

ORANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES

Attachment 2—SDM Completion Guidelines – Family Maintenance Collaborative Services (FMCS)

Differential Response (DR) or Emergency Response (ER)/Child Abuse Services Team (CAST)

CLOSURE OPTION	SAFETY ASSESSMENT Within two working days of first face-to-face contact	RISK ASSESSMENT Within 30 calendar days of first face-to-face contact
Substantiate and Close	Yes *	Yes
Inconclusive and Close	Yes *	Yes
Substantiate and Open new case (Voluntary or Custody)	Yes *	Yes
Unfounded	Yes	Yes
Unable to Locate		

Voluntary Family Services (VFS) – Open Case

CASE SITUATION	FAMILY STRENGTHS/NEEDS (FSNA) Within 30 calendar days of first face-to-face contact and prior to case plan development	SAFETY ASSESSMENT Within two working days of face-to-face contact	RISK RE-ASSESSMENT Every six months on all open cases with all children in-home or sooner if conditions change
New Information or change of circumstances	Yes If new information changes strengths or needs	Yes * If change affects safety or ability of interventions to mitigate safety	Yes If change affects risk
Case Plan Update	Yes		Yes No more than 30 days prior
Case Close		Yes *	Yes

Foster Care Investigations (FCI) & CAST Integrated Continuing Services (ICS)

Referral on open dependency case, allegations made on former Substitute Care Provider (SCP), child currently resides in parents home (FM)

(C to C = Referral name is foster child's biological mother)

Referral on open dependency case, allegation made on current SCP placement

(Referral name is foster child's biological mother)

CLOSURE OPTION	SCP SAFETY ASSESSMENT ^ Within two working days of first face-to-face contact	Risk Assessment Within 30 working days of first face-to-face contact
Substantiate and Close	Yes *	
Inconclusive and Close	Yes *	
Unfounded	Yes	

SCP has biological children:

(Referral name is SCP mother)

CLOSURE OPTION	Safety Assessment * Within two working days of first face-to-face contact	Risk Assessment Within 30 working days of first face-to-face contact
Substantiate and Close	Yes *	Yes
Inconclusive and Close	Yes *	Yes
Unfounded	Yes	Yes

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

^ SCP Safety Assessments are used in investigations of abuse/neglect by a substitute care provider. SCPs include Resource Family (RF) home, 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.

* An [OC Safety Plan \(F063-25-453\)](#) or [OC SCP Safety Plan \(F063-25-549\)](#) is required any time a Safety Threat is identified and a Safety Intervention allows child to remain in the home.