Safety Assessment Implementation Plan

County Name: _____

The following categories have been identified to facilitate the development on an Implementation Plan for Safety Assessment. Each category should be included in your plan. The essential questions have also been included to help develop your Implementation Plan; however, you are not required to respond every question.

Category	Essential Questions/Concepts	Action Step	Person Responsible	Date Due	Resources Needed	Completion Date
Project Management	• Will your county utilize an implementation team? o If yes, who will be on the team? o If no, how will decisions made by the Administrator/CSL be shared with other leaders in your agency? • What process will be used to ensure that all staff persons are trained? • What process will be used to ensure that Transfer of Learning Activities are in place?					
Communication (Internal)	• How will decisions/changes to policies and procedures be shared with supervisors/line staff, etc? • Will there be an internal process for line staff to ask questions related to policy/procedure/safety model, etc? • Who or how will clarifications from the state be shared with staff? • This model represents a shift in paradigms from crisis management to in depth assessments of family functioning (not just another form) – how will this be communicated?					
Communication (External)	• How will decisions/changes to policies and procedures be shared with Families, DA, Solicitor/Courts/Commissioners/Private Providers/CASA, GAL's and other advocates, etc?					

Category	Essential Questions/Concepts	Action Step	Person Responsible	Date Due	Resources Needed	Completion Date
Policy Changes	• Formal Safety Assessments are completed as per the interval policy and are documented using the safety instruments and structured case notes. Informal safety assessments are conducted at every contact and are documented using structured case notes. 　○ What measures will be put into place to ensure documentation is thorough and complete? 　○ What measures will be put into place to ensure that information gathered related to the 6 Domains are incorporated into the case record. • Supervisors play a vital role both in mentoring caseworkers and ensuring that appropriate safety decisions are made. 　○ What measures will be put into place to support supervisors? 　○ What measures will be put into place to ensure that supervisors are taking an active role in safety decision making and planning? • Safety plans are required whenever a child is determined to either be safe with a comprehensive safety plan or unsafe in their own homes. 　○ Who will sign the plan and what policy, if any, will be put into place for parents who refuse to sign or providers who are unable to sign at the time of plan development? 　○ Will policy be put into place to define sufficient safety interventions? • When receiving referrals, staff should be assessing for the presence of present and impending danger threats as opposed to risk. This represents a shift in practice. 　○ What measures will be put into place to insure that					

Category	Essential Questions/Concepts	Action Step	Person Responsible	Date Due	Resources Needed	Completion Date
	the appropriate response time is selected? o How will this decision be documented in the case record?					
Procedure Changes	• How will the Safety Assessment and Management Process impact: o Intake/Screening (Including Response Time) o Investigation o Ongoing (including in-home and substitute care) o Case Closure • How will the information gathered in the Safety Assessment inform Safety Planning, Family Service Planning, and Permanency Planning? • How will the information gathered during the safety assessment inform decision making? • What will supervisory oversight look like? • How will safety related information be documented and presented in court? • What will informal safety planning (Plans based on the decision of Safety with a Comprehensive Safety Plan) look like? • How will the differences between Safety and Risk be explained to staff? To families? To other systems partners? • Safety Assessment related to placement: o Will there be a change in how substitute care settings are selected? o How will the broader context of this type of assessment be reinforced (e.g. not only looking at regulatory compliance rather looking at placement family functioning)? o How will the decision to remove a child from a					

Category	Essential Questions/Concepts	Action Step	Person Responsible	Date Due	Resources Needed	Completion Date
	placement setting be made? ○ What measures are in place to help support reunification efforts?					
Safety Interventions/ Services	• What safety interventions or services (e.g. those that can be put into place within 24 hours) are available in your county? • What safety interventions or services might your county need?					

Quality Assurance	• How will implementation be monitored?
	• When will line staff be required to begin using the safety assessment forms (e.g. immediately following the training, after TOL, once everyone in the unit is trained, etc.)?
	• Once implementation begins, what measures will be taken to assure that:
	  ○ Assessments are being conducted appropriately?
	  ○ Decisions are an accurate reflection of the assessment and analysis of assessment information?
	  ○ Plans are sufficient in managing the child's safety?
	  ○ Documentation is completed?
	  ○ Supervisory oversight/approval is given?
	• What measures will be taken to ensure supervisory involvement?
	• What measures will be taken to assure that the safety plans are sufficient and that the appropriate safety interventions are put into place?
	• How will the effectiveness of safety interventions be measured?
	• If you already have a QA process, how will safety be incorporated into that process?					

Transfer of Learning	• What activities are you interested in using to increase transfer?					

Category	Essential Questions/Concepts	Action Step	Person Responsible	Date Due	Resources Needed	Completion Date

	• What areas do you feel your staff will need extra support (e.g. Information Gathering, Analysis, Decision Making, Planning, Documentation, etc.)?
	 • What level of transfer of learning activities would you find useful?
	   ○ One on one activities between the supervisor and caseworkers
	   ○ Supervisory tools/supports
	   ○ Involvement from outside staff (e.g. Training Program, Regional Office, consultants, etc.)
	   ○ Collaboration with other counties					

Technical Assistance	• What technical assistance are you interested in from the Training Program? Regional Office?					
Barriers/ Strategies to Mitigate Barriers	• Are there any barriers that may prevent you from implementation? • What are the solutions to those barriers?					