminent risk to the child.</p> <p>Exception: Use <i>Substitute Care Provider (SCP) Safety Assessment</i> (listed below) for allegations on out-of-home caregivers.</p>	<p>All referrals assigned for in-person response, all referrals/cases if safety conditions change, and prior to closing a family maintenance (voluntary or court) case.</p> <p>Using the safety assessment field guide; the safety assessment process is always completed prior to leaving a child in the home or returning a child to the home.</p> <p>The <i>tool</i> is completed within two working days of initial face-to-face contact with the alleged victim.</p> <p>Complete tool on Permanent Placement (PP) cases if children are to be returned home.</p>	<p>Emergency Response (ER)-Intake I ER-Intake II</p> <p>Integrated Continuing Services (ICS) Investigations Permanency Services Program (PSP) Specialized Family Services (SFS) Family Maintenance Collaborative Services (FMCS)</p> <p>Differential Response (DR)</p>
Orange County (OC) Safety Plan	<p>To specify safety interventions that must be in place if the child is to be left in the home with or without further SSA intervention.</p> <p>Exception: Use <i>Orange County Substitute Care Provider (SCP) Safety Plan</i> (listed below) for allegations on out-of-home caregivers.</p>	<p>Any time one or more safety threats and safety interventions are identified in a Safety Assessment AND the child is to be left in the home.</p>	<p>ER-Intake I ER-Intake II ICS</p> <p>Investigations SFS</p> <p>PSP FMCS/DR</p>

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Contact Guidelines	Used to determine the minimum number of monthly contacts, which will be made for in-home and reunification services, based on the risk level assigned to the family.	When creating initial case plan or case plan updates in CWS/CMS (use per program directive).	Investigations FMCS/DR SFS ICS PSP
Risk Assessment	Used to obtain an objective appraisal of the likelihood a family will abuse or neglect their children in the next 18 to 24 months. Allows agency resources to be targeted to higher risk families because of the greater potential to reduce subsequent maltreatment. Practice Note: Unfounded prior referrals are to be included when entering the number of prior referrals in completing this tool.	All in-person responses, <i>including</i> those that are unfounded, within 30 calendar days of the first face-to-face contact. Exception: Tool is not completed for allegations on out-of-home caregivers or PP cases, unless the child is living with a legal guardian.	ER I ER II Investigations FMCS/DR SFS ICS PSP
Family Strengths and Needs Assessment (FSAN) (For Caregivers and Children) Clarification: Caregiver refers to parent/guardian	Used to evaluate presenting strengths and critical family needs in order to plan effective service interventions. Identifies priority areas to address in a case plan.	Every referral that is promoted to a case and on all open cases within 30 calendar days of first face-to-face contact and prior to developing any case plan. Exception: For PP cases, only the Child's Strengths and Needs portion is completed.	ER-Intake I ER Intake II Investigations FMCS/DR SFS ICS PSP

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Risk Reassessment for In-Home Cases Family Strengths and Needs (Reassessment) For Caregivers and Children Clarification: Caregiver refers to parent/guardian <hr/> Child's Strengths and Needs (Reassessment)	Used to evaluate a family's progress toward case plan goals and to determine whether the case should remain open or be closed. Practice Note: Court cases complete no more than 65 calendar days prior to case plan creation. Voluntary cases complete no more than 30 calendar days prior to case plan updates and prior to closing a case.	Complete every six months on all open cases where ALL children are in the home, or sooner if conditions change. Exception: Tool is not completed on PP cases.	Investigations FMCS SFS ICS PSP

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Reunification Reassessment Includes: <ul style="list-style-type: none"> • Risk assessment • Visitation evaluation • Safety Assessment 	Used to structure critical case management decisions for children in placement who have a reunification goal by: <ul style="list-style-type: none"> • Monitoring critical case factors that affect the goal of family reunification • Helping to structure the case review process • Expediting permanency for children in substitute care 	Every six months, or sooner if conditions change, on cases with at least one child in out-of-home care when the goal is return home. Practice Note: Complete no more than 65 calendar days prior to case plan creation, or if child is returned home prior to disposition. Complete on PP cases if the court orders Reunification Services for a known or newly discovered parent.	Investigations SFS ICS PSP
Substitute Care Provider (SCP) Safety Assessment	Used to provide structure for interviews, ensure all major safety factors are assessed, and guide the decision to remove a foster child from a SCPs home. SCP includes relative, NREFM, FFH, FFA, small family home, adoptive parents if adoption not finalized, and legal guardian if dependency case is open. Excludes Group Homes (GHs) and residential treatment facilities.	All referrals assigned for in-person response regarding abuse/neglect by a SCP prior to leaving a child in the home. Documentation is completed within two business days of initial face-to-face contact with the alleged victim. Practice Note: Complete one tool for each referral.	Identified staff within FMCS Identified staff within CAST
Orange County Substitute Care Provider (SCP) Safety Plan	To specify safety interventions that must be in place when a foster child will be left in the home of a SCP following a CAR investigation on the SCP.	On all referral investigations of SCPs, prior to closing the referral, when one or more safety threats are identified and the foster child is to be left in the home.	Identified staff within FMCS Identified staff within CAST