

ORANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES

Attachment 4—SDM Completion Guidelines

CONTINUING FAMILY SERVICES ICS, PSP, SFS, FMCS

	SAFETY ASSESSMENT Within 2 working days of first face-to-face contact on a new referral or awareness of change in safety conditions on continuing case	RISK ASSESSMENT Within 30 calendar days of first face-to-face contact	RISK RE-ASSESSMENT 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/or there is a new referral* AND when closing a case	Only if investigating a new referral on an open 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)*	Only if investigating a new referral on an open case		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)*	Only if investigating a new referral on an open case		Yes Child Strengths and Needs Assessment only	Only if reunification services are being offered to a parent again (e.g., considering a trial visit)
ST					

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.