

ORANGE COUNTY SOCIAL SERVICES AGENCY – CHILDREN AND FAMILY SERVICES
Attachment 3—SDM Completion Guidelines

COURT SERVICES AND SPECIAL MEDICAL (SM) INVESTIGATIONS

| CASE SITUATION | FAMILY STRENGTHS/NEEDS (FSNA) Prior to developing a case plan | SAFETY ASSESSMENT Within two working days of first face-to-face contact | RISK ASSESSMENT | REUNIFICATION or RISK RE-ASSESSMENT IN-HOME |
|---|---|---|------------------------|---|
| Child out-of-home | Yes | Within two working days of knowledge that safety conditions have changed* | | |
| Received referral without ER (Parachute) | Yes if developing a case plan with parents | Yes * | Yes | |
| Child in home | Yes | Within two working days of knowledge that safety conditions have changed * | | |
| When a significant period of time has elapsed without a dispositional finding | Consult with supervisor | Consult with supervisor | | Consult with supervisor |
| When approaching a status review hearing and investigations worker will write the status review report and Case Plan update | Review Attachment 4 for completion guidelines based on type of case | Review Attachment 4 for completion guidelines based on type of case | | Review Attachment 4 for completion guidelines based on type of case |
| Non-Minor Dependent (NMD) Service Component = ST | | | | |
| No FR | Child Strength and Needs Assessment (CSNA) Only | | | |

Practice Guideline: Always remember to review any 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.