

10 - Safety, Risk & FANS/CANS in SWSS

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<p>Objective: Worker will be able to successfully complete a Safety Assessment, Risk Assessment and FANS/CANS in SWSS, including adding service referrals.</p> <p>Measure: Trainer will evaluate the Safety Assessment, Risk Assessment, FANS/CANS and service referrals completed for Generick, Tyler and Carpenter.</p>		<p>Safety, Risk and FANS/CANS in SWSS</p>

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		<p>Finish this sentence for me... If I didn't document it....</p> <ul style="list-style-type: none"> • It didn't happen! <p>So now we're going to show you how to document the Safety, Risk and FANS/CANS assessments in SWSS which are the tools used for Structured Decision Making (SDM).</p> <p>Log in to SWSS-CPS now.</p>
<p>“Self” complaints should have been assigned to trainees. (optional) otherwise complete the Generick Assessment</p> <p>Give trainees a moment to log into and pull up their case and go to the Investigation Icon.</p>	<p>PSM 713-1 Pgs. 3-14</p>	<p><u>Safety Assessment</u></p> <p>Get into the Investigation Icon with your self case listed at the top. You will have to acknowledge the complaint for investigation. We are just going to be using this case to show you the features of navigating around SWSS. This process we do in training on this case will NOT be complete.</p> <p>Select the “Safety Assessment” tab</p> <p>There will be a drop down box where you could choose a household – DO NOT CHOOSE A HOUSEHOLD.</p> <p>The Safety Assessment is designed to capture important safety elements of the ENTIRE CASE in one</p>

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<p>Include this section when using self case: Follow along with me and do what I do. You would never do this on a (“real” case, we are only going to put in “dummy” answers on this case to show you what the assessments look like. You will have the chance to practice with “real” answers on your Generic, Tyler and Carpenter cases.</p>		<p>document.</p> <p>When we get to the Risk and FANS/CANS, you will have to consider doing one assessment for each household, but for Safety, you ONLY need to complete one, regardless of how many households are established.</p> <p>Click “add new”</p> <p>Now you will see each of the 15 safety factors that you are already familiar with on the following pages. On each page, click yes or no to answer whether it is a safety factor. You may have to check other boxes when applicable.</p> <p>E.g. #1, if you chose “yes”, you need to indicate which of the 6 options the caretaker was responsible for.</p> <p>Anytime you indicate “yes” to a safety factor, you will be required to enter narrative in the comment section to support your reasoning. Remember, just a short description here is fine, you need enough to explain why it’s a safety factor, but you’re not adding facts or evidence that are not directly applicable to that factor. Remember to always use your definitions which are</p>

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<p>Use only with self-case:</p> <p>Go through the assessment with trainees, having them follow along and do what you do. Choose some yes and some no to the Safety factors. When you input “yes” you can just put in any key strokes into the narrative portion to go on. Choose at least one protecting intervention as well.</p>		<p>located next to the comments.</p> <p>Some tabs will have more than one question, be sure to answer all factors on each page, then you will click “Next tab”</p> <p>Once you complete all 15 factors, you will be directed to the Protecting Interventions page. You should put a check mark in each applicable box, then explain safety response in the comments section highlighted in red.</p> <p>This is where you are spelling out your safety plan...what did you do, or what are you going to do right now, to assure that the child is safe? Remember to give yourself credit, if you had a conversation with the caretaker about physical abuse and the caretaker agreed not to use corporal punishment, document that!</p> <p>In Generick, there were things that Jen did before we even left her home that contributed to the safety of Edward and Elliott, document those things!</p> <p>Once you complete the narratives for your protecting interventions, you must answer the question if legal action was taken to place the child/children outside of the home. If legal action was needed you must explain why protecting interventions 1-7 would not keep the</p>

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		<p>child/children safe. Use the comments section for this purpose.</p> <p>Now click “continue,” SWSS will indicate your Safety Decision.</p>
<p>If using self-case you do not need to print this assessment.</p>		<p>You will see that the child/children are Safe, Safe with Services or Unsafe. There are two others sections on this page: (1) Services were offered and the parents refused to participate, describe the services offered. (2) If the investigation is not confirmed and safety factor are present explain safety intervention or plan.</p> <p>Now click “continue”. The final tab is injury to child. Answer all applicable questions on this tab.</p> <p>Click continue,</p> <p>Now we are at the “Safety Assessment and Plan” screen. This is a summary screen. All the Safety Assessments you do on this case will be displayed here. If you need to change something on your assessment, highlight the assessment date and choose “update”. You can also delete or print the assessment from here.</p> <p>Print your Safety Assessment for Generick, Tyler and Carpenter, and submit them to us to review and provide feedback.</p>

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		<p>In the field, your Safety factors will print on your 154 for your supervisor to review. Unless your supervisor requests it, you will not need to print the safety assessment separately.</p> <p>Please Return to CPS.</p>
<p>Again, if using the self-case go through showing them some of the yes and no answers.</p>	<p>PSM 713-11</p>	<p><u>Risk Assessment</u></p> <p>Now choose the Risk Assessment tab</p> <p>Same concept here. You've seen and used this assessment before. Inputting your answers into SWSS is as easy as clicking a few buttons.</p> <p>Because you have more than one household, you need to indicate which household you are doing the risk assessment on remember, we never combine two households on one risk assessment! That means for Generick you will complete two risk assessments.</p> <p>You must always complete a risk assessment on the household where the perpetrator resides or for any household in which services will be provided.</p>

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		<p>Note: If you are requesting removal and placement with the non-custodial parent (either through a voluntary placement made by the custodial parent or a court order), CPS must complete a risk assessment on the non-custodial parent's household within 24 hours or the next business day.</p> <p>OK, let's move on and look at the assessment.</p> <p>Page 1 talks about the number of prior assigned complaints, this is linked to the system, so if you provide an answer different than what SWSS has recorded, you'll need to either correct the history, or correct your answer. Each page gives you access to the definitions. Click "continue" as you complete each page.</p> <p>Anytime you indicate something is a risk, you'll need to provide supporting narrative, the beauty here is that if you already wrote about it in the Safety Assessment, it will pre-fill your narrative in the applicable risk factor and you can just indicate your answer to the risk factor.</p> <p>Once you've gone through all the screens, you'll come to the Risk Assessment History screen.</p> <p>This screen tells you your neglect score and abuse score. The risk level for your case is the higher of</p>

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<p>For the Generick case trainees must complete both assessments before printing.</p>		<p>these two scores.</p> <p>If you need to update this assessment, double click the assessment date.</p> <p>Print the Risk Assessment for Generick, Tyler and Carpenter for us to review. You can do this by simply clicking the “Print Risk Assessment” button on this screen.</p> <p>In the field, only the factors you identified as risks will appear on the Investigative Summary for your Supervisor to review.</p> <p>Don’t forget to consider whether a policy or discretionary risk override may be appropriate!</p>
	<p>PSM 713-12</p>	<p><u>FANS/CANS button</u></p>

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<p>Feed back and discussion regarding additional services for Lisa. (eg. Co-parenting issues with the Genericks).</p>		<p>The only time you must complete the FANS/CANS is when you have a preponderance of evidence!</p> <p>The way you will access the FANS/CANS is from within the Risk Assessment tab. You can see the FANS/CANS button in the lower left hand side, click that now.</p> <p>As with the Risk Assessment, you will need to indicate which household you are doing the assessment on.</p> <p>Again, for the Generick case, you will need to complete two assessments, as we want to provide services to Lisa for housing assistance!</p> <p>Policy says that when two or more households are investigated on the same complaint, a FANS must be completed for all households in which a perpetrator resides or for which services will be provided</p> <p>Two households must not be combined on one FANS.</p> <p>Note: Just like the Risk Assessment, if you are requesting removal of the child and placement with the non-custodial parent (either through a voluntary placement made by the custodial parent or a court</p>

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		<p>order), CPS must complete a FANS on the non-custodial parent's household within 24 hours or the next business day.</p> <p>Ok, let's move forward. Choose your household, then pick "Add New Family Assessment."</p> <p>For each of these factors, you'll be able to pick the most appropriate answer for each caretaker in the home. If there is no secondary caretaker, that choice will be grayed out.</p> <p>If you expect to see a secondary caretaker, and it is grayed out, go back and check:</p> <ol style="list-style-type: none"> 1. Case members screen to assure you have the secondary caretaker coded correctly (relationship to primary caretaker code <u>and</u> you have checked the secondary caretaker box) 2. Family Information screen to assure your secondary caretaker is established in that household. <p>You can access the definitions for each need by clicking the "view definition" button above each one.</p> <p>Then, once you indicated something is either a</p>

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<p style="text-align: center;">PSM 713-12 page 4</p> <p>“An explanation must be provided for this question. Identify relatives or unrelated caregivers who have an established bond/support system with the family. The explanation should reflect the type of support provided, frequency and circumstances under which this support was needed and used, and if relative/unrelated caregivers are willing to continue to give support to this family. Identify if there are other relative/ unrelated caregivers available for assistance. If no extended family support exists for this family, document why not.”</p>		<p>strength or a need, you’ll need to provide explanation by clicking the “explanation” button to the right of each factor and enter your supporting narrative.</p> <p>If the factor is neither a strength or a need, you will not have to provide supporting narrative for your answer with one very important exception.</p> <p>DOES ANYONE REMEMBER WHICH ITEM WE <u>MUST</u> PROVIDE NARRATIVE FOR REGARDLESS OF OUR RESPONSE?</p> <ul style="list-style-type: none"> • S5 Social Support System <p>Please open OLM now, go to PSM 713-12 page 4 and let’s re-read what policy says I must document for this item.</p> <p>Good, now click “continue” after you complete each page.</p> <p>When you are returned to the “Family/Child Assessments” page, you will see the top three needs identified for you.</p> <p>Let’s move onto the Child Assessment of Needs and Strengths.</p>

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<p>Introduce Concurrent Permanency Planning: Extensive efforts must be made at identifying and locating possible relative placements.</p> <p>Remember, we should begin to identify relatives as soon as possible to get them on board with the safety planning in the event the case moves toward removal. We want to stress the importance of Concurrent Permanency Planning. When relatives are already involved this just makes the outcome that much more positive for our children who are being removed from their parents care. (Reduce the number of placements, early decisions regarding permanence, decrease the amount of time children are in care above all support their safety and well being)</p> <p style="text-align: center;">“DOCUMENT”</p>	<p>PSM 713-12 Pg. 8-9</p>	<p>The CANS must be completed for every child victim and for every child residing in a household in which a perpetrator of CA/N resides. A CANS must also be completed for every child in a household if services will be provided to that household.</p> <p>You can complete the CANS for all three Generick children under Eric’s household. We must go into Lisa’s household to complete the CANS for Brian!</p> <p>Choose “Add new Child Assessment”</p> <p>Go to “select child.” Only the children linked to the household you have chosen will appear here.</p> <p>If the children you expect to see here are not listed, check:</p> <ol style="list-style-type: none"> 1. Case members screen to assure you have the children coded correctly (relationship to primary caretaker code, DOB that makes them a child) 2. Family Information screen to assure you have appropriately connected the correct children to each household.

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		<p>Now, select the first child and answer the three needs assessment questions for that child.</p> <p>You can see the definition for each factor by clicking the “view definition” button above each factor.</p> <p>Anytime you choose “b” as your answer, indicating a need for that child, you must provide supporting narrative by clicking on the “explanation” button for that need.</p> <p>Click “save answers” ONLY ONCE</p> <p>Now go back up and choose the next child, complete the screen for that child in the same manner, and choose “save answers.” Do that for all the children in that household.</p> <p>To assess the adults or children in the other household, choose “return to menu,” select the other household, and choose “add new family assessment” or “add new child assessment,” the children in that household will now be listed in your drop down box on the next screen.</p> <p>You can also update or delete an assessment by highlighting the appropriate assessment.</p>

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<p>Allow students time to pull down and read the lists.</p> <p>In training, the “Growing</p>		<p><u>Documenting services</u></p> <p>Now we need to tell the system what services we put in to address the needs we just explained.</p> <p>Simply highlight the FANS/CANS button at the bottom of the investigative tab. This will allow you access to the Family and child assessments which holds the “services” menu.</p> <p>Here is a summary screen where your top three identified needs will be listed.</p> <p>Click on the services menu button to gain access to the SWSS CPS Services screen to document all needed services. If a service provider will meet more than one need, just choose the need that “best fits” that service provider.</p> <p>Pull down the HOUSEHOLD drop box to choose the appropriate household then pull down the MEMBER drop box and choose which Member needs services. You will see the needs that were identified in the risk assessment for that household member listed underneath their name.</p>

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<p>Families” comes up for most services, some service types will tell you there are no providers for that type. We just have to “work around” this.</p>		<p>Next, highlight the ADD NEW SERVICE button to add a service. Choose the Service Type and Service Provider. A list of your local service providers will be available here in the field. For training purposes, just pick one from the list.</p> <p>Important note: In the training database, only a few providers are loaded. If you choose a Service Type and get the error, “No service providers found for that service type,” just click OK and choose a different service type. Further, even if you want to put in Families First, you will probably have to actually choose the service that says “Growing Families.” This is merely a training database issue, when you get to your county, your local service providers will be loaded here.</p> <p>Next you must indicate the “Number of required contacts this provider fulfills.” Let’s take a moment to review that now.</p> <p>Select all needs being addressed by this provider.</p> <p>Enter the Referral Date and Start Date</p> <p>Then indicate the Status of that service and Save.</p> <p>List Goals and Action Steps for each service for that</p>

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	<p style="text-align: center;">PSM 714-1 pg. 5-6</p>	<p>specific family member and save. The goals and Action steps should correspond with the service and service provider chosen.</p> <p><u>Contact Standards</u></p> <p>SOMEBODY TELL ME WHAT THE MONTHLY CONTACT STANDARDS ARE FOR EACH RISK LEVEL.</p> <p>Low family risk level</p> <ul style="list-style-type: none"> • One face-to-face contact by the CPS worker with the family per month. • One collateral contact by the CPS worker on behalf of the family per month. <p>Moderate family risk level</p> <ul style="list-style-type: none"> • Two face-to-face contacts by the CPS worker with the family per month. • Two collateral contacts per month by the CPS worker on behalf of the family. <p>High family risk level</p> <ul style="list-style-type: none"> • Three face-to-face contacts by the CPS worker with

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	PSM 714-1 Pg, 5-6	<p>the family per month.</p> <ul style="list-style-type: none"> • Three collateral contacts per month by the CPS worker on behalf of the family. <p>Intensive family risk level</p> <ul style="list-style-type: none"> • Four face-to-face contacts by the CPS worker with the family per month. • Four collateral contacts per month by the CPS worker on behalf of the family. <p>WHO DOES YOUR FACE-TO-FACE CONTACT HAVE TO BE WITH?</p> <ul style="list-style-type: none"> • Victim, • Caretaker, or • Perpetrator <p>A few very important things to remind you of:</p> <ul style="list-style-type: none"> • A face-to-face contact must occur in the family's home at least every other month (every 60 days) and in the 30 days prior to case closure. • In the first month of service provision, an attempt must be made to have at least one face-to-face contact that includes all children and all

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		<p>caretakers residing in the home.</p> <ul style="list-style-type: none"> • When providing services to cases identified as intensive, high or moderate risk level, a minimum of 1 face-to-face contact with all child victim(s) must be conducted each month. In low risk level cases, the CPS worker must at least verify and document the well-being of the children in the household on a monthly basis. <p>So we know with how busy we are, that making these contacts is difficult, though extremely important, that is why we have the potential to have others “replace” contacts for us!</p> <p><u>Replacing Contacts</u></p> <p>Face-to-face contacts by a contractual worker from services that are contracted for with local purchase of service monies (e.g., CA/N contracts) may be counted as a face-to-face contact to replace a CPS worker's contact with the client.</p> <p>The CPS worker will make <u>monthly</u> visits with the child victim(s) and/or the perpetrator to measure treatment progress.</p>

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		<p>A contracted <u>in-home</u> service provider, <u>approved</u> by the county director may meet all but 1 CPS face-to-face contact standards.</p> <p>GIVE ME AN EXAMPLE OF AN IN-HOME SERVICE PROVIDER THAT HAS BEEN APPROVED BY YOUR COUNTY DIRECTOR.</p> <ul style="list-style-type: none"> • Families First • Families Together Building Solutions <p>Good, now fill in the number (if any) of contacts this service provider will fulfill.</p>
		<p><u>Services for children</u></p> <p>You will enter services for the children by highlighting the FANS assessment you completed and choose “services menu tab.”</p> <p>Then you will select the household from the drop down box where the child currently lives. Next, under member drop down box, select the child’s name in need of services. Click “add new services.”</p>

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<p>Go to Investigative Narrative LP</p>		<p>Then choose “Services for Medical/Physical,” “Services for Mental Health/Well-Being,” or “Services for Education” and the screen will look the same as it did for the adults.</p> <p>Print your assessments for practice cases and submit for review.</p>