

In Home Safety Assessment - Frequently Asked Questions (FAQs)

Status	Topic Area	Question	Answer
	Definitions	How is caregiver defined?	Caregivers are adults who live with a child and are responsible for the primary care of a child, e.g. the adults who hold the primary responsibility for the child's safety. The primary caregivers in a home may vary depending on the family dynamics. Typically, this would refer to the child's parents or a person who operates in that capacity in relation to a child e.g. natural parents, stepparents, a paramour of a child's parent. This could also include extended family members depending on the family's situation. The caregiver resides with the child; they live in the same household. Another distinction is that the caregiver - child relationship is expected to be a continuing one. The caregiver is going to remain in the child's life and will maintain responsibility for the child's safety. This does not include people who care for a child temporarily such as relatives caring for a child from time to time, care providers such as childcare providers and babysitters.
	Definitions	Why are global definitions not in the manual?	These definitions were added as a training resource and explanations why they were not included in the manual were provided in the curriculum content. Manual gives clear PA specific definitions.
	In Home Assessment - Protective Capacities	How can we assess the protective capacities of each caregiver individually when we are not identifying which caregiver caused the safety threat on Section II of the form?	When conducting a safety assessment, if a caseworker determines that a safety threat is present for a child, they should be providing detailed information about how that determination was made in Section II of the In-Home Safety Assessment form. This description would include information related to whether or not the primary caregivers caused the threat to occur or failed to protect the child from harm from another individual. Then in Section III of the form, the caseworker would further the link between the safety threats and caregivers by determining what protective capacities need to be developed or enhanced to assure that the identified safety threat is managed and controlled.
	In Home Assessment - Protective Capacities	Does the Protective Capacity deal just with parents/caregivers or the child's ability as well? The example cited was a parent with enhanced Protective Capacities had a 17-year-old continuing to climb out windows,	Protective Capacity applies specifically to adults who live with a child and are responsible for the primary care of the child. Protective Capacities do not apply to identified children.

		runaway, etc. Our answer was that this was a Risk issue more than safety but the group wanted clarification as to whether this was risk or impending danger. Trainers saw it as risk but the group disagreed.	
	In Home Assessment - Protective Capacities	If a child is considered safe when "caregiver's protective capacities control existing threats" why have "Safe with a comprehensive safety plan" as the safety outcome?	<p>As per the definitions listed in the Safety Reference Manual (pg. 8):</p> <ul style="list-style-type: none"> • Safe with a Comprehensive Safety Plan- Either caregivers' existing protective capacities can be supplemented by safety interventions to control each specific and identified safety threat; or the child must temporarily reside in an alternate informal living arrangement. No court involvement is necessary; however a safety plan is required. <p>This definition implies that at least one safety threat has met the safety threshold and requires agency intervention via a safety plan.</p>
	In Home Safety Assessment – Preliminary Safety Decisions	What is the purpose of the Preliminary Safety Assessment and Immediate/Preliminary Safety Plan?	<p>The primary purpose of the Preliminary Safety Assessment is to identify Present and Impending Danger threats at the first contact with the family. The Immediate/Preliminary Safety Plan would be developed, as needed, to address any immediate Safety Threats. The purpose of this type of safety assessment/plan is two-fold 1) it allows us identify and address the immediate safety concerns of the child so that 2) the case worker can continue to gather information to determine the underlying causes of those safety threats.</p> <p>In counties where case workers conduct both the initial contact with the family and the CPS Investigation/ GPS Assessment - Once the caseworker has completed their Preliminary Safety Assessment (and Immediate/Preliminary Safety Plan, as needed) they would then continue to gather information, documenting that information on the structured case note until they have completed their CPS Investigation/ GPS Assessment. That caseworker would then complete their "Initial" comprehensive Safety Assessment.</p> <p>In counties where the case is transferred from an intake caseworker to an investigation/assessment case worker, the intake worker would complete the Preliminary Safety Assessment and the new worker would reassess the</p>

			family as part of the case transfer. (See interval policy) At that point the newly assigned caseworker would record "Case Transfer" in the Type of Assessment field on the In-Home Safety Assessment Form. After the "Case Transfer" Safety Assessment is completed, the newly assigned caseworker would continue to gather information and document that information on their structured case notes up until the end of the investigation/assessment when they would complete their "Initial" comprehensive Safety Assessment.
	In Home Safety Assessment – Preliminary Safety Decisions	What type of information is documented on a Preliminary Safety Assessment?	Information related to Present and Impending Danger Threats that are identified at the first contact with the family are documented on the Preliminary Safety Assessment and addressed on the Immediate/Preliminary Safety Plan. During the first contact the caseworker should be gathering as much information as possible to try to understand what is occurring in the family and determine if immediate safety interventions are necessary e.g. in-home safety plan, emergency protective custody, etc. A case worker is still required to document whether or not any or all of the safety threats listed on the In-Home Safety Assessment Form are present. There may be instances where there is currently no evidence to suggest that a safety threat is occurring. In these instances, the case worker would select "N" and state that no evidence exists to support this safety threat at this current time.
	In Home Safety Assessment – Preliminary Safety Decisions	Is there a specific form to document an Immediate/Preliminary Safety Plan?	No, there is only one Safety Plan form. Counties do; however, have the option to create a version of the form using carbonless copy paper for use in the field.
	In Home Safety Assessment – Protective Capacities	Research always talks about resilient families as those who have outside supports. Protective capacities miss this idea. Ability to use identified resources and supports is important. The parents don't have to have the internal capacity for every factor...if they have the ability to use supports and resources.	The concept of protective capacities does address this issue. One of the behavioral protective capacities is: the caregiver uses resources necessary to meet the child's basic needs.
	In Home Safety Assessment –	For Protective Capacities, shouldn't "adequate" be added?	Suggestion noted.

	Protective Capacity		
	In Home Safety Assessment – Protective Capacity	When the protective capacity is "enhanced", how is this proven without having a "promissory note" signed by that person saying that they will do this action to keep the children safe? What happens if they do not follow through with what they said they would do and something happens to the child? It would be the caseworker's word against the caretaker's word which does not prove that the caseworker took the appropriate steps to keep the child safe.	Determining if protective capabilities are enhanced is predicting future behavior based on past and current behaviors and observations. Constant assessment using the six domains supports that decision and documentation is used to verify your assessment. Promissory notes are not an acceptable practice in Pennsylvania and do not provide any additional proof of parental ability to follow through or legal protection.
	In Home Safety Assessment – Protective Capacity	When a child is in the non-biological home and following the original bio-parent safety plan/assessment, if the assessment interval is reached, would you do an assessment on both the bio-parent and the current caretaker?	The Safety Assessment and Management Process worksheet must be completed on the home of origin at the specified intervals and safety will continue to be assessed in the home of the substitute caregiver, per current agency policy.
	In Home Safety Assessment - Safety Analysis	As far as safety analysis goes, can counties implement a worksheet to use?	Counties may elect to implement an analysis worksheet. This is not a requirement. However, if counties elect to add an analysis form, caseworkers would still be required to document a summary of that analysis on the In-Home Safety Assessment Form.
	In Home Safety Assessment - Safety Decisions	If a child has been determined to be Safe with a Comprehensive Safety Plan and is placed in an informal living arrangement that may last longer than 30 days, what steps need to be taken to extend that timeframe?	Based on feedback from counties, the timeframe and language associated with informal placements are currently under review. Informal placement arrangements need to comply with the Office of Children, Youth and Families (OCYF) Bulletin # 00-03-03 entitled Kinship Care Policy. Once this change is finalized an email will be sent to counties and an update will be made to this FAQ.
	In Home Safety Assessment - Safety Decisions	If our safety analysis leads us to the decision that the child is Unsafe, what do we do if we petition the court and the judge does not order the removal	No. Even though the court may disagree with your safety decision, caseworkers should not alter their safety decision on the In-Home Safety Assessment form. Notations should be made in the structured case note indicating the court's decision. The safety plan would also need to be

		of the child. Would we change our safety decision from Unsafe to Safe with a Comprehensive Safety Plan	revised to reflect the current safety interventions and must be carefully reviewed to identify additional safety interventions that would assure child safety.
In Home Safety Assessment - Safety Decisions	Still having concerns with the term(s) of defining the child as “safe” as written on the safety form, Section VI, Safety decisions. Could we define it as “appears safe” or “conditionally safe?” In-Home safety decision language is too absolute – “no safety threats exist” “child can safely remain” – Is it possible to include a qualifier (i.e. as defined by, appears to be)? Concern for others’ interpretation of this (i.e. attorneys, court) if no safety threat exists, but there is significant risk – seeing that we determined the child is “safe” may be misleading to those not edified in this process	No, ultimately it is the responsibility of children and youth to make a decision in regards to safety based on the information gathered by the caseworker and in conjunction with their supervisor. Safe would only be selected if no threats exist and/or the protective capacities of the caregivers manage and control the threat. In all other instances one of the other two safety decisions would be selected. Keep in mind that “All safety threats are risk factors, but not all risk factors are safety threats. Children who are at high risk of future maltreatment are likely to also be experiencing safety threats,” as stated on page 5 of the reference manual. For instances when there is significant risk, we should give careful consideration to events/conditions that may be occurring now or within the next 60 days. More than likely, with comprehensive information gathering, we would be able to determine the presence of safety threats which would lead to identification of either the “Safe with a Comprehensive Safety Plan” or “Unsafe” safety decision.	
In Home Safety Assessment - Safety Decisions	For the Safety Assessment worksheet in the section: Safe with a Comprehensive Safety Plan it states: “no court involvement is necessary.” This is not always true, A child can still meet the definition of dependence, and need court involvement even though the child can be maintained at home with a safety plan.	With the new Safety Assessment and Management Process a comprehensive safety plan can be developed without court involvement and the child can go stay with whoever the family identifies and the caseworker checks to be an appropriate caretaker until there is no longer a safety threat that crosses the safety threshold. Although Court involvement may not always be necessary, a child can be dependent and require Court involvement while remaining in the home with a Comprehensive Safety Plan.	
In Home Safety Assessment - Safety Plan	Can an action plan be developed if the situation does not meet all five threshold criteria to be considered a safety threat but the agency still has concerns for the family?	If a caseworker has a concern about a family that does not currently meet all five criteria of the safety threshold, that caseworker should make sure that they have gathered all possible information to understand this concern to re-determine that the safety threshold was not met. If all of the safety threshold criteria still are not met, this would be considered a risk factor and be documented as part of the risk assessment and structured	

			<p>case notes. These concerns would then be included as part of the Family Service Plan if the family is open and accepted for services with your agency. A Safety Plan is not necessary when safety threats are not present. However, the caseworker would continue to assess this concern during their contacts with the family to determine if circumstances have changed to the point where all five threshold criteria are now met.</p>
	In Home Safety Assessment - Safety Plan	Does the caseworker take the Safety Plan form out with them in the field?	<p>Engaging the family in the development of the safety plan is critical. Case workers are encouraged to take the Safety Plan form with them when they are conducting a visit with the family. This would be especially important if a new Present or Impending Danger Threat is identified. The result of this threat identification would be either the need to develop a Safety Plan or revise an existing one to assure the safety of the child. When conducting visits with families who have a Safety Plan, the case worker should engage the family in Safety Plan management, ensuring that the safety plan is still sufficient and the interventions are still appropriate to assure safety.</p>
	In Home Safety Assessment - Safety Plan	When a worker completes a safety plan in the home and has it signed by the family prior to formally documenting the gathered information and decision on the In-Home Safety Assessment Form, do they have to list the threat # on the Safety Plan because they will not have the assessment completed and may not have really assessed all of the factors?	<p>In order to develop a Safety Plan, a caseworker must first identify if safety threats exist. (either Present or Impending Danger) Counties then have the option to use either the safety threat number or provide a written reference to the identified safety threat on the Safety Plan. A caseworker must list the threat (either numerically or using a brief description of the threat) on the Safety Plan to ensure that the safety interventions put into place address the identified threat.</p>
	In Home Safety Assessment - Safety Plan	How do you do a safety plan for a child where the parents truly can't explain how an injury happened or weren't even aware of the injury?	<p>Unexplained injuries is one type of Present Danger threat. The reason for this is that 1) if the caregivers are unaware of how the injury occurred they may be unable to prevent the injury from reoccurring and 2) the caseworker is unable to clearly assess whether or not the caregiver has the protective capacity to prevent future injury to the child. Keep in mind, though, that in these instances we are typically dealing with a serious physical injury and the family circumstances that rise to the level of a safety threat. The purpose of the Safety Assessment and Management Process is not determine if the allegations occurred but rather to understand underlying causes behind the safety threat and to determine</p>

			<p>the caregiver's capacity to protect. When there are unexplained injuries, the caseworker, supervisor, and family would work together to identify responsible caregivers who can and will protect the child from harm. In instances where the caregiver cannot explain the injuries, they would typically not be considered as the responsible caregiver on the safety plan. The developed safety plan should be considered to be a fluid document and should be managed to reflect additional information as it is learned.</p>
	In Home Safety Assessment - Safety Plan	Does everyone named in the plan receive a copy of the plan or just the portion specific to their role?	<p>This is not a change in practice. Copies of the plan should be provided to the family and individuals identified as responsible persons on the safety plan. When safety plans are developed with multiple interventions and responsible parties, it is all elements of the plan that make the child safe. Responsible caregivers, family members and the caseworkers need to be aware of all elements of the safety plan to ensure the full implementation.</p> <p>If there are circumstances where the county feels it would jeopardize the safety of either the child, family members, or responsible persons e.g. in cases of domestic violence, etc, the county can elect to document the pertinent information on separate safety plans. In these instances, the caseworker and supervisor should carefully consider the effectiveness and sufficiency of the developed plan.</p>
	In Home Safety Assessment - Safety Plan	How is a safety plan modified? If a new action is warranted, is a new plan done?	<p>Once a safety plan is implemented it must be managed to ensure that the level of intervention is sufficient to assure the safety of the child. This should be done continually throughout the family's involvement with children and youth as long as threats remain in operation. This is not a change in practice. If a caseworker, during a visit with the family, determines that the safety plan is still sufficient to assure child safety, they would indicate that decision in their structured case notes. If, during a visit with the family, a caseworker determines that a change needs to be made to the safety plan, they would identify the necessary changes in conference with their supervisor and make modifications as needed. All persons listed as responsible caregivers should be aware of the changes and should indicate their agreement by signing the plan.</p>
	In Home Safety Assessment - Safety Plan	Can the safety plan ever be revised without completing the safety assessment form at the same time?	<p>Safety should be assessed at every contact, this includes all of the components of the In-Home Safety Assessment form AND the safety plan. There may be instances when the safety threats have stayed the same, but the responsible caregivers identified in the safety plan are no longer able</p>

			<p>to fulfill their obligations or additional safety interventions are necessary. When this occurs a caseworker would only need to revise the safety plan and identify new safety interventions that would assure child safety.</p> <p>If there was information that suggested a change to the child's safety (either positive or negative), this would require that the caseworker complete a new In-Home Safety Assessment form as well as make modifications to the safety plan as needed.</p>
	In Home Safety Assessment - Safety Plan	Is service array applied to meet impending safety threat – for example, if services are not available does the safety threat increase?	Safety interventions identified in the safety plan must be immediately available and agreed upon prior to the plan going into effect. Therefore, dependent upon case circumstances, the safety threat may be increased. In addition, the fact that a needed safety intervention or action is not available may mean that an in home safety plan may not be a viable option for the family. Reminder: not all safety interventions need to be provided by a formal service provider.
	In Home Safety Assessment - Safety Plan	If we meet with a parent and determine no safety plan is needed, do the parents need to sign anything?	No, if a Safety Assessment is completed and no Safety Plan is necessary, no parent signature is required.
	In Home Safety Assessment - Safety Plan	When a safety plan is no longer in affect; how does the family get documentation of that? (A new plan will not be developed and there is no place to indicate that the plan no longer needs to be in affect)	Communication should occur with the family members and the individuals listed as responsible persons listed on the plan whenever a change to a safety plan is made or when enough change has occurred to decide that the child is safe and a plan is no longer necessary. This is part of the management of the plan.
	In Home Safety Assessment - Safety Plan	If we do an unsafe plan during the week while children are out of home (court involved) then do we complete a safe with a comprehensive plan if there are long visits (i.e. weekends) per court order?	There would only be one plan that was developed when the child was determined to be unsafe. Safety services/interventions would be included in that plan to address the child's safety during the weekend visits.
	In Home Safety Assessment - Safety Plan	Do you have to maintain a safety plan if the original concern no longer exists? Or once the concern is corrected, would there be no safety plan at that point?	If the Protective Capacity of the caregiver have been enhanced enough to manage and control the safety threat and no other safety threats exist, the child would be considered safe. In addition, when completing the In Home Safety Worksheet, the worker would change their response to the identified threat from a Yes to a No. When the safety decision is Safe, no safety plan is needed.

	In Home Safety Assessment - Safety Plan	There are discrepancies regarding the safety plan form. Handout 14 is a safety plan form that has a statement written in section three (Plan Agreement) of the plan. In the reference manual, that statement is missing from section three of the safety plan on page 79. Which is the correct safety plan form? Also, the automated versions of the forms that are on the CD are locked and cannot be unlocked without a password. On the Safety Assessment Worksheet, section 4 (The Safety Analysis questions) is not automated. Is there some way to unlock the form so that this section can be automated?	Handout #14 in the curriculum is the correct form. Page 79 of the manual will/has been updated to reflect the change.
	In Home Safety Assessment - Safety Plan	How do we implement an out of home safety plan if we do not have an out of home safety plan form yet?	Regardless of whether the child is in the home or in an out-of-home placement, the same Safety Plan form is utilized.
	In Home Safety Assessment - Safety Plan	Is there a requirement regarding who must receive a copy of the safety plan and when they must receive it? Do copies of the plan shared with parents and responsible persons have to include signatures (page 2), or just page 1?	Every person who is listed as a responsible person on the safety plan and the caregivers should receive the plan. Best practice would dictate that the responsible person should receive a copy of the plan prior to that plan going into effect, however, all parties must have the plan at the time the plan goes into effect. There may be instances especially in cases of Present Danger when the responsible person would receive a copy of the plan without all of the signatures. In these instances, the worker should provide a "formal" copy of the plan once all of the signatures have been obtained.
	In Home Safety Assessment - Safety Plan	Information on page 57 of the curriculum re: "a safety plan should include the following: 5 bullets are listed." We were a little confused by this because the safety plan does not have place to document these things. When referring to the safety plan, is it speaking to the whole process of	The manual includes information for caseworkers to consider as they develop the safety plan with the family. The elements that are required to be documented; however, are included on the form. The curriculum will be revised to reflect "A safety assessment/plan should include the following:". Please revise your copy of the curriculum accordingly.

		assessing safety (completing the safety threats, the protective capacities, and the analysis)? If not how does those 5 bulletins get included in the safety plan?	
	In Home Safety Assessment - Safety Plan Policy	How soon after all signatures are on the safety plan should the parent/caregiver get a copy, immediately, 24 hours or next business day?	Parents, caregivers, and/or private providers should receive a copy of the signed plan as soon as possible after all the signatures are received. The parent/caregiver should, in most cases, have a copy of the proposed Safety Plan prior to signatures being obtained and then receive an additional one once all of the signatures have be obtained.
	In Home Safety Assessment - Safety Plan	What part do workers play in assessing the resources offered by caregivers as part of the safety plan? For example, if friend/relative offered as resource, is an assessment done in the resource home or only for the parental/caregiver's home? It was agreed an assessment is done on the resource and plan developed only if indicated by the assessment, in addition to the parental/caregiver home.	While best practice dictates that we allow families to identify their own resources, the agency has a responsibility to assess those resources to determine if they are appropriate. Ultimately, if those resources are intended to be included in the safety plan, the agency must approve that resource as a responsible caregiver who can assure the safety of the child.
Update	In Home Safety Assessment - Safety Plan	If the parents agree with the safety plan but refuse to sign it, does that mean the children are unsafe & should be removed from the home?	All persons responsible to carry out the safety plan must sign it. If the parents are included as a responsible person on the safety plan and refuse to sign the plan, the child would be determined to be unsafe and the caseworker should petition the court for removal.
	In Home Safety Assessment - Safety Plan	Will children ever be asked to sign the Safety Plan?	Yes, if the child is part of the safety plan and is 14 or older they should be signing the safety plan.
Update	In Home Safety Assessment - Safety Plan	When we meet with the maltreating parent and determine we need a safety plan- do we need to have a plan in place and signed by the parent before we leave the home?	A safety plan does need to be in place before you leave the home. All persons responsible to carry out the safety plan must sign it. If the parents are not included as a responsible person on the safety plan and they refuse to sign it, documentation should be included in the structured case note to explain why the parents refused to sign the plan. In this instance, a child could still be considered to be safe with a comprehensive safety plan since the responsible persons sign the safety plan. The Safety plan must still be

			followed even though parents refused to sign.
	In Home Safety Assessment - Safety Plan	Is a verbal agreement by a responsible person sufficient to implement a safety plan in cases where one or more responsible persons may not be present and able to sign the safety plan immediately?	No, a written signature is required to demonstrate agreement and understanding on the part of the responsible person listed on the safety plan to the specific intervention needed. Each responsible person on the safety plan must understand the threats and their role in keeping the child safe which should occur as a result of a conversation with them. All responsible persons should be present when a safety plan is developed. If a responsible person is not present when safety plan is developed, a worker has 24 hours to put the safety intervention into place and getting the signature of the responsible person is one part of that process.
	In Home Safety Assessment - Safety Plan Policy	Do we have to do a safety plan for children in Foster Care (i.e. child's basic needs will be met)?	Yes, safety plans are required for children who are determined to be either safe with a comprehensive safety plan or unsafe. Information included on these safety plans should detail how the safety threats will be managed and controlled. When children are placed out of home, the safety plan would only address how safety will be assured during visits with the family of origin.
	In Home Safety Assessment - Safety Plan	Please give guidance on the "Time Period" column on the Safety Plan. Should this be a deadline? Or a range of dates? (beginning date to ending date)? If using a range of dates... When completing a revised safety plan, should the beginning date be the date that task was started (as of the initial safety plan)? Or the date of the revised plan? Can clarification be provided regarding information to be documented in the Time Period area of the Safety Plan? Is this to be the length of time a party has to complete the safety action or how long we anticipate the Safety Plan to be in place? (If so, how are we really assuring safety) Is this to be	The time period column on the Safety Plan could include either a start date or a range of dates (to include a start and end date) if you know when the intervention will end. They should not be considered a deadline as all safety interventions must be able to be put in place within 24 hours. The time period listed on safety plans will vary depending on the safety intervention. If exact dates are known, they should be listed. If not it can be listed as ongoing; however, it will be important to make sure that the responsible caregiver agrees to complete the safety intervention for on ongoing duration. Monitoring the implementation of the safety intervention is critical, especially if it is an intervention that is ongoing. When completing a revised safety plan if there safety interventions that will remain on the safety plan the range of dates should include the actual beginning date from the previous safety plan(s). If you have elected to use a range of dates and need to extend the end date on the revised plan, one would simply leave the same start date and extend the end date to reflect the change. Newly added interventions on the revised safety plan would

		similar/consistent with FSP dates? Best practice for identifying dates and time period?	have a new date listed.
	In Home Safety Assessment - Safety Plan	Will there be a Miranda component added to the plan?	No
	In Home Safety Assessment - Safety plan	Will the safety plan hold more weight in court as an exhibition?	Safety Plans can be entered as exhibits to the court. It is up to the court how much weight the safety plan will hold.
	In Home Safety Assessment - Safety plan	In section IV of the safety plan, should "I hereby waive any rights to confidentiality that I may otherwise have concerning the information on the Safety Plan" not be there. We assure confidentiality at all times with all our cases and now it will appear to our clients that we may share this plan with anyone we care to.	The statement regarding confidentiality should remain in Section IV of the Safety Plan. During the development of the Safety Plan, and at the time the plan is signed, Caseworkers should make it clear that the information on the Safety Plan will only be released to participants/parties listed on the Safety Plan.
	In Home Safety Assessment - Safety plan	The manual is not specific in qualifying the process to formally re-evaluate a Safety Plan. If Safety Plans are developed when Safety Threats are identified and Safety Threats meet S-O-O-V-I then shouldn't there be an interval for completing a Safety Assessment Worksheet within 60 days of the implementation of the Safety Plan to renew, reduce, or eliminate the need for a Safety Plan. If this is so, what documentation supports the renewal, reduction or elimination of the Safety Plan?	Safety of the child should be assessed at every contact with the family. This includes gathering/documenting information about the effectiveness of the safety plan. If it is determined that a safety plan is no longer effective, it must be modified immediately. This may include identifying new/changing responsible persons and safety interventions on the plan. In order to complete the modification, all of the responsible persons and the supervisor must sign off on the plan. Caregivers must also sign the plan if the child(ren) are to remain in the home of origin. (i.e. for children determined to be safe with a comprehensive safety plan)
	In Home Safety Assessment - Safety plan	Will the safety plan hold more weight in court as an exhibition?	Safety Plans can be entered as exhibits to the court. It is up to the court how much weight the safety plan will hold.
	In Home Safety	Is a Spanish translation of the safety	OCYF will look into having the tools translated into other languages.

	Assessment – Safety Plan	plan form available?	
	In Home Safety Assessment – Safety Plan	In section IV of the safety plan, should "I hereby waive any rights to confidentiality that I may otherwise have concerning the information on the Safety Plan" not be there. We assure confidentiality at all times with all our cases and now it will appear to our clients that we may share this plan with anyone we care to.	The language on the safety plan clearly states who the information would be provided to and why. In order for a responsible party to be responsible they must know what the safety threats and issues are and how their role will work to help address those issues. If a caregiver refuses to allow that information to be shared it directly impacts the effectiveness of the safety plan.
	In Home Safety Assessment – Safety Plan	Why do safety plans always address the caregiver even though the child is the safety concern? (#7 & #8) I feel the child should be specifically stated as the safety concern and not the caregiver, as they can't handle the child when the child is out of control.	The purpose of the safety assessment is to determine a caregiver's ability to care for and protect their children from harm. This includes whether or not they respond appropriately to the children's behaviors or special needs. Ultimately whether or not the child is acting dangerously they are still under the care of that adult caregiver. Safety assessment addresses whether a caregiver's response is a threat to the child. The FSP and/or CPP would provide services to the child to address the child specific concerns. There is consideration taking place as to if a youth safety/risk tool will be created.
	In Home Safety Assessment – Safety Plan	Why 60 days for the safety plan?	Similar question was answered in a previous FAQ. Please refer to page 26 of the FAQ date 5/4/09. Note; 60 days relates to the time frame included in the definition of the imminent safety threshold.
	In Home Safety Assessment – Safety Plan	Somerset Co CYS has a case that has presented some challenges when trying to complete the Safety Assessment Worksheet and plan. We really have several placement cases that are similar and would like clarification on utilizing the SAW and plan when the child was in placement prior to July 1, 2009. The case is as follows: a child and his siblings were placed for severe physical abuse; they have been in placement for 12 months; and parents	Accurate completion a safety assessment on a case that was active and action taken prior to the implementation of the new SA process can only be done with the information and circumstances as they exist in the present. Counties are not expected to retroactively complete safety plans. Counties should be using the new process to conduct safety assessments and develop plans on current information at the designated intervals. This information would be used to inform reunification.

		<p>have criminal charges pending and have done nothing to work toward reunification. The CW completed the SAW prior to the CPP hearing and completed it on the bio family; obviously the child was unsafe. Does the CW need to complete a safety plan with the bio parents since the child is already in placement? It is very awkward to try to meet with the family to complete a safety plan when the child is already placed- how do you list actions/services which can be completed or started within 24 hours, when this is after the fact?</p>	
	In Home Safety Assessment – Safety Plan	<p>This leads to several additional questions regarding kids in placement; if you check that the child is unsafe, the SAW under Section VI, states that you need a safety plan. Does this safety plan simply state that the child is placed, or does it need to list actions which the parents can take within 24 hours which may change the safety decision?</p>	<p>While this topic continues to be discussed by the Safety Plan Workgroup, at this time a Safety Plan would be completed when a child is determined to be unsafe. At a minimum, the safety plan would include that the child is removed from the home and placed in alternate care. Information regarding contact with the family of origin could also be included.</p>
	In Home Safety Assessment – Safety Plan	<p>Also, the waiver authorizes the release of all the information on the safety assessment and plan. Does safety assessment refer to the Safety Assessment Worksheet? If not, what does it refer to?</p>	<p>Yes it refers to the information detailed on In Home Safety Assessment Worksheet as well as on the Safety Plan.</p>
	In Home Safety Assessment – Safety Plan	<p>Previously we asked the question regarding the need to do a safety plan for a child who enters placement but was not considered unsafe in the family home or the child who returns</p>	<p>If a child is determined to be safe, no Safety Plan is needed.</p> <p>In cases where children are in placement for reasons other than safety threats (i.e., truancy, behavior health issues, etc), development of FSP and CPP would be adequate. Ongoing Safety assessments would continue</p>

		home and there is no longer a safety threat. Have you received any clarification on that question?	according to the interval policy.
	In Home Safety Assessment – Safety Plan	If the police take protective custody, do parents sign a safety plan as most times they are not in agreement? Sometimes it is days before the parents are seen or located after custody has been taken.	The police taking action and custody of a child is not a safety plan but a trigger for an agency to conduct a Safety Assessment. Once that assessment is completed (which must be completed within 72 hours), a Safety Plan may be needed based on the assessment findings.
	In Home Safety Assessment – Safety Plan	Regarding the term "Preliminary Safety Plan I believe it would make more sense to call them "Initial and Revised" safety plans. Preliminary conveys a sense of being incomplete, although there is enough information to complete a plan, if not the whole worksheet. All plans have the potential to be revised as the whole process is dynamic.	Suggestion Noted.
Update	In Home Safety Assessment – Safety Plan	When children are moved to multiple placement settings, does a new safety plan need to be completed for each new foster home even though the child remained in foster care?	Yes, the safety plan may need to change as a result of a placement change. At a minimum, it will be necessary to review and revise who will be responsible for assuring the child's safety.
	In Home Safety Assessment – Safety Plan	Are we violating the confidentiality rights of the foster parent by listing their name on the safety plan and requiring their signatures?	Unless there is a court order prohibiting the release of information, sharing this information does not breach confidentiality laws.
New	In Home Safety Assessment – Safety Plan	If we have a child who entered placement but <u>no safety threats</u> exist (i.e. a truant child or Shared Case management). In this situation would a safety plan be needed?	The safety decision is not the only reason why a child may be removed from their home of origin. If the worker has fully assessed the child's safety and no safety threats are in existence they would be determined to be safe. No safety plan would be needed.
New	In Home Safety Assessment – Safety Plan	A child is in placement and there were safety threats and an unsafe decision was made when he entered	No threats, child safe, no plan necessary. Threats existing but interventions can be put into place, plan required.

		placement. When the family makes progress and it is determined through the Safety assessment process that no safety threat exists or protective capacities are enhanced, resulting in a decision that the child is safe, does a safety plan need to be completed in order to send the child home?	
New	In Home Safety Assessment – Safety Plan	If we determine that the child is safe with a comprehensive plan or an immediate/preliminary and subsequently a determination is made that the child is safe and no safety plan is needed. Is there a process for informing the family and any responsible parties that the plan is no longer needed? Would the new assessment form indicating that the child is safe be provided to everyone?	Based on the question, one may infer that a safety assessment has been made to determine that either the threats have been managed and controlled or something within the family has changed in order for the caseworker and supervisor to reach the decision that the child is safe. Unless it coincides with another interval, this situation would be considered a “new information” interval. Formal documentation on the In Home Safety Assessment Worksheet would be required. Additionally, communication should occur with the family members and the individuals listed as responsible persons listed on the plan whenever there is a change to the safety plan. This would include the cessation of a safety plan. How this communication is provided to the family & responsible persons included in the safety plan should be determined at the county.
	In Home Safety Assessment - Safety Threats	Does the identification of a Present Danger Threat automatically mean the child must be removed?	Not necessarily. If immediate safety interventions can be put in place, via an immediate, preliminary safety plan, in the home of origin that will control the Present Danger threat then the child may be able to stay in their own home. This decision should be made carefully in conjunction with the supervisor.
	In Home Safety Assessment - Safety Threats	Can you clarify “Family will Flee”	The concept of “Family will Flee” is a component of both present and impending danger. If a caseworker determines, based on the information that they have gathered, that the family may flee they must work quickly to take steps to address child safety.
	In Home Safety Assessment - Safety Threats	Serious bodily injury is listed as maltreatment on page 21 of the Reference Manual, which is usually designated to Student Abuse. Why is serious physical injury not listed?	This language will be changed to reflect serious physical injury.

In Home Safety Assessment - Safety Threats	Is a sex offender babysitting kids “impending danger?”	There are many factors that would impact the answer to this question; and depending on the circumstances the answer may be different e.g. the child could be in present, impending danger or risk. It is essential to explore each family situation and gather information related to the 6 domains and the safety threats (threshold criteria) to clearly understand what is happening in the family and what response/intervention needs to occur to address identified safety threats. For present danger the threat must be happening now. For impending danger, the threat may occur within the next 60 days; and for risk there is potential for something to happen in the future.
In Home Safety Assessment - Safety Threats	Why do we need to distinguish between present and impending danger threats when both types of threats need to be addressed as soon as they are identified (which could be at the same time)	The primary difference between present and impending danger threats is that present danger threats are obvious and happening right now. Impending danger requires us to “search” and seek out information to understand and identify the impending danger threat. If we were to only have one type of safety threat, there is a possibility that we might miss the safety threats that are not immediately obvious but equally as dangerous.
In Home Safety Assessment - Safety Threats Sexual Abuse	With Sexual abuse allegations, the State Police do not want the alleged perpetrator or the victim child to be interviewed. How do we gather information for the preliminary assessment?	You are still required to assess the child’s safety. This can be done without interviewing the child about the allegations, but child should still be interviewed to assess safety as per county policy.
In Home Safety Assessment - Safety Threats	Comment on Safety Threat #8 = the comma after "special makes it seem like it is part of the list instead of a descriptive word.	It is correct the way it is.
In Home Safety Assessment - Safety Threats	In the Present Danger Threat Categories, should the category “out of control child” be included?	An out of control child by itself does not pose a safety threat.
In Home Safety Assessment - Safety Threats	In the present danger threat “Spouse Abuse Present”, should it be “spouse” or “Paramour” since many families do not have married partners?	This will be changed to spouse/paramour in the Safety Assessment and Management Resource Manual.
In Home Safety Assessment - Safety Threats	In Present Danger Category, wouldn’t it be more accurate to say “caregiver” instead of parent since dangerous,	This will be changed to caregiver in the Safety Assessment and Management Resource Manual.

		neglectful adults responsible for children are not necessarily parents?	
	In Home Safety Assessment - Safety Threats	When talking about Present Danger Threat categories: any vulnerable child is unsupervised or alone for extended periods. The question is how do we know the extended period and justify the age?	The selection of this as a present danger (i.e. vulnerable child is unsupervised or alone for extended period) must consider the child's age, ability to care for themselves, and developmental level. The extended period and justification of age is based on best casework practice, and consultation with supervisor.
	In Home Safety Assessment - Safety Threats	Child's emotional, cognitive, behavioral, physical issues/concerns are not part of The Present Danger Threat, why is that?	The child's emotional, cognitive, behavioral, physical issues are not safety threats by themselves. The lack of parent/caretaker's ability to protect the child or deal with the child's issues would need to be assessed.
	In Home Safety Assessment - Safety Threats	#8 on the Safety Assessment Form ~ Caregivers cannot or will not meet the child's special, physical, emotional, or medical, and / or behavioral needs. What if religions or beliefs prevent parents from following through with medical advice or treatment of child(ren)? An example would be an Amish family would not life flight a child with a heart condition to Hershey. If child went to Hershey by ambulance he could have died, but beliefs kept family from agreeing to fly the child.	The county should follow regulations and internal policies as to how to handle situations where medical beliefs from a bona fide religion prohibit certain treatment and actions.
	In Home Safety Assessment – Safety Threats	Shouldn't babysitters and daycares by considered resources for Safety Threat #11?	As described in the Reference Manual, this threat assesses whether or not the caregivers have and/or using their resources to provide for shelter, food, and clothing for their children. This may include whether or not a caregiver is using their resources to obtain a babysitter or day care when necessary, but would not refer to whether or not those baby sitters or day care staff are appropriate caregivers. This would be addressed in threat number 9.
	In Home Safety Assessment – Safety Threats	In Safety threat #13, rejecting intervention in itself isn't a safety threat...maybe "extreme" needs to be	As described in the Reference Manual, this threat does already refer to those "extreme" instances.

		added.	
	In Home Safety Assessment – Safety Threats	I think that a mother using drugs in her home near her children is a dangerous act and should be considered as "Caregivers are violent and/or acting dangerously".	Using drugs in the home, near a child is certainly a risk but how that may cross the threshold to a threat depends on the specific behaviors and if that presents a threat of serious harm to a vulnerable child.
	In Home Safety Assessment – Safety Threats	Will the language on the Safety Plan form in section II that currently reads, "Note; for In-Home Safety Plans, it is agreed that these actions are necessary to maintain the child(ren) safely in their own home" be changed to add, "or in an alternative informal living arrangement" at the end of the sentence?	Consideration will be made to revise the form. In the interim, use of the term "in home" does include informal temporary out of home arrangements.
	In Home Safety Assessment - Safety Threats Worksheet	If the child open on our caseload has a child and that child is in the home, do you list the teenage mother as a child and also as a caregiver along with her caregiver on the safety assessment form?	The answer would be based on how the county is providing services to the family. If the county opens all of the children in the family, they would all be documented on the In Home Safety Assessment Worksheet. If does not open all of the children, the open children would be listed on the In Home Safety Assessment Worksheet. Information would still be gathered on the other children, but would be captured in the Structured Case Note similar to how information is documented for household members. Further, if county practice in this situation would be to have to cases opened, the county would complete two separate In Home Safety Assessment Worksheets.
	In Home Safety Assessment – Safety Threshold	Can we get better or clearer definitions for the Threshold criteria, especially serious and out-of-control.	Serious is not related to serious physical injury as defined in the CPSL. Serious as a threshold criterion refers to a situation that will likely result in a serious effect on the child in the near future. This could be physical harm, sexual abuse, severe emotional harm or serious harm resulting from neglect, for example. A condition is out of control when there is no apparent natural, existing means within the family network that can assure control of the situation. This means that no responsible adult in the home can keep the threat from occurring even if they wanted to. They cannot assure child safety because they cannot manage or control the threats.

	In Home Safety Assessment – Safety Threshold	Why is there a 60 day timeframe for impending danger? It seems too long.	The 60 day timeframe is actually part of the definition of imminent which is one of the five safety threshold criteria. The 60 day timeframe was included as part of this definition to provide guidance for caseworkers as they are exploring for the presence of impending danger threats and to provide distinction between impending danger safety threats and risk factors.
	In Home Safety Assessment – Safety Threshold	For “out of control,” does the family network mean just the household members or does it include extended family as a means of control?	Typically we are assessing whether or not the primary caregivers have the enhanced protective capacity to control a safety threat. Household members or extended family members who have assumed a caregiving role can be considered when determining if the situation is out of control. In those instances it is important to remember that these individuals are caregivers and not babysitters. Also, if the individual is an extended family member, it is important to get a sense of how they will be able to control the situation – what will happen if they leave – and factor that into the safety decision and development of the safety plan.
	In Home Safety Assessment – Safety Threshold	Can we take a child’s word or another person’s account as “observable” on SOOVI even if the case worker didn’t actually see it happen?	Yes. Observable means tangible or real not just a caseworker seeing it with their own eyes.
	In Home Safety Assessment - Protective capacity	On the safety assessment form, it says that you have to describe enhanced protective capacity only, In the training it said that you describe diminished and absent also . What is correct?	<p>One would document the current status of the identified protective capacity. This includes enhanced, absent or diminished.</p> <p>The language about enhanced protective capacities was added to reinforce that, in situations where there are multiple protective capacities the caseworker would still list all of the protective capacities identified – even if they are enhanced.</p> <p>If all of the protective capacities needed to address the threat are enhanced, there would no longer be a threat. At that point, neither the threat nor the corresponding protective capacities would be listed on the In Home Safety Assessment Worksheet.</p>
	Information Gathering	How is recent being defined (related to Domain 3 on page 18 of the Manual)? Is this referring to recent as defined by the CPSL?	No, we are not talking about the recentness of CA/N which would include the two year time frame. Recent as it is used in the Manual does not have a specific time frame associated with it. It is really based on gathering information to determine what has or is happening within the family that is causing a safety threat to the child. Caseworkers would need to make a

			judgment about how the information identified in this domain impacts child safety.
	Information Gathering	For serious physical injury (impending danger), how does a child 5 y/o or younger with a handprint on their face fit into the 6 Domains (since those domains discuss serious bodily injury)?	First, the language will be changed from serious bodily injury to serious physical injury. Second, it is important to remember that we must continuously gather information to identify and understand what is precipitating the safety threat. In cases of serious physical injury, the injury could represent both present and impending danger threats. In other instances where the injury is not as serious, there may be other concerns that are identified through the exploration of all 6 domains that reveal circumstances and/or behaviors that could become impending danger safety threats.
	Information Gathering	Is there something out there that puts the 14 factors on the safety assessment and the specific caregiver protective capacities into the six domains so that I can see how asking those questions get to the answers on the safety assessment?	Information gathering is the foundation of safety assessment. All of the 6 domains inform each of the safety threats.
	Information Gathering	How do we assess for safety of a child with special needs?	This is not a change in practice. When the child has special needs the caseworker would need to make sure that they are comprehensively gathering all of the information possible to understand and address the safety threats to the child. This may include more collateral contacts with doctors, therapists, school nurses, etc. to fully understand what is going on with the child, especially if the child is not able to verbalize their thoughts and feelings to you.
	Information Gathering	In terms of information gathering, in GPS cases will we need to have parents sign permission forms to question outside sources (other relatives and the like) due to confidentiality? We understand that under CPS we can question for the investigation.	The Safety Assessment and Management Process does not change this already existing practice. Workers are already gathering information through collateral contacts without having to have releases signed as they are gathering information and not releasing information. Gathering collateral information is part of the job and a release of information would only need to be signed to share/provide information to collateral contacts, not request it.
	Information Gathering	Is there any reason to gather information in the six domains when the situation meets one of the	Yes, you must continue to gather the information until you no longer need to do an in-home assessment.

		exceptions in the case interval policy and an in-home safety assessment worksheet is not required? We are not requiring this because the purpose of gathering information in the six domains is specifically to inform the safety assessment process.	
	Information Gathering	How far are we to be questioning the child/family about sexual abuse (threat #4) when there is no history and no information in the referral alleging sexual abuse? We are to go beyond the allegations, but are we to question all children about sexual abuse?	In every case, the caseworker should do a complete and thorough assessment based on the allegations received, as well as on the information gathered through interviews and observations of the child and family during the assessment process. If issues are presented, or arise, that would indicate concerns regarding the possible sexual abuse of the child, that area should be fully explored and assessed.
	Marketing	Is there going to be information in precise terms put together that counties can offer to the judges, agency solicitors, Guardian Ad Litem, local bar association, etc about the Safety Assessment and Management Process to provide consistency in the courts?	A Benchbook has been developed by the National Resource Center for Child Protective Services specifically for judges and other court representatives. It is available on www.NRCCPS.org .
	Marketing	The Judicial Branch of the Government is sending children home when SOOVI is abundantly present, and the responsibility of safety is on the agency. We have this tool to qualify our "gut". Our guts are in turmoil and responsible when children are sent back to homes where SOOVI is present with no protective capacity. HELP! Is there a plan to bring the Judicial Branch in line with this the safety criteria in this practice model?	Efforts are currently being made at a state level to educate our systems partners about the Safety Assessment and Management Process. These efforts include developing marketing brochures.
	Policy	If there is a finding of aggravated	The Safety Assessment and Management Process does not alter the

		<p>circumstances would a safety plan always need to be in place? Even if several years later there is a new child and the parent has done whatever he/she needed to do to correct his/her issues?</p>	<p>agency's response to investigating aggravated circumstances. In these instances, a caseworker would conduct a safety assessment to determine if there are currently active present or impending danger threats. If either present or impending danger threats are identified and there are not any protective capacities present to manage and control those threats, a safety plan would be need to be put into place.</p>
	Policy	<p>If we get a report and a caseworker goes out and finds that the allegations aren't true do we still need to complete a safety assessment?</p>	<p>It is important to remember that the Safety Assessment and Management Process does not focus solely on the presence or absence of substantiated allegations. Even if the allegations are not true, a caseworker would still need to explore the safety of the children in the home. This would be documented within 72 hours of the first face to face contact. If the allegations are not true and no safety threats have been identified the case can be closed. Any additional information would be documented in the structured case notes. The caseworker would not be required to complete an additional assessment to close the case.</p> <p>If allegations were determined not to be true, but the family was still open with the agency for services, safety assessments would be completed based on the interval policy.</p>
	Policy	<p>For completely bogus reports, do we still need to go through the whole process of safety assessment (i.e. conduct more than one visit with the family, interviews to gather information, etc.)</p>	<p>As with current practice, it is necessary to gather information to fully determine if the report is bogus. If it is a new referral, the worker would still conduct a face to face contact and gather information. This would include conducting a safety assessment. The worker would document the learned safety assessment information on the safety assessment form, indicating that no safety threats were present and sign off on the form. This would be completed within 72 hrs of the first face to face contact and the case would be closed. Any other documentation would be recorded in the structured case notes. An additional safety assessment would not be required to close the case.</p> <p>If a new referral was received on a family already opened with children and youth, a caseworker would still need to explore the validity of that referral. If, after gathering information, the referral was determined to be bogus, documentation would be made to that effect in the structured case note. Safety would continue to be assessed at each contact and documented according to the interval policy.</p>

	Policy	How would the State like us to proceed when the home is unsafe for the caregiver?	The focus of the Safety Assessment and Management Process is the safety of the child and the caregiver's capacity to protect that child from harm. There would still need to be a safety assessment to identify whether present or impending danger threats are present and to fully assess the caregiver's protective capacity. Part of that assessment would be to determine if the caregiver's safety impacts their ability to protect the child.
	Policy	Can you close a case with a safety plan?	No, you cannot close a case when there is an active CYS developed/monitored safety plan. The family may elect to develop their own plan outside of the agency using their family network and community supports. This would not be considered a "safety plan" as defined in the Safety Assessment and Management Process.
	Policy	Will we able to close cases with Moderate to High risk assessments if we determine the child is SAFE?	Careful consideration needs to be made when closing a case. A determination that a child is safe does not necessarily mean that the child is free from the risk of future harm. This is especially true in instances of high risk. Keep in mind that when there is a high risk rating there is a high likelihood that impending danger threats also exist. Careful assessment of safety threats should be done prior to closure to ensure that there are no active threats to the child. Moreover, the caseworker and supervisor will need to work together toward the decision for case closure and best practice to address the remaining risk issues.
	Policy	When transferring a case to a new worker, we are required to complete a formal assessment within 24 hours of our first face to face contact; what should we do if the information remains the same?	The purpose of completing a safety assessment at the point of case transfer is two-fold; 1) it gives the new worker the opportunity to become familiar with the family and 2) case transfer is time of change and may trigger new present or impending danger threats. If the worker completes the safety assessment and reviews their findings with their supervisor and together it is determined that the information remains the same; the new worker would only need to update the Identifying Information Section (Section I), add the new date of face to face contact in Section II, and sign the form.
	Policy	Bulletin and manual clearly state that safety is to be assessed and documented at every in-person contact. Is there any discernment of quality contacts from general contacts (i.e. transports to school, appointments, etc.; dropping off lice	Safety Assessments should be completed at every face to face contact regardless of the type of contact. If a case aide or other staff person is completing the contact, they should document their information on the structured case note and that information should be included by the case worker when documenting the In Home Safety Assessment Worksheet as per the interval policy.

		<p>kits or other supplies) for the purposes of safety assessment? In other words, are staff required to document safety assessment and safety plans in structured case notes for <u>every</u> contact (including transports, dropping off supplies), or only during quality contacts?</p>	
	Policy	<p>What is the definition of a contact? Home? School? Parent and child together and/or individually?</p>	<p>The Safety Assessment and Management Process does not change the existing definition of contact. Safety should be assessed at each and every contact (regardless of type) since every contact has the potential to reveal safety related information. If the contact does not include the child or family members (e.g. collateral contact) careful attention should be made to determine if circumstances or new information suggests a change in the child's safety which would prompt a face to face contact with the child and primary caregivers.</p>
	Policy	<p>On CPS cases for minor injuries that do not meet the criteria for the safety threshold, what needs to be included in the Safety Plan?</p>	<p>The Safety Assessment and Management Process and subsequent Safety Plan are not about substantiating abuse, it is about determining if a safety threat exists and what safety interventions would need to be put into place to address those threats. In order for the report to be substantiated, the incident must meet the definition of child abuse in the Child Protective Services Law. In instances where there is not a safety threat, there still may be risk factors which would be documented as part of the risk assessment and structured case notes. These concerns would then be included as part of the Family Service Plan if the family is open and accepted for services with your agency. A Safety Plan is not necessary when safety threats are not present. However, the caseworker would continue to assess this concern during their contacts with the family to determine if circumstances have changed to the point where all five threshold criteria are now met.</p>
	Policy	<p>How does the State want us to document when the parents are unknown or can't be found?</p>	<p>Document in the case notes of diligent efforts to locate parents. Since the parents are not currently in the primary caregiver role, they would not be listed on the safety worksheet. If the whereabouts of the parents are ascertained and they assume the primary caregiver role, this would suggest a change to the child's safety and a new In Home Safety Assessment worksheet would need to be completed.</p>

	Policy	Is there an example of a “structured case note?”	A documentation guideline and formal template was emailed to CSL’s and Administrators on April 27, 2009. These documents are to be used by counties to develop their own county specific documentation guidelines.
	Policy	Does the contact summary/safety assessment meet documentation requirements for structured case notes?	No, while the terms structured case note, dictation, contact summary, etc. are all similar terms that ultimately refer to the documentation in the case record, the Safety Assessment and Management Process requires that more specific information related to safety is included in the case record documentation. The structured case note is separate from the In Home Safety Assessment Worksheet and Safety Plan form.
	Policy	If a County decides to use the In-home Safety Assessment not only as per the Interval Policy but for every face to face contact, do they still need to have a Structured Case Note?	Yes, the purpose of the structured case note is to capture what occurred during the contact. This includes other information beyond safety assessment (e.g. who was there, what type of contact it is, etc.) the In Home Safety Assessment Worksheet would not encapsulate all of that information. Therefore, caseworkers would still be required to complete a structured case note for each contact.
	Policy	In structured case notes, can we encompass more than one contact within a limited time frame, as long as they are all about the same situation?	No, as you will need to document what is different with each contact (i.e. date, time, location).
	Policy	In the manual, page 12/13, structured case notes are discussed. There are 5 things that should be in the case notes. Number 5 refers to the safety plan. Do we need to rewrite the whole plan or can we say, “ Services in the plan of 1/20/09 still in effect”?	We will be revising this portion of the Manual. Caseworkers will not be required to rewrite the safety plan in the Structured Case Notes. They will, however, be required to assess whether or not the safety plan remains effective and whether or not additional or fewer safety interventions need to be included in the plan. If revisions to the plan are needed, they would be made of the Safety Plan Form.
	Policy	When documenting the 6 domains in structured case notes, should documentation only include information learned in each domain during this contact? Or information learned for each domain to date? Is it acceptable to state “no change” if no new information gathered for a domain?	Purpose of structured case notes is to document new information and expand to make safety decision, not to review previous contacts or be redundant

		Is it acceptable to copy documentation of the domains from previous entries?	
	Policy	Will the state be updating FSP's and CPP's to reflect need to address protective capacities? Where should protective capacities to be enhanced to be named in FSP's and CPP's? List in "related concerns" on service plan, along with identified risk factors?	No, the information pertaining to Protective Capacities would be included in the Related Concerns section similarly to what is currently being done with Moderate and High Risk Factors. Workers would identify objectives and actions that could be put into place that would enhance protective capacity and manage and control the identified safety threat to the child.
	Policy	Will there be a deadline when we need to begin using the Safety Assessment and Management Process on new and ongoing cases? Is that deadline July 1, 2009?	Counties must have fully implemented the Safety Assessment and Management Process by June 30, 2009. Best practice would suggest, however, that caseworkers be given the opportunity to practice using the Safety Assessment and Management Process once they have completed their training and TOL activities. While this is not a mandate, counties should consider the best way to implement this practice and incorporate their decisions in their Implementation Plan. Counties should also consider what quality assurance will look like for their counties.
	Policy	There is confusion about who should be listed on the In-Home Safety Assessment Form, the instructions indicate that that each adult residing in the home are caregivers. Section III of the In-Home Safety Assessment Form indicates that caregivers are only people who "provide care" to a child, which is correct?	Caregivers are individuals who are responsible for providing care to the child. This may or may not include all of the adult household members. Workers should determine, through information gathering, who the caregivers are in the family. Clarifications will be made to the instructions on how to complete the In-Home Safety Assessment Form.
	Policy	If counties want to "tweak" the form, who should they contact?	If counties are interested in changing/reformatting the form to make it more county specific, they should submit their suggested formatting changes to their Regional Office and PaSafety@pitt.edu for consideration. However, changes made to the form should be formatting changes only, all content areas still need to be included.
	Policy	Placement – Informal. Wording is that formal custody "must" be taken by county agency if this exceeds 60 days.	This section of the manual will be revised to require compliance with the OCYF Bulletin #00-03-03 entitled Kinship Care Policy.

		<p>What about kinship arrangement that is satisfactory with all parties, but informal?</p> <p>Specific concern here is the statement that after 60 days “formal custody <i>must</i> be taken by the county agency. Courts are often very conservative in its interpretation of “dependency.” We do not want to be in a position of filing petitions that we know will be denied</p>	
	Policy	<p>What is the State's position on interns completing formal safety assessments?</p>	<p>If the interns are carrying an official caseload then yes, they would be responsible for completing safety assessments at every contact and completing the In-Home Safety Assessment Worksheet per the intervals. These interns would be required to complete the three day, 204 Introduction to the Safety Assessment and Management Process training.</p>
	Policy	<p>How does a Safety Assessment correspond with the Juvenile Act? Discussion – there will be cases where you may have a child who is safe, but may be at risk and you may decide to proceed with dependency. Court awareness – understanding will be important. One county shared that their court has never asked to see a safety plan – has not been an issue.</p>	<p>The Juvenile Act allows a child to be adjudicated dependent, but remain in their own home. For these situations, the most logical safety decision would be safe with a comprehensive safety plan due to making a determination that supports need to be put into place to address concerns that led to the adjudication of dependency.</p>
	Policy	<p>How can we assess safety over the phone?</p>	<p>Safety Assessments can really only be completed when the worker is face to face with the family. This is true throughout the casework process. When one receives a referral (or any phone call for that matter) they are gathering information related to safety to determine the response time. The gathered information is then used by the worker to guide the face to face contact (or collateral contact). If information gathered on the phone suggests a change in circumstances or a potential safety related issue, a face to face contact must be made. If the change in circumstances is confirmed at the face to face (or collateral) contact, it would be documented on an In-Home Safety Assessment form.</p>

	Policy	Will the agency be responsible for completing regional investigations and courtesy checks for another county?	Regional Office Staff will still be responsible for conducting child abuse investigations when the alleged perpetrator is an agent of the county agency. Since Regional Office staff typically conducts investigations for children in placement settings, additional information will be provided when the safety assessment for children in placement is finalized. When conducting a courtesy check for another county, your county staff would be responsible for gathering information and documenting that courtesy check in a structured case note. The other county who has oversight of the child would be responsible for completing In-Home Safety Assessment form.
	Policy	When, specifically, & in what order are the Safety Plan & SA Worksheet to be completed when no present danger is evident, but safety threats exist? For example, when making initial contact with a family, safety threats are evident, but no present danger. Does the worker complete the Safety Plan with the family during that contact? Or complete the SA Worksheet & then develop the Safety Plan based on that information? It doesn't make sense to wait until the SA Worksheet is completed to develop the Safety Plan, as safety of the child would not be assured for the interim, though the information in the manual & curriculum suggests that the Worksheet is to be completed prior to the Safety Plan, unless present danger exists.	Whenever a safety threat is identified, regardless of whether it is present or impending danger and the protective capacities needed to manage and control that threat is absent or diminished a safety plan must be developed. The difference between impending and present danger threats is that impending danger is not immediately obvious and may not occur until after the caseworker has left the home and up to 60 days. If the caseworker determines that a safety plan needs to be put into place prior to leaving the home, they would still be completing their assessment, analysis and decision making and safety planning prior to leaving the home; however, they would be documenting that information once they returned to their office.
	Policy	If we get a general inquiry call from a client, do we need to address each of the 6 domains in our dictation if we have gathered no information pertinent to them? For example, A	If the call is purely a call for information about a service the county agency does not provide, information gathering related to the six domains does not need to take place.

		client calls for a phone number or directions to a counseling center.	
	Policy	For children in out-of-home care, is the assessment done as per the interval policy solely in the home of origin or, when the plan is to return to a different resource, is it to be done for the return resource home? It would make no sense to assess safety for the home of origin (say mother) if the plan is to return to the home of a relative (aunt). Would you assess just the mother, just the aunt, or both homes?	<p>Assessment of the home of origin would be conducted as per the interval policy unless the goal is not reunification AND the parental rights have been terminated or formal custody has been transferred to a permanent caregiver.</p> <p>Counties should assess child safety in placement settings using their existing practices up until the point when the Substitute Care Safety Assessment process has been formalized.</p>
	Policy	<p>When child is temporarily placed with another caregiver through an informal kinship care arrangement (no court involvement or formal change in custody)...</p> <p>Why would a formal safety assessment not be completed for the informal kinship home?</p> <ul style="list-style-type: none"> • Shouldn't safety be assured in all situations / locations in which a child resides? • Why complete a formal safety assessment for a parent that has only weekend visitation, but not on an informal kinship home? <p>Should we continue to use our existing safety assessment documentation for informal kinship care settings?</p> <p>Are informal kinship care placements going to be including in the upcoming out-of-home safety assessment & management process?</p>	<p>Assessment of the home of origin would be conducted as per the interval policy unless the goal is not reunification AND the parental rights have been terminated or formal custody has been transferred to a permanent caregiver.</p> <p>Counties should assess child safety in placement settings using their existing practices up until the point when the Substitute Care Safety Assessment Process has been formalized. Informal kinship arrangements will be included in the Substitute Care Safety Assessment Process.</p>

	Policy	What is the difference between imminent (as one of the five safety threshold criteria) and imminent risk?	Imminent risk as a type of abuse is looking at a specific incident which occurred prior to when it was reported to determine whether or not happenstance or 3 rd party intervention prevented the child from being abused. Imminent, as it relates to the safety threshold, is looking from the standpoint of when the face to face contact occurs and through the next 60 day timeframe to determine if there is a threat to the child being harmed. Keep in mind that the 60 days is a guide, if the information gathered reveals that a situation may occur at 63 days, one would still consider that to be impending danger.
	Policy	If the child maltreatment occurs outside of the home of origin, should I complete my safety assessment where the maltreatment occurred?	Regardless of where the abuse occurs, the focus of the Safety Assessment is to determine the caregiver's ability to protect the child from harm. (Caregiver's are individuals who provide primary care to the child.) This is true whether or not the abuse occurs in the home of origin or in another location. When maltreatment occurs outside of the home of origin e.g. in a child care facility, the worker must explore the circumstances of the maltreatment as part of their investigation/assessment and determine the caregiver's response to the maltreatment and their ability to prevent the maltreatment from reoccurring as part of their Safety Assessment. In instances where there is shared custody and the maltreatment occurs in one of the custodial parents' home, safety would still need to be assessed in both homes to determine each caregiver's capacity to protect their child from harm.
	Policy	When a child is placed in an out-of-home placement setting and the parents' whereabouts are unknown, how would one conduct an In-Home Safety Assessment?	If the parents' location is unknown, a caseworker should document this information in the structured case notes. Also included in the structured case notes would be documentation related to the workers continuing efforts to locate the caregivers. A formal Safety Assessment would not be able to be completed in this instance; however, if the whereabouts of the caregivers become known, that would trigger the completion of a formal safety assessment.
	Policy	Do formal safety assessment(s) include only children who are "open" with a specified case, or should they include children in the household from another, inactive family as household members? For example, if members of an active family are residing with a	Yes, for counties who only "open" specific children in a home, only the "open" children would be documented on the In-Home Safety Assessment Worksheet. However, if there is relevant information pertaining to the other household members, that information would be recorded on the structured case notes.

		relative and that person's family, should the children of the relative be included on the formal assessment?	
	Policy	If the agency is not servicing a child that is not a household member (i.e. custody of other parent, Grandparent, etc) does a safety assessment have to be completed on that child? Is a face to face necessary assuming child safety can be verified by collateral contacts?	No, once the parental rights have been terminated or custody has been formally transferred to another permanent caregiver (e.g. Fit and Willing Relative, Permanent Legal Custodian, or Another Planned Permanent Living Arrangement) the worker would not need to complete an In Home Safety Assessment Worksheet on the child and his/her home of origin. If there are other children still living in the home or origin and a new referral is received, the worker would assess the caregivers and the children living in the home. If the permanent family remains open for services with the agency. The worker would complete an In Home Safety Assessment Worksheet on the child's new permanent home and not the child's home of origin.
	Policy	At the Intake Level, when a Safety Assessment is done and the child's 16 year old sibling is not seen, can Intake pass the referral on w/o seeing the 16 y/o or does the Intake worker have to see that child as well before passing the referral on for Ongoing Services?	If a child is not seen during the Intake phase, this should be noted on In Home Safety Assessment Form and in structured case notes. The case can be transferred, but the new worker must assess all the children's safety based on the interval policy.
	Policy	Is the worksheet to be completed after the first in-person contact, regardless of who is present? If worksheet only completed after in-person contact made with "caregiver & child," is this the "identified" child & "offending" / "responsible" parent? What if no identified child (i.e. referrals on home conditions)? What if "offender" / "alleged perpetrator" is not a household member?	Yes. The In Home Safety Assessment worksheet is to be completed within 72 hours of the first face to face contact with the family, regardless of who is present. Best case practice is to see all parties at the first face to face contact and continue with any additional contacts for those not present as soon as possible. All contacts should be documented on the In Home Safety Assessment as well as in structured case notes. If those subsequent contacts cannot be completed within 72 hours of the first face to face contact, then a new In Home Safety Assessment and structured case notes would need to be completed to update the information
	Policy	On cases that were brought to the county's attention (meaning services	Yes – child safety is always assessed regardless of whether the family is voluntarily involved with the agency or not. If the assessment determines

		were requested by the parent-- rights were volunteered) is a safety assessment required? If not-how does that play out with respect to informing the FSP? This question also applies to truancy cases.	the child is safe no safety plan is needed. The FSP would be based on the services needed to resolve any risk related issues or other service needs. Safety assessments would continue to occur until the case is closed.
	Policy	Concerns arose that agencies would suffer more lawsuits for using Safety Plans, in that there would be more liability with being no longer able to use "pinky swears" such as "the parent will not use drugs in front of the child (ren) or the parent will not use harsh discipline on the child (ren)." Some workers expressed fear that plans that are more detailed open the agency to more claims. Trainers pointed out that plans that are more detailed could mean less liability but the group was not convinced.	Liability concern is par for the job. The safety assessment process as developed should make workers feel more comfortable that they are making good decisions.
	Policy	Q. With Sexual abuse allegations, the State Police do not want the alleged perpetrator or the victim child to be interviewed. How do we gather information for the preliminary assessment? A. You are still required to assess the child's safety. This can be done without interviewing the child about the allegations, but child should still be interviewed to assess safety as per county policy. (Staff's response): Having read this most recent safety question and	We are still in agreement with the initial answer. We would welcome further discussion on this subject through the quarterly sessions.

		answer, I wanted to express that I have issues with it, i.e., I do not agree with it. It is not good practice to assess a verbal child's safety regarding sexual abuse allegations without speaking to them about it and failure to incorporate what the child is able to convey devalues the validity of the assessment and investigative processes.	
	Policy	What is the "home of origin"?	The "home of origin", also referred to as "Family of origin", would be the caregivers of the children when they became involved with the agency. REMINDER: Until the out of home tool is released, agencies are to follow their existing policies for assessing safety for out of home placements.
	Policy	If 2 cases reside in the same home, would you complete 2 separate safety assessment worksheets? Would assessment be on case families or both families in each case? Should kids be separated for each case for the assessment and six domain case note?	2 cases in one home should always be 2 cases, and therefore, 2 safety assessments would be completed. If either parent is in a caregiving role in the opposite case, they need to be listed as such on the safety assessment as it pertains to the children on that particular case.
	Policy	When working with a teen mother, the case is opened with the adolescent as the responsible caregiver for the infant. It is our interpretation that a safety assessment would not be required on the teen mother as she is not viewed as a "child" in this situation. (Even though she and her baby live with the grandparents, there is no active case or services being provided to the grandparents and their teen daughter as a "child"). Is this an accurate interpretation?	Yes, this is accurate.
	Policy	Is the safety plan to be used in court	Yes

		for justification for going to court?	
	Policy	How is this going to relate to incorrigible youth?	By using the Safety Assessment and Management Process, a caseworker would be able to assess a caregiver's ability to protect their child/youth from present and impending danger threats. In instances where there are incorrigible youth, information related to safety threat number 7 (Caregiver(s) reacts dangerously to child's serious emotional symptoms, lack of behavioral control, and/or self destructive behavioral needs) would need to be gathered to determine if the caregivers' reaction to that youth's incorrigible behavior presents a threat of harm.
New	Policy	Two children - living in two households (1 - with mother, 1 with aunt) Child with aunt (has custody) - this portion of the case to close. Child with mom - this portion to stay open. Do you complete a SA worksheet to close child with aunt?	<p>If the child was already living with the aunt at the time of the initial referral, she would be listed on the worksheet under children seen/not seen and noted that she resides with the aunt, therefore she was not seen. In this case, no further assessment is required for that particular child. You could continue to list the child under children seen/not seen and note that the child is in the custody of the aunt. This will ensure consistent information being provided in the event the case has to be transferred to another worker/county.</p> <p>If the child went to live with the aunt as a result of the assessment/investigation and identification of safety threats, you would include the child on the worksheet and then list the aunt as a responsible person who would then sign off on the safety plan.</p> <p>If your agency has a practice of closing children's cases when they are no longer household members, you would need to make sure you document this in the structured case note, as well as on the FSP that the particular child is residing with the aunt.</p>
New	Policy	<p>If the police locate kin to care for a child in an emergency situation (not emergency protective custody) and the kin files for and is granted custody of the child, at least temporarily, does a SA worksheet need to be completed on the kin?</p> <p>What if a SA worksheet was completed</p>	<p>You would complete the In Home Safety Assessment Worksheet on the family of origin. In this instance, the kin's ability to be protective would be assessed through the development and monitoring of the Safety Plan. The kin would included as a responsible person on the safety plan.</p> <p>Part 2: No, and In Home Safety Assessment Worksheet would not be completed on the kin. It would be considered new information on the in home assessment that impacted child safety. An additional In Home Safety</p>

		on parent(s) the prior week, b/c it was a 6 month interval, does one get done on the kin?	Assessment Worksheet would be completed in accordance with this interval on the family of origin.
New	Policy	In a home, where children come to visit, there are several other members who live at the home but are not considered family, are they considered household members and therefore assessed?	Everyone who lives in the home is a household member, but the focus of the Safety Assessment and Management Process & In Home Safety Assessment Worksheet is on the how the primary caregivers assure the safety of the child. For household members and other children visiting the home, one would still gather information to determine how those individuals are either supporting or detracting from a primary caregiver's ability to protect their children from harm. This information would be documented on the Structured Case Note.
New	Policy	Household members vs. Visitors: how are they assessed? If a child is in placement, are they a household member?	Everyone who lives in the home is a household member, but the focus of the Safety Assessment and Management Process & In Home Safety Assessment Worksheet is on the how the primary caregivers assure the safety of the child. For household members and other children visiting the home, one would still gather information to determine how those individuals are either supporting or detracting from a primary caregiver's ability to protect their children from harm. This information would be documented on the Structured Case Note. If one child in the family is in placement and was not seen at the time the safety assessment worksheet was completed, you would list that child under the Children Seen/Not Seen Section and state that they were not seen because they are in placement. There is a separate process to address the safety of children in out of home care. Caseworkers will receive training on this process in the Winter of 2011. Until then existing agency policy should continue to be used.
New	Policy	We have cases where there are kids in foster care and siblings who are still in the home. Those siblings are not open and are not receiving any services from the agency. We understand that we have to do a safety assessment on the whole family, including those other children. However, what if the parent(s) have move out of county/state. What efforts do we	Children who are not opened for services would not need to be listed on the In Home Safety Assessment Worksheet. Although a caseworker would gather information pertaining to all household members as part of their safety assessment, this information would be incorporated into the Structured Case Note. In home safety assessments would continue, regardless of whether or not the family is now living in another state up until the point where the child's permanency goal has been changed and the qualification for the interval exceptions have been met. Please refer to the Reference Manual dated

		<p>have to make to see that child and assess their safety? We also have protective cases where we have a child open (often in truancy cases) and the other siblings are not open or receiving services. Do we need to see the other children every month and document their safety or is it sufficient to only physically see the other children one time during the interval..</p> <p>sometimes these kids might be in RTF's or boot camp (through CBHNP or JPO) We have wondered this when there is a cps or gps investigation, and siblings are in these types of placements, we documented that we couldn't see them because they were in placement through another agency, so therefore, didn't see them.</p>	<p>June 2009 for guidance on the interval exceptions.</p>
New	Policy	<p>The completion of the safety assessment is very time consuming. Could we only explain the NO responses if the prior assessment indicated a YES for that factor?</p>	<p>Properly filling out the form requires giving explanation as to why any potential threat is not a threat. This includes whether the threat in question was or was not a threat in the past. Suggestion for change noted for further consideration.</p>
New	Policy	<p>Will ChildLine be collecting more information when they take calls? Will they be asking questions of the reporting source, particularly in the areas of the 6 domains and any possible present or impending danger threats? Historically we have found ChildLine to provide very little information and to have not even asked questions of the reporting source.</p>	<p>ChildLine has received training on the safety assessment and management process and has changed their procedures and they are now using questions to gather more information related to the 6 domains.</p>

New	Policy	In regards to the 6 Domains can they be implemented on an internal policy or are they going to be state wide? Will ChildLine know about these questions?	ChildLine has received training on the safety assessment and management process and has changed their procedures and they are now using questions to gather more information related to the 6 domains.
New	Policy - Documentation	In developing documents and procedures for Safety Assessment it would be beneficial to know how ChildLine will be amending their initial referral process to include a Safety Tag. In an effort to maintain consistency in the intake process, it is important we include the questions ChildLine is asking on our intake screening form. In addition, Mercer County utilizes CAPS and needs a template of the new CY47 to provide to Avanco so the document can be entered into the program.	ChildLine does not do a safety tag. ChildLine gathers information that will assist the county in making their decision as to how to move forward with handling the report, but it is the county who determines the safety tag, not ChildLine. If information is given to indicate that a child is in immediate danger, ChildLine will prioritize the case and call the county immediately after receiving the call from the referral source. In addition, ChildLine has received training on the safety assessment and management process and has changed their procedures and they are now using questions to gather more information related to the 6 domains. There is no new CY47. The information related to the 6 domains is being provided by ChildLine on the current CY47 form.
New	Policy - Documentation	What happens with the CHILDLINE call that reports a two-week or 3-month old bruise, unspecific injury, etc?	More information is needed as to what it is they are really asking. It would be handled as any intake referral.
New	Policy - Documentation	Who makes the present danger (SAFETY THREAT) and SOOVI decision? _ Worker? Supervisor? Agency choice?	As described in the Reference Manual, the caseworker conducting the assessment with the family will make the initial decision regarding whether or not there is present or impending danger. That decision is then, in turn, reviewed and approved of by the supervisor. With present danger situations, this supervisory review often occurs over the phone, prior to the caseworker leaving the situation. Counties may have opted to implement additional county specific policies and procedures.
	Policy – Interstate	When a child is placed in an out-of-home placement setting and the parents have moved to another state, who is required to complete the In-Home Safety Assessment?	If the case plan goal is to reunify the child with his/her caregivers, counties would need to be in contact with the other state’s affiliated Children and Youth agency and request that that agency to conduct a home study/safety assessment on the new household. The other state/agency would then conduct the home study/assessment using their own process. Your agency should receive a copy of the home study/assessment for their

			case record.
	Policy – Interstate	What is Interstate's awareness of the need for timely safety assessments in accordance with the interval policy when the return resource is in another state?	We should be working in collaboration with the other state to complete child safety assessments, but we cannot force our interval policy on them.
	Policy - Intervals	Is the first face to face contact with the family or the child?	The first face to face contact would include both the child and the child's primary caregiver's, this is in keeping with already existing best practice. Of course, there will be instances where the child and caregiver's are seen separately and caseworkers would conduct their visits accordingly.
	Policy - Intervals	The reunification interval on page 12 of the Reference Manual does not match the language on page 61 of the Reference Manual, which is correct?	The interval listed on page 9 & 10 is correct. Page 61 will be revised
	Policy - Intervals	Do we have to do a safety assessment if the judge closes the case?	It depends, if the court terminates juvenile court jurisdiction and orders the agency to close the case the assigned caseworker would only need to document the courts decision using the structured case note. If, on the other hand, the agency remains involved with the family and providing services the caseworker would continue to conduct safety assessments according to the interval policy.
	Policy - Intervals	Does any new information require an assessment?	Not necessarily, the caseworker must determine if the new information identifies circumstances that may affect child safety (positive or negative) or directly impacts the safety plan (e.g. the level of intrusiveness/interventions needs to be decreased/increased, etc). If the newly learned information does not uncover a new safety threat but does impact the safety plan, the existing safety plan would need to be revised accordingly and notation would be made in the structured case notes. If the newly learned information uncovers an additional safety threat, that information would be documented on the In-Home Safety Assessment form and structured case note, and the safety plan would need to be reviewed and revised as necessary.
	Policy - Intervals	For Children in out of home care, why do a safety assessment based on a hypothetical bio-family of origin and not the current environment? (page 11	Safety must still be assessed in the home of origin as if the child was there in order to determine if the family situation has change, protective capacities have been enhanced, and the child could be returned to that home with an in home safety plan. Keep in mind that the situation from

		of the manual) You cannot assess a child's safety in a hypothetical situation.	which you removed a child is not a hypothetical situation; the child was removed for very real reasons and those reasons must continually be assessed to determine at what earliest point a child can safely be returned home.
	Policy - Intervals	Can we complete the safety assessment within 30 days prior to case closure, along with the risk assessment without a face to face contact if we feel we have gathered enough information. It does not specify in the interval policy that we have to have a face to face contact to close the case with the assessment.	Best practice would dictate that the safety of a child cannot be assessed without seeing the child face to face. The interval policy references that the safety assessment completed for case closure would be completed 30 days prior to the closure of the case. At that time, the worker would need to see the child and his/her primary caregivers to complete the safety assessment. The only exception to this would be when court jurisdiction is terminated and the agency simultaneously closes the family's case, there is no expectation that the agency must return to the home within 30 days following the child's return home in order to complete a safety assessment as prescribed by the interval policy.
Updated	Policy - Intervals	Finally—how do re-assessments apply to PLC cases and Adoption (permanency options)etc...if the safety assessment is supposed to inform the FSP—once the goal is changed what is recorded on the fsp—from the time the goal is changed to finalization? Is this a safety question or a county question? Additionally, the Reference Manual lists the exceptions for requiring that a SAW be done when a child is in placement and parental rights are terminated, etc. ; however if the goal is not "return home', is it necessary to complete a safety plan if the safety threats in the bio home still exist and that is why the child is placed and	Presently we will follow the interval policy exceptions of goal change as described on page 10 of the Reference Manual dated June 2009. <ul style="list-style-type: none"> • Adoption: When the goal has changed from reunification to adoption, an in-home safety assessment on the family of origin does not have to be completed. • Placement with a Fit and Willing Relative, Permanent Legal Custodianship, and Another Planned Permanent Living Arrangement: When custody of the child has formally been transferred to the permanent caregivers, an in-home safety assessment on the family of origin no longer has to be completed. • If there is a court decision to change to goal back to reunification, an in-home safety assessment per the above interval policy will be required. • If after permanency has been achieved and a new referral comes in on the child's permanent caregivers, the in-home safety assessment on that family must be completed in accordance with the interval policies for in-home safety assessments until the case is closed.

		return home is not the goal? We recognize the need and requirement to complete the SAW, just questioning continuing to complete a safety plan.	This interval policy is presently being reconsidered.
New	Policy - Intervals	When new information is received, suggesting a change in child safety... - How soon must the formal safety assessment be completed?	When you receive new information that suggests a change in the child's safety, you must assign a safety tag and respond accordingly. Once you respond you must complete the safety assessment worksheet within 72 hours of the first face to face contact if the new information actually does suggest a change in the child's safety. If through the assessment/investigation it is found that there is no change in the child's safety, documentation should be made in the structured case note.
New	Policy - Intervals	We have a child who left care unexpectedly at age 18. The parents and child were not seen to do a Safety Assessment when he left care. He is also 18, so I wouldn't think that safety is an issue for an 18 year old. Does that mean that we would not do a Safety Assessment?	If the child leaves care unexpectedly, you are still required to make an attempt to conduct a closing safety assessment. Even though the child is age 18 and leaves on their own will, there may still be concerns about the child's safety which should be documented in the event the child returns to the agency at some point for after care services. If for some reason the worker is unable to locate the child or gain access into the home in which the child is residing, documentation should be made in the structured case note. You would also want to assess the safety of any other children in the home due to the unexpected return of the one particular child. Workers should complete the worksheet based on the limited information available.
New	Policy - Intervals	In screening, does staff need to see the child to complete the safety assessment form if the information is coming from a third party?	The point at which you see the child is when it is decided that you are seeing the child for investigation.
New	Policy - Intervals	If a youth is over the age of 18 and remains in placement on a board extension, does a safety assessment form need to be completed as per the interval policy?	Safety assessment continues as long as the youth remains under the care and control of the county agency, following the prescribed interval policy. Please refer to OCYF Policy Clarification 3130-08-01/3140-08-01 regarding youth on board extensions and the responsibilities of the county agency related to conducting safety and risk assessments (Issue 7). The development of the tool to assess the safety of older youth will assist in making sure safety related concerns or areas for this population are identified.

New	Policy - Intervals	A new report comes into the after-hours unit and they respond, seeing the child and completing the worksheet; at this point, this is viewed as an unassigned case. The next business day, case responsibility is assigned to an assessment worker; is this assignment viewed as a transfer? Would a new worksheet be required?	<p>The assessment worker, being “newly assigned” would be required to “confirm that the safety decision made by the prior caseworker is still accurate” as per the Safety and Management Process Reference Manual, pg. 10 and would be required to complete the safety assessment worksheet within 72 hours of the first face to face contact.</p> <p>Transfer in this instance means when the case is assigned to the new worker.</p>
New	Policy - Intervals	Interval policy question – Re: Goal Changes. This is specific to when the goal is ANYTHING other than reunification, why would the agency be required to continue to conduct Safety Assessments with the family of origin when the plan is something other than reunification. An example: Currently when the goal is changed to adoption, the agency is excused from reunification efforts, even though parental rights may not yet be terminated.	<p>Presently we will follow the interval policy exceptions of goal change as described on page 10 of the Reference Manual dated June 2009.</p> <ul style="list-style-type: none"> • Adoption: When the goal has changed from reunification to adoption, an in-home safety assessment on the family of origin does not have to be completed. • Placement with a Fit and Willing Relative, Permanent Legal Custodianship, and Another Planned Permanent Living Arrangement: When custody of the child has formally been transferred to the permanent caregivers, an in-home safety assessment on the family of origin no longer has to be completed. • If there is a court decision to change to goal back to reunification, an in-home safety assessment per the above interval policy will be required. • If after permanency has been achieved and a new referral comes in on the child’s permanent caregivers, the in-home safety assessment on that family must be completed in accordance with the interval policies for in-home safety assessments until the case is closed. <p>This interval policy is presently being reconsidered.</p>
New	Policy - Intervals	In an effort to be proactive, our SCOH Administrator requested assessments be completed on all in-home cases by 9/30/09 rather than wait for a later interval. It has come to my attention that workers do not know how to fill	Counties are not required to complete formal documentation beyond the interval policy. If the county elects to establish policy that goes above and beyond the intervals, they would need to identify how they would like their staff to identify the type of assessment. One option that the county could consider is using the new information to suggest a change interval.

		out the Type of Assessment field on the form if none of the interval periods apply. Please provide direction on what should be chosen in the drop down.	
New	Policy - Intervals	This question came up in our training - If a worker sees a family late (after normal work hours) for the initial contact and will be out of office for the next two days and would not be able to access the safety assessment form, when would they need to complete the form? Could that form be completed when they return to the office two days later? In this scenario we are not talking about seeing the family on a Friday and the weekend, rather the agency is open but the worker is off.	The new interval policy (as of 10/26/09) is that the form will be completed within 72 hours of the first face to face contact. That interval would apply in this scenario.
New	Policy - Intervals	We have a cps case. We saw the child in the first 24 hours. Did not id any safety threats. (no injuries). Tried to reach the mother, went to the house, called the phone and left messages. Did not reach her until the next working day, which happened to be a Monday. However, our contact was over the phone and not in person. We saw mom a few days later. No safety threats were l'd in that contact either. My question is do we update the preliminary at that time or do we not have to update it and just talk about that on the closing safety assessment	When you saw the child and attempted to see the mother but could not you have apparently concluded the child was safe and no safety action was necessary. That is your preliminary assessment. The preliminary assessment is done to establish safety and once that is done you continue with your investigation/assessment. As long as no new information comes up that changes the safe status of the child you continue until the investigation/assessment is complete at which time you complete the next safety assessment. Attempts to see the mom within the 72 hour timeframe is necessary to only needing to complete one form. If beyond the 72 hour timeframe, a second form will need to be completed.
New	Policy - Intervals	If a child is placed during an intake investigation and is un-expectantly	If a child is placed at the on-set of the intake investigation it would be assumed that the preliminary assessment was unsafe, therefore the safety

		<p>returned home by the court and the worker completes the safety assessment 24 hours after the child is returned home, like the interval policy states, and then completes their investigation and passes the case over to ongoing five days later.</p> <p>1. Does the intake worker need to do another safety assessment because they are concluding their investigation, as per the interval policy, or does the one from five days earlier count for both the return home and the conclusion of the investigation?</p> <p>Then the ongoing worker is going to do a safety assessment within 24 hours of conducting their face to face, as per the interval policy, it could be up to 10 days after they receive the case so the child has now been home for 15 days from placement.</p> <p>2. Does the ongoing worker need to do another safety assessment in 15 days because the child will have been home for 30 days then because the interval policy states that a safety assessment needs to be completed within 30 days following any planned or unplanned return home from placement?</p> <p>The interval policy says WITHIN for all of its time frames, this is why I am</p>	<p>plan included substitute care. If the court then returned the child to home, it would be assumed that the court did not agree that the child was unsafe. It would be a change in circumstances that may affect the child's safety. That would require a new assessment to assess safety under the new circumstances. If the new assessment presents safety threats a new safety plan would need to be developed. The next safety assessment interval would be at the conclusion of the investigation/assessment.</p> <p>Like all cases when a case is transferred to a new worker they must complete a safety assessment 72 hours after their first face to face contact. The next interval would be six months later unless another change in circumstances that may affect child safety or another transfer takes place.</p>
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		asking.	
	Policy – Intervals	On page 11 of the reference manual at the top: Is a safety assessment done within 24 hours OR within 30 days of unplanned return home? It states both.	<p>If there is an unplanned return home, a safety assessment must be completed and documented on the In Home Safety Assessment Worksheet within 24 hours of the unplanned return home AND 30 days after the child has been returned home.</p> <p>If it is planned return home, the In Home Safety Assessment Worksheet would need to be completed within 30 days of the return home.</p>
New	Policy – Intervals	<p>I have a question about the 72--24 hour safety intervals.</p> <p>I was reading the consultant and trainer palette (p. 4) and it isn't clear to me. Does this mean to complete the worksheet, or is the visit itself allowed to be within 72 hours of transfer, too?</p>	This refers to the documentation requirement. The timeframe on when to see the child/family is determined by the response time established for that particular referral. The 72 hour timeframe to complete the In Home Safety Assessment Worksheet begins when the first contact is made.
	Policy - New Referrals	If a new referral is received on an open case, who is responsible for completing the safety assessment?	<p>The answer to this question rests on individual county practice. If the county's practice is that the ongoing worker would conduct the CPS Investigation/ GPS Assessment; the worker would gather information related to the new referral and complete a new In-Home Safety Assessment form. The Safety Plan should be revised accordingly.</p> <p>If the county assigns new referrals on open cases to a separate caseworker the two caseworkers would need to coordinate their efforts to avoid overwhelming or confusing the family. When this occurs, a response would be identified and, whenever possible, both workers could complete the first contact on the new referral with the family. The Investigation worker would then continue their investigation and share the gathered information with the ongoing worker. The newly gathered information would be documented in the structured case notes and documented on a new In-Home Safety Assessment Form. The completion of the form would need to be finished within the time frame allotted for the investigation. If this time frame coincides with the ongoing interval of completing a formal assessment every 6 months, only one assessment that includes all of the safety related information would need to be completed.</p>

	Policy - On Call	How does the Safety Assessment and Management Process impact Emergency Duty/On Call Workers? When would the supervisor sign off on the Safety Plan?	<p>For open cases, the ED worker would follow the safety tag process to determine an appropriate response time. If it is necessary to respond immediately, the worker would (as per existing practice) conduct a face to face visit and respond to safety threats accordingly. The information gathered would be documented in a structured case note. Based on the information gathered there may be a need for the ongoing worker to complete a formal safety assessment (See interval policy related to a change in circumstances.)</p> <p>If the ED worker receives a new referral they would follow the safety tag process to determine an appropriate response time. The ED worker would then complete a preliminary safety assessment and potentially an immediate/preliminary safety plan based on the information they have gathered. Once the family is assigned a case worker, the newly assigned worker would then complete an additional safety assessment within 72 hours of their first face to face contact.</p> <p>For either situation, if the call is received after hours or over the weekend, the assigned supervisor would need to (according to existing practice) verbally review the information with the worker and provide oversight as needed.</p>
	Policy - Risk Assessment	Will safety assessments and analysis be all encompassing or will there still be risk assessments?	Safety Assessment and Management and Risk Assessment are processes that often ask the same questions to make different decisions. Both are continuous, ongoing processes that a worker must undertake. The information gathered and the conclusions drawn from both processes become the basis for the development of the family service plan. Given that the focus of both types of assessments is different, both types of assessment will continue to be completed.
	Policy - Safety Tag	Do we need to change the "Risk" tag to a "Safety" tag?	Yes, the initial screening form which is currently part of the Risk Assessment Bulletin will need to be modified to reflect the change in language. This should not necessarily be a change in practice for county staff; but will require counties to review/revise their current screening forms to reflect this shift in language.
	Policy - Safety Tag	Are Risk Tags impacted by Safety Assessment? If so, how? How should the safety tag be	Yes, because they are now considered safety tags. As per the All County Safety Call on March 23, 2008, counties should add in the language Present Danger Threat, Impending Danger Threat, and No Safety Threat to the

		indicated? – Low/Moderate/high or safe/unsafe/conditionally safe?	Safety Tag form. Counties could still keep the No, Low, Moderate and High Risk ratings. This is an interim solution until the Risk Assessment Bulletin is revised.
	Policy - Safety Tag	For our intake form, will we need to have both a risk tag and a safety tag?	No, only a Safety Tag will be required.
	Policy - Shared Case Management	What do we do when JPO has custody of a child and CYA has an FSP for the family (providing in-home services)?	For children under shared case management/responsibility of children and youth and juvenile probation, the worker responsible for case planning and visitation would be the worker responsible for completing the safety assessment tool. If C&Y has this responsibility but JPO visits the child on occasion, the C&Y worker can use information from the JPO contact to inform the completion of their safety assessment.
	Policy - Truancy	Truancy does not meet the Safety Threshold Criteria most of the time-how is this to be addressed?	Safety threats pertain to protecting children from abuse and neglect. None of the safety threats really pertain to truancy. To be able to address truancy during the safety assessment process a worker would need to assess how the caregiver responds to the child's truancy. If the caregiver's behavior towards the child is a safety threat , i.e., caregiver threatening to beat the child if child missing another day of school, then the caregiver's reaction to the child's truant behavior would need to addressed as a safety threat. If it's determined that the caregiver's reaction towards the child's truancy is not a safety threat the issue of truancy should be addressed on the Family Service Plan.
New	Policy - Visitation	The question was raised about a child going home from a placement on an extended home visit; possibly a weekend. Would a safety assessment need completed prior to the home visit even being approved? Would a safety plan need to be in place for the visit? Who would complete the safety plan- the county agency, or the facility that is monitoring the visit?	A Safety Assessment would be completed prior to the home visit being approved, and the Safety Plan would need to be developed and in place prior to the home visit occurring. The county agency is responsible for the completion of the Safety Plan, and the facility or agency monitoring the visit would be considered a "responsible person" in the plan.
	Safety Assessment Worksheet	Why would you place the child's name or suffix in the "Y" or "N" columns in section II of the In-Home Safety Assessment form when the child's name is already at the top of the	This form has been designed to be used for multiple children in one household. There may be threats that are only affecting some of those children, but not all. By using their name or suffix we are able to document which threat applies to which child. This would not be possible if one only lists the child's name at the top of the form. If there is only one child in the

		form?	home, you may elect to simply use an “X” throughout Section II.
	Safety Assessment Worksheet	In Section IV (Safety Analysis) on the In-Home Safety Assessment form the last analysis question that needs to be addressed (e.g. What safety responses, services, actions, and providers can be deployed in the home that will adequately control and manage safety threats?) can you say – See Safety Plan?	No, the purpose of safety analysis is to document the decision making process and to determine what level of response/intervention is needed to manage and control the safety threats. The fourth analysis question, in particular, is where one would describe the available safety interventions and how they will control and manage the identified safety threats. This information drives the safety decision. It is not necessary to include all of the specifics of how those safety interventions will be put into place. That level of detail would be included on the developed safety plan.
	Safety Assessment Worksheet	Dates of Face to Face Contacts: Is this information relevant as case notes will have this information? My specific issue is that in an on-going case, you could potentially have 3 to 6 months worth of face to face contact dates.	Counties may elect to record a range of dates (e.g. from 6/1/2007 – 9/1/2007) in this field. Since the In-Home Safety Assessment Form is intended to be a compilation of all of the data collected, providing contact dates or a range of dates provides focus for a supervisor or outside reviewer when reviewing the structured case notes in conjunction with the safety assessment form.
	Safety Assessment Worksheet	On the worksheet, the column “explain” how the safety threshold was met” we are also putting information as to how it wasn’t met or that we need more info – can the wording be changed?	We will be revising the language on the form to reflect both how the threshold was met or not met. As a reminder, the only time one should be recording that not enough information or evidence is known is during the preliminary assessment. All other safety assessments should have enough information to make a determination for each safety threat.
	Safety Assessment Worksheet	Can an “X” rating be included on the In-Home Safety Assessment form?	No, the purpose of the Safety Assessment and Management Process is to encourage information gathering. Completing the documentation of the form is done AFTER the assessment is completed. If a caseworker does not feel that he/she has enough information to make a determination of Yes the safety threat exists or No the safety threat does not exist they need to continue to gather information. The only acceptable exception to this would be during the preliminary assessment which is completed in a very limited time frame. We need to be reaffirming to caseworkers that safety assessment is NOT about completing a form it is the process that we use to make informed decisions.

	Safety Assessment Worksheet	If there are no safety threats present, does Section IV – Safety Analysis of the worksheet need to be completed?	One would simply state “no safety threats present” for the first analysis question. A response is not needed for the remaining questions.
	Safety Assessment Worksheet	If you don’t have enough information, why rate the safety threat as “no?” Why isn’t there an “unknown” option?	The worker must make a decision on whether or not a safety threat exists based on all of the information gathered to date. The worker would then continue to gather information through subsequent face to face and collateral contacts and document that information using the structured case note. If the worker does not feel that they can make a definitive decision and the existence of a safety threat, they must consult with their supervisor. The supervisor and case worker must discuss all available information to determine if a decision can be made or if additional information is needed. Documentation on the In-Home Safety Assessment Form is a compilation of all of the information gathered at each and every contact.
	Safety Assessment Worksheet	On the Worksheet, we are to justify all items that are or are not safety threats. Can we use a drop down box, with examples, for “NO”?	It might be difficult to determine all possible examples as to why something is not a safety threat and these explanations are to be case specific. We need to assure that these explanations do not become “cookie-cutter.” If this change is made, approval must be sought through the OCYF Regional Office at which point a determination will be made on whether or not this is acceptable.
	Safety Assessment Worksheet	<p>We completed our first training and some supervisors and workers are using the Safety Assessment Worksheet Template and handwritten to begin practicing. They find the use of Suffixes for each child, particularly when there are five children in the home, to answer Y/N for each of the fourteen safety factors quite cumbersome especially when the answer is the same for each child.</p> <p>We were thinking about several possibilities to make this easier for workers to complete:</p> <ol style="list-style-type: none"> 1. They could fill out the first of 	You first need to make sure that assessments are done on each individual child and that your explanation should be child specific. If you have thoroughly assessed each child and the Y/N answer is the same for all the children, you could draw a line down the column. We will not be making changes to the in-home form, but if your county wants to alter the form to allow for Y/N to be entered with the click of a button, that should be approved by the regional office. Essentially, it should not take too much of the worker’s time to enter a Y or N in each individual column.

		<p>the fourteen factors and then simply draw a line down through the Y/N field after they print out the form to indicate that the answer is the same for each child for each of the fourteen factors.</p> <ol style="list-style-type: none"> 2. There could be a field at the top that offers the choice Y or no for all children for all safety threats. 3. There could be a field for each one of the fourteen factors included that states Y or N for all children. 	
	Safety Assessment Worksheet	Suggestions to put the child's suffix at the top of each column in Section II and list the date(s) somewhere else (i.e. in the same space that says "Date of Face to Face Contact:"	If your county would like to add an additional line to the form so that workers can list the name of the child in Section II, that change should be submitted to your OCYF Regional Office.
	Safety Assessment Worksheet	<p>Explanations in Section II may state that not enough information exists for the preliminary safety assessment. Does that also apply when the case is transferred to a new worker and the new worker is completing their first safety assessment worksheet for the family within 24 hours of their first contact?</p>	<p>Best practice would stress that workers regardless of when they receive a case would make every effort to fully assess the safety of the child. There may be instances, such as during the preliminary assessment when there is not enough information to fully assess each impending danger threat that a worker would be able to list that there is not enough information. However, this is the only instance where a worker would document that there is not enough information to determine if a safety threat exists.</p> <p>If the previous worker has already identified and documented that a safety threat does not exist, the newly assigned worker would still need to make assessment based on the additional information that they would gather to confirm whether or not the safety threats.</p>
	Safety Assessment Worksheet	Are all adult household members to be included on the In-Home Safety Assessment Worksheet? Including adult children?	No, only the adults who are caregivers would be listed on the form. Information obtained from household members would be documented on the structured case note.

	Safety Assessment Worksheet	Do the dates that the worker and supervisor sign the Safety Assessment Worksheet need to be the same?	No, it is not a requirement that the worker and supervisor sign the Safety Assessment Worksheet on the same date. However, best practice would encourage that the safety assessment be completed by the worker in collaboration with his/her supervisor, which may result in both the worker and the supervisor discussing the documented information, reaching consensus, and signing the forms on the same date.
	Safety Assessment Worksheet	Where can we get copies of the In-Home Safety Assessment and Safety Plan forms?	A resource CD was mailed in January and again on March 17 th to all CSLs. If you have not received a CD, send an email to PaSafety@pitt.edu .
	Safety Assessment Worksheet	What time span can exist on one form? i.e. if 1 child is seen on 1/1/09 and then on 2/3/09 is that another? Is it Ok for the same form or does another form need to exist?	The Date of Face to Face Contact field can include multiple dates. This field is intended to capture all of the contacts that have provided information for the In Home Safety Assessment Worksheet. This should be reflective of the interval policy. If, for instance, one is completing the worksheet within 30 days prior to a Permanency Hearing, a range of dates spanning 6 months could be included on the form. The purpose of this field is to connect the In Home Safety Assessment Worksheet to the more comprehensive Structured Case Notes in the case record.
	Safety Assessment Worksheet	When will an electronic copy of the form be available?	Electronic copies of the forms have been mailed to all CSL's on resource CDs. CSLs who did not receive the CD should email PaSafety@pitt.edu
	Safety Assessment Worksheet	When we have children in placement who are placed a substantial distance (more than 50 miles), we rotate caseworkers to see the children in those placements. With respect to the safety assessment interval to be completed 30 days prior to a permanency review, if a worker other than the assigned caseworker saw the child last, can that contact with the child be utilized on the safety assessment form? The assigned worker would be maintaining regular contact with the parent and assessing that home.	Yes it would be acceptable to use the last contact with the child even if the contact was not made by the child's primary worker. It would be expected that the worker visiting the child assess their safety as part of their contact and that a discussion occurs before the visit with the child's primary worker regarding any questions or concerns that need to be addressed during the visit.
	Safety	When would enhanced protective	This would really depend on the situation. If there are multiple protective

	<p>Assessment Worksheet</p> <p>In Home Safety Assessment – Protective Capacity</p>	<p>capacities be talked about in Section 3 (i.e. if the protective capacities are enhanced, wouldn't that mitigate against that safety threat to keep it a risk factor, so it wouldn't be listed in Section 3)?</p> <p>If you are documenting Protective Capacities over time and it is determined that there are Enhanced Protective Capacities, if they are in existence at the point a SA Worksheet is being developed according to the Interval Policy, then there would not be any safety threats present. So, when would you be documenting Enhanced Capacities?</p>	<p>capacities that have been identified to manage and control one safety threat. There may be instances where one has been enhanced, but the others have not. In this instance one would describe how that particular protective capacity has been enhanced and describe progress/lack of progress for the remaining protective capacities. If there is only one protective capacity identified to manage and control a safety threat. The enhancement of the protective capacity would be described in the structured case note and the worker would list the threat as not being present (“N”) on the In Home Safety Assessment Worksheet.</p>
	<p>Supervisory Role</p>	<p>Do you think it’s beneficial for a supervisor to go out with their caseworker in order to know if the developed safety plan is adequate?</p>	<p>The Safety Assessment and Management Process is designed to be a collaborative process between the Supervisor, Caseworker and Family. Safety decisions and the subsequent safety plan are informed by this collaboration and the collaboration between the Caseworker and Supervisor is essential. Supervisors are encouraged to fully participate in this process and can certainly accompany their workers when conducting visits; however, this is only a suggestion and not a requirement.</p>
	<p>Supervisory Role</p>	<p>There is great deal of concern regarding supervisors being able to review and sign the In-Home Safety Assessment Form and Safety Plan within a 24 hour time frame, especially Intake Supervisors who could have multiple assessments and plans to review every day.</p> <p>How can you have a Safety Plan that requires a Supervisor’s signature but say that the signature would be on the</p>	<p>The role of the supervisor is crucial to the success of the Safety Assessment and Management Process. This is not a change from current practice. Supervisors should be helping to guide their workers assessments and plans as they are being completed to assure that the appropriate safety decision is reached and a sufficient safety plan is developed; however, the actual signature on the forms would be completed using the existing 10 day supervisory review process.</p> <p>To reiterate, the supervisor should be verbally approving the plans that are developed by the caseworker, especially if the plan is being developed prior to the worker leaving the home. The supervisor would then have more time (up to 10 days) to sign the plan. If the caseworker is required to</p>

		10 day Supervisor Form? Does that mean they do NOT have to sign the form? Would this only be for the initial "emergency" safety plan, but not for the final safety plan made after the full assessment was completed?	return to the family prior to that ten day timeframe and is intending on providing a typed "final" version of the plan, the supervisor should sign the plan prior to ten day time limit.
	Supervisory Role	If a supervisor is not available, who will approve the safety plan for the worker in the field	This would be determined by agency policy regarding contacting a backup supervisor.
	Training	Is there a requirement of a certain number of training hours to be devoted to the training of agency staff? Does this also include agency directors?	Yes, 204 Introduction to the Safety Assessment and Management Process training is a three day training (18 hours). All agency staff who are responsible for completing or overseeing safety assessments (e.g. caseworkers, supervisors, administrators, and QA staff) must attend the three day training prior to June 30, 2009. Additional training can be provided as determined by the agency to ensure that staff are appropriately trained and have the necessary skills to implement this safety practice model. 18 training credits and C.E.'s will be provided to the training participants Yes
	Training	Is the 204 Introduction to the Safety Assessment and Management Process training eligible to receive C.E.'s	Yes, people attending the three day training will receive 18 training credits and 18 C.E.'s
	Training	The manual says "Draft," so is this still being finalized? What about the curriculum?	Yes, the curriculum, manual and forms are being updated to reflect the comments and feedback generated out of the County Safety Lead (CSL) trainings that occurred in November. Changes will be made and sent to counties this month (December). It is important to remember, though, that while the major conceptual concepts of the manual (e.g. the steps in the process) will not change, revisions may be made to the manual based on the questions/feedback we receive throughout the implementation of the Safety Assessment and Management Process. Making improvements to the Safety Assessment and Management Process will be a continually evolving process to ensure quality improvement. The Feedback Loop process will be an integral part of ensuring that counties continue to receive the most up to date information.

	Training	Once a county has trained all of their staff and a new staff person is hired can the new person be trained in another county?	Yes.
	Training	Has there been any thought on the curriculum to having the trainees complete an entire assessment from beginning to end (at one time – not how it's pieced together now)?	Counties are encouraged to do this as a possible transfer of learning activity and it further encouraged to do so in collaboration with your supervisor, but there are no current plans to alter the curriculum in this way.
	Training	Why doesn't the training follow the manual?	The training follows the casework process, from the first contact to case closure. The Manual is organized by the phases of the Safety Assessment and Management Process.