

**ORANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES**  
**Attachment 5—SDM Tools**

<b>Tool</b>	<b>Purpose</b>	<b>When</b>	<b>Who</b>
<b>Hotline Tools Screening Tool</b>	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.	<b>Child Abuse Registry (CAR)</b>
<b>Hotline Tools Response Priority</b>	Determine how quickly to respond (within 24 hours or ten calendar days) for each type of abuse: <ul style="list-style-type: none"> <li>• Response Priority/Neglect</li> <li>• Response Priority/Physical Abuse</li> <li>• Response Priority/Sexual Abuse</li> <li>• Response Priority/Emotional Abuse</li> </ul>	Immediately, on all referrals assigned an in-person response.	<b>CAR</b>
<b>Path Decision Tools</b>	To document the Differential Response (DR) decision in a referral.  Path Decision Tools:  Path 1 – Community response only  Path 2 – child welfare and potential community response  Path 3 – child welfare response only	Immediately, on all referrals involving allegations of child maltreatment by parent/legal guardian/household member, or unknown perpetrator.	<b>CAR</b>

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<b>Safety Assessment</b>	<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"> <li>• may remain in the home with no intervention</li> <li>• may remain in the home with safety interventions in place</li> <li>• must be protectively placed</li> </ul> <p><b>Practice Note:</b> Referrals or cases should not be closed if there is an unresolved safety threat that presents imminent risk to the child.</p> <p><b>Exception:</b> 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 training tools; the safety assessment <b>process</b> is always completed <b>prior</b> 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><b>Emergency Response (ER)</b></p> <p><b>Integrated Continuing Services (ICS)</b></p> <p><b>Investigations Court Services (Crt Svs) &amp; Special Medical (SM)</b></p> <p><b>Permanency Services Program (PSP) (Teen/Grace Crt)</b></p> <p><b>Specialized Family Services (SFS)</b></p> <p><b>Family Maintenance Collaborative Services (FMCS)</b></p> <p><b>Differential Response (DR)</b></p> <p><b>Child Abuse Services Team (CAST)</b></p>

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<b>Orange County (OC) Safety Plan</b>	<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><b>Exception:</b> Use <i>Orange County Substitute Care Provider (SCP) Safety Plan</i> (listed below) for allegations on out-of-home caregivers.</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.	<b>ER</b>  <b>ICS</b>  <b>Investigations (Crt Srvs &amp; SM)</b>  <b>SFS</b>  <b>PSP (Teen/Grace Crt)</b>  <b>FMCS</b>  <b>VFS</b>  <b>DR</b>
<b>Substitute Care Provider (SCP) Safety Assessment</b>	<p>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.</p> <p><b>SCP</b> includes Resource Family Homes (RFH) 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.</p>	<p>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.</p> <p><b>Practice Note:</b> Complete one tool for each referral.</p>	<b>Identified staff within FMCS</b>  <b>FCI</b>  <b>ER</b>
<b>Orange County Substitute Care Provider (SCP) Safety Plan</b>	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.	<b>Identified staff within FMCS</b>  <b>FCI</b>  <b>ER</b>

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<b>Tool</b>	<b>Purpose</b>	<b>When</b>	<b>Who</b>
<b>Contact Guidelines</b>	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).	<b>Investigations</b> <b>FMCS/DR</b> <b>SFS</b> <b>ICS</b> <b>PSP</b> <b>(Teen/Grace Crt)</b>
<b>Risk Assessment</b>	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.  <b>Practice Note:</b> 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.  <b>Exception:</b> Tool is not completed for allegations on out-of-home caregivers or PP cases, unless the child is living with a legal guardian.	<b>ER</b> <b>Investigations</b> <b>(Crt Srvs &amp; SM)</b> <b>FMCS/DR</b> <b>SFS</b> <b>ICS</b> <b>PSP</b> <b>(Teen/Grace Crt)</b>
<b>Risk Reassessment In-Home Cases</b>	Used to evaluate a family's progress toward case plan goals and to determine whether the case should remain open or be closed.  <b>Practice Note:</b> 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 children are in the home, or sooner if conditions change.  <b>Exception:</b> Tool is not completed on PP cases.	<b>Investigations</b> <b>(Crt Srvs &amp; SM)</b> <b>FMCS</b> <b>SFS</b> <b>ICS</b> <b>PSP</b> <b>(Teen/Grace Crt)</b>

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Tool	Purpose	When	Who
<b>Family Strengths and Needs Assessment (FSNA)</b>  <b>(For Caregivers and Children)</b>  Clarification: Caregiver refers to parent/guardian	<p><b>Initial:</b> 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.</p> <p><b>Update:</b> Used to evaluate a family's progress toward case plan goals and to determine whether the case should remain open or be closed.</p> <p><b>Practice Note:</b> For Updates use the same tool as the Family Strengths and Needs (FSNA) Assessment (indicate which reassessment-first, second, etc.)</p>	<p><b>Initial:</b> 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.</p> <p><b>Update:</b> Every six months on all open cases prior to creating a case plan update or sooner, if conditions change.</p> <p><b>Exception:</b> For PP cases, only the Child's Strengths and Needs portion is completed.</p>	<b>Investigations(Crt Srvs &amp; SM)</b>  <b>FMCS/VFS</b>  <b>SFS</b>  <b>ICS</b>  <b>PSP (Teen/Grace Crt)</b>
<b>Child's Strengths and Needs (CSNA) (Reassessment)</b>	<p>Used to evaluate the child's progress toward reducing needs and whether or not service interventions need to be revised.</p>	<p>On PP cases, every six months, prior to creating a Case Plan Update, or sooner if conditions change.</p>	<b>Investigations (Crt Srvs &amp; SM)</b>  <b>SFS</b>  <b>ICS</b>  <b>PSP (Teen/Grace Crt)</b>
<b>Reunification Reassessment</b>  Includes: <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Visitation evaluation</li> <li>• Safety Assessment</li> </ul>	<p>Used to structure critical case management decisions for children in placement who have a reunification goal by:</p> <ul style="list-style-type: none"> <li>• Monitoring critical case factors that affect the goal of family reunification</li> <li>• Helping to structure the case review process</li> <li>• Expediting permanency for children in substitute care</li> </ul>	<p>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.</p> <p><b>Practice Note:</b> Complete no more than 65 calendar days prior to case plan submitted for approval, or if child is returned home prior to disposition.</p> <p>Complete on PP cases if the court orders Reunification Services for a known or newly discovered parent.</p>	<b>Investigations (Crt Srvs &amp; SM)</b>  <b>SFS</b>  <b>ICS</b>  <b>PSP (Teen/Grace Crt)</b>