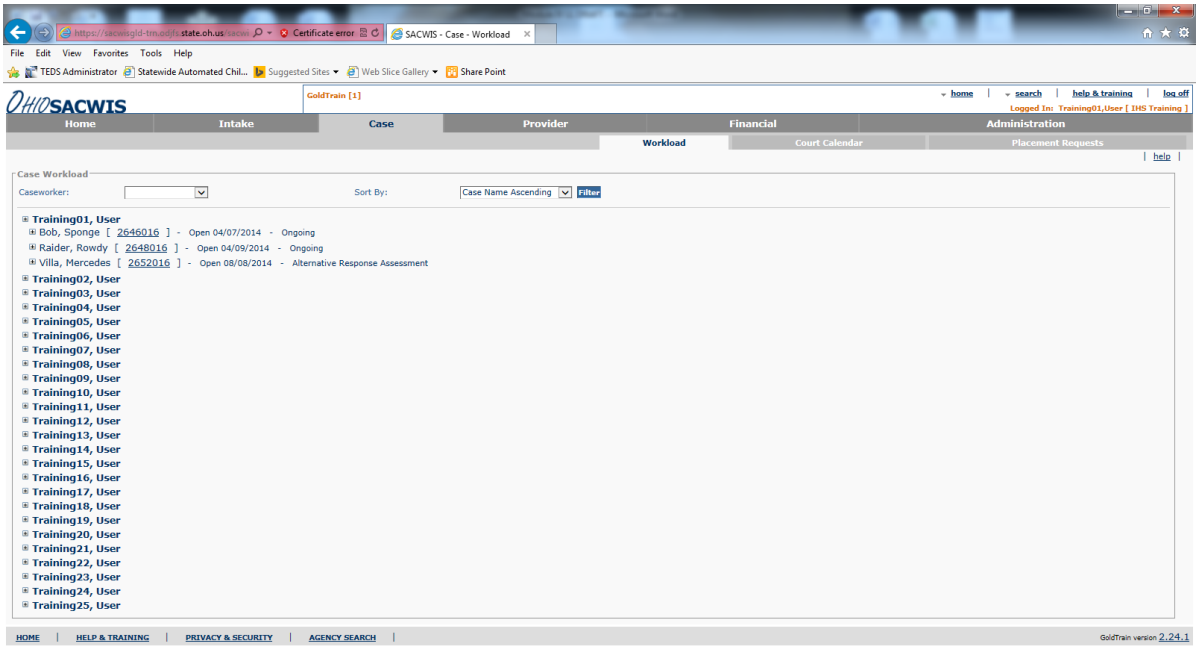
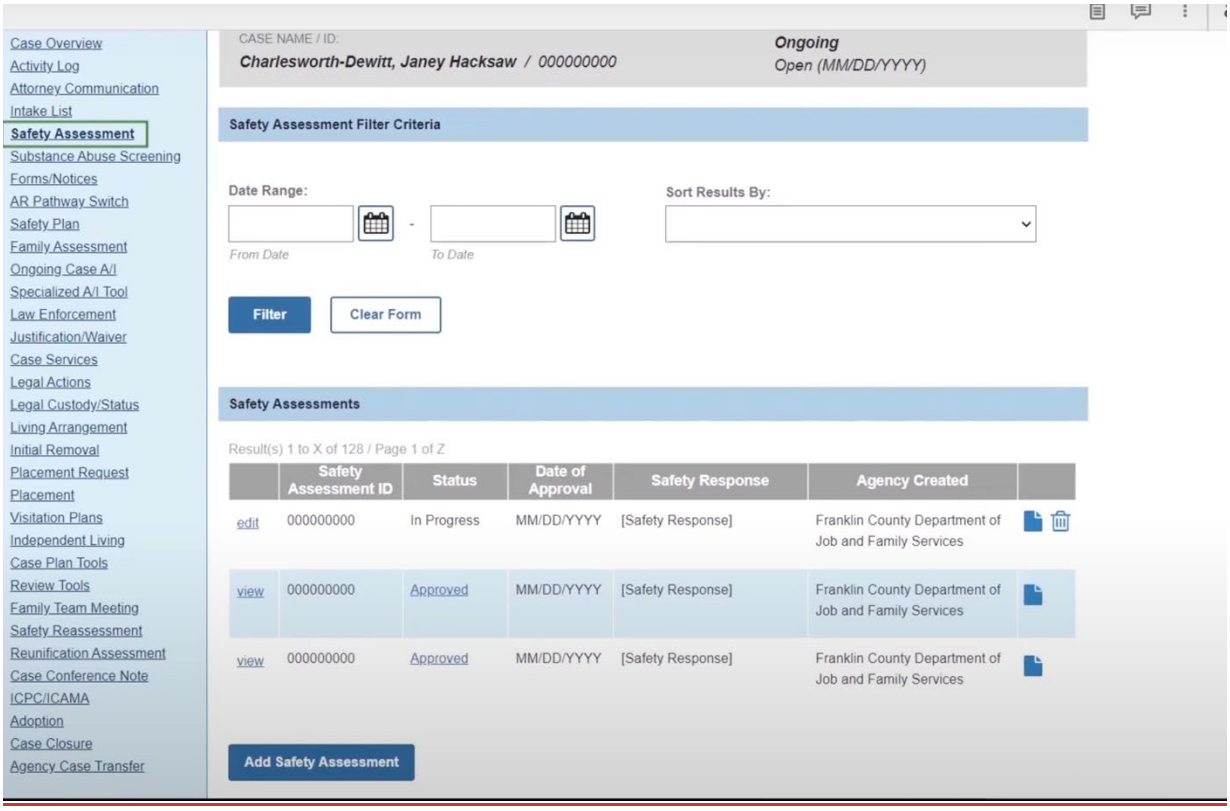
1. Select the Villa Case



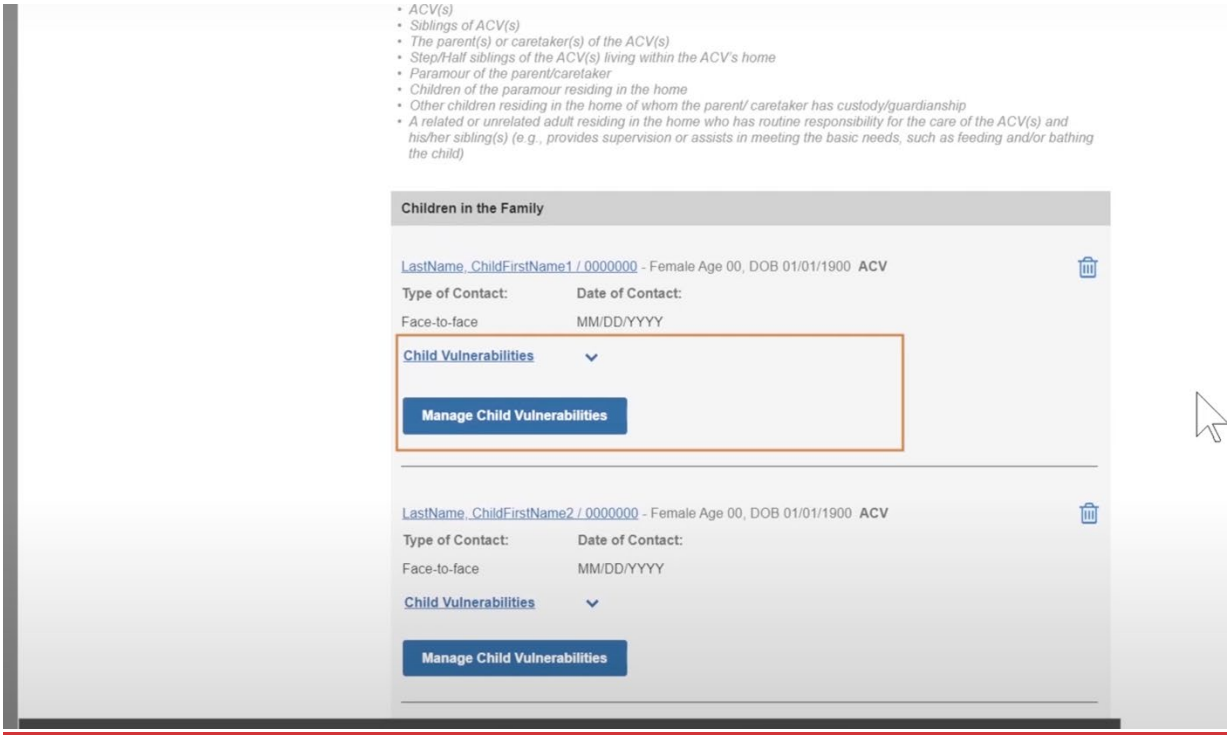
2. Select Safety Assessment from the left-side menu, and select Add Safety Assessment



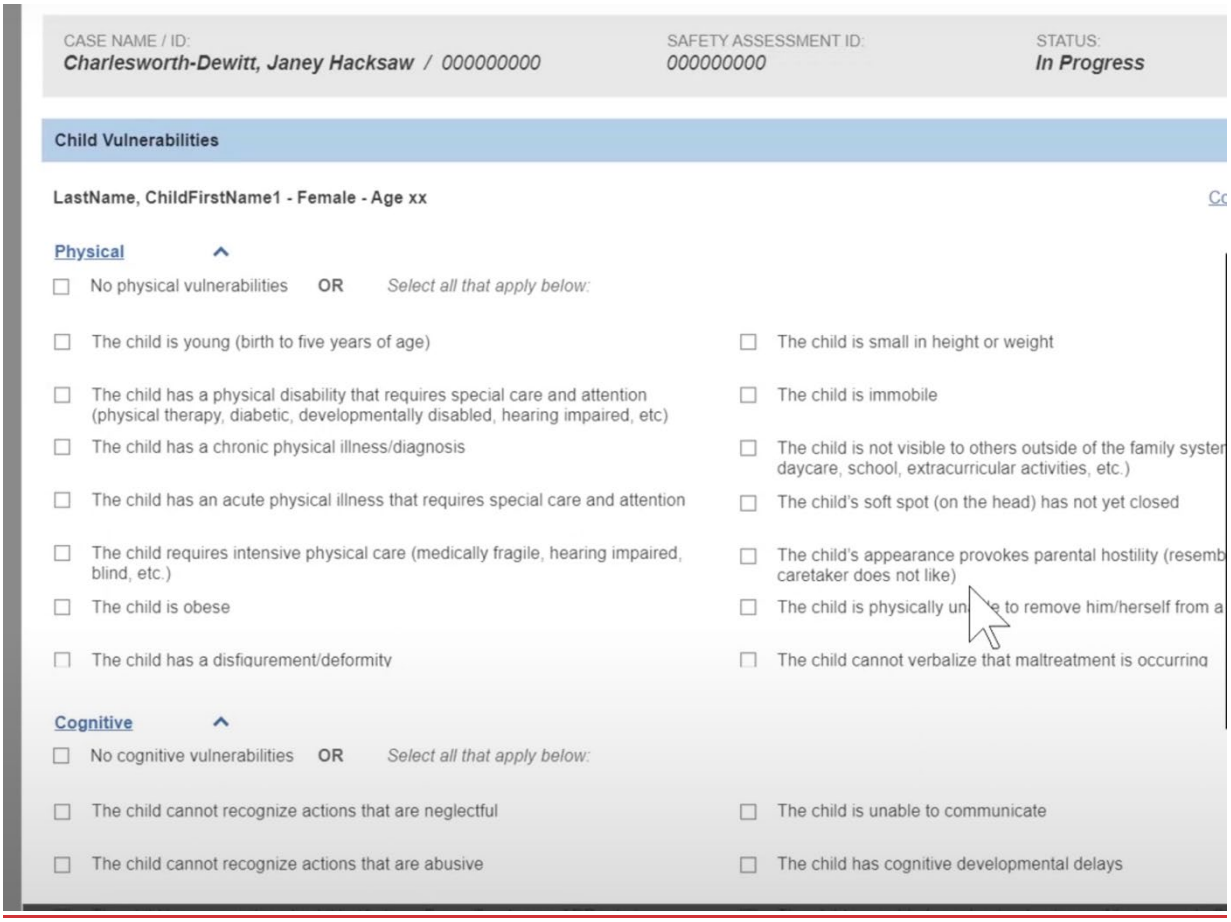
3. Select link intake and link appropriate intake. Select Identifying information tab from top bar.

4. Check accuracy of identifying information for the children.

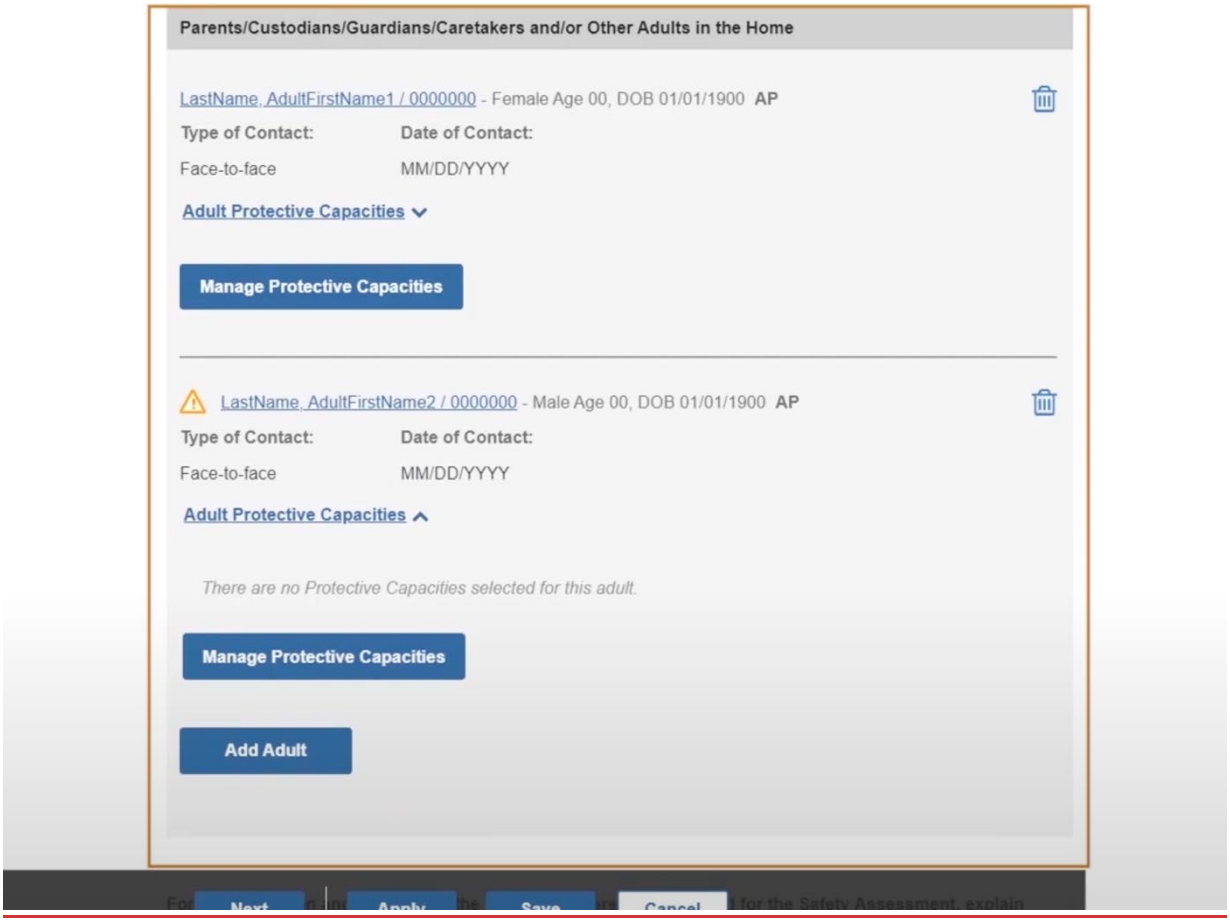
5. Select Manage Child Vulnerabilities.



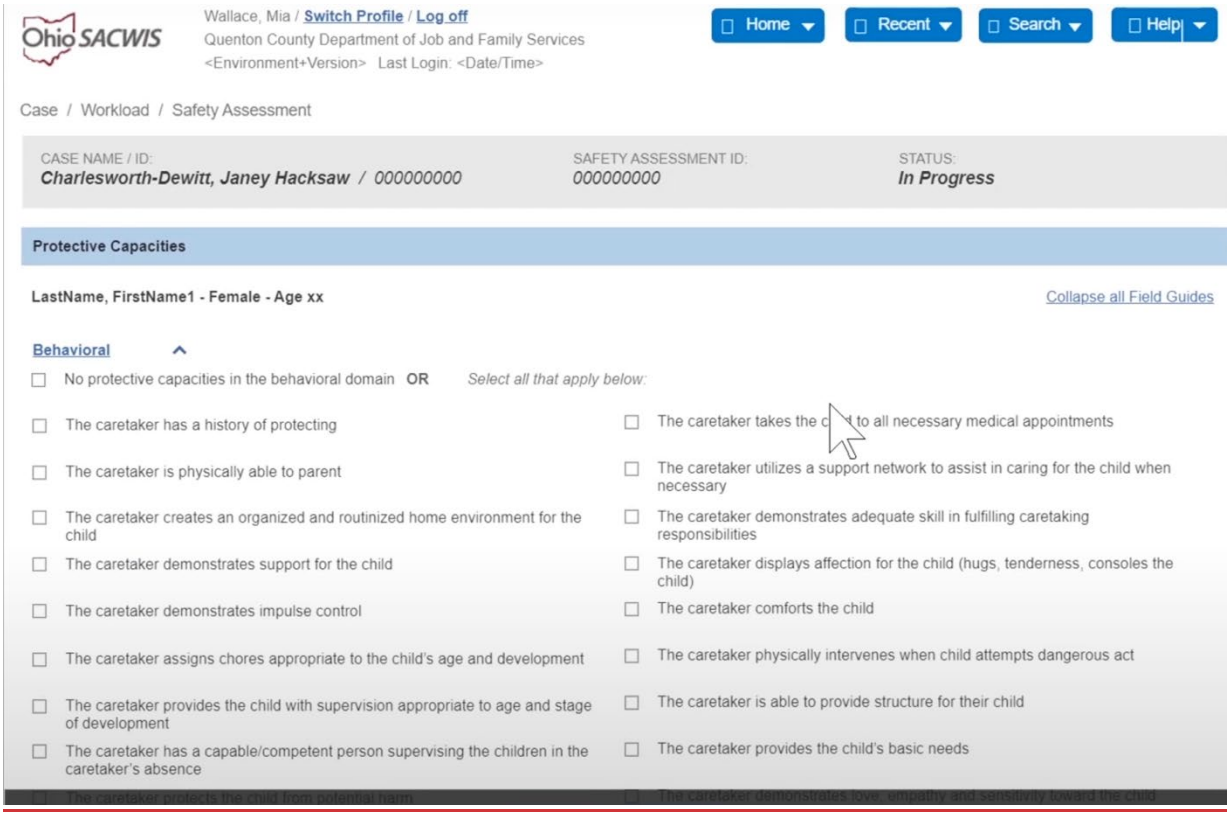
6. Select all child vulnerabilities that are present for each category, for each child. If no vulnerabilities are present in a particular category, select the "No" option within the category. Select Apply to return to previous screen.



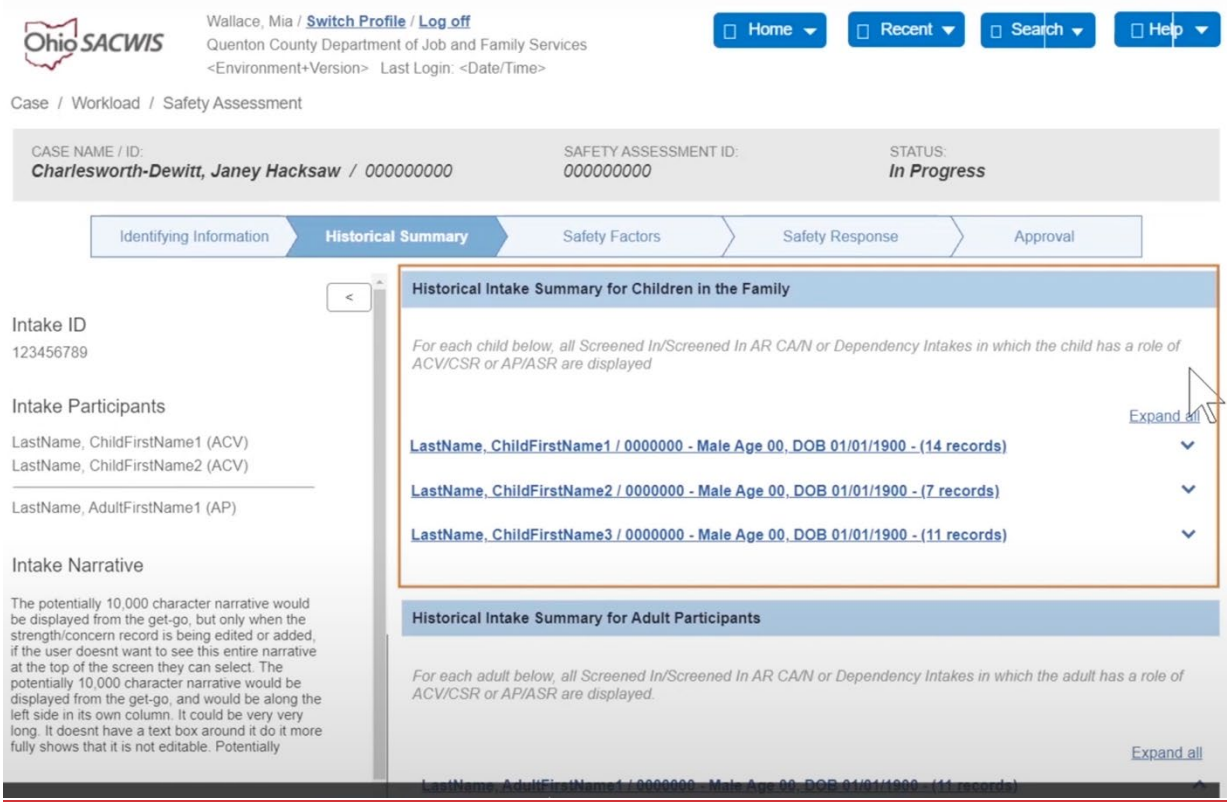
7. Enter Protective Capacities assessments within the Identifying Information tab by selecting Manage Protective Capacities for each adult.



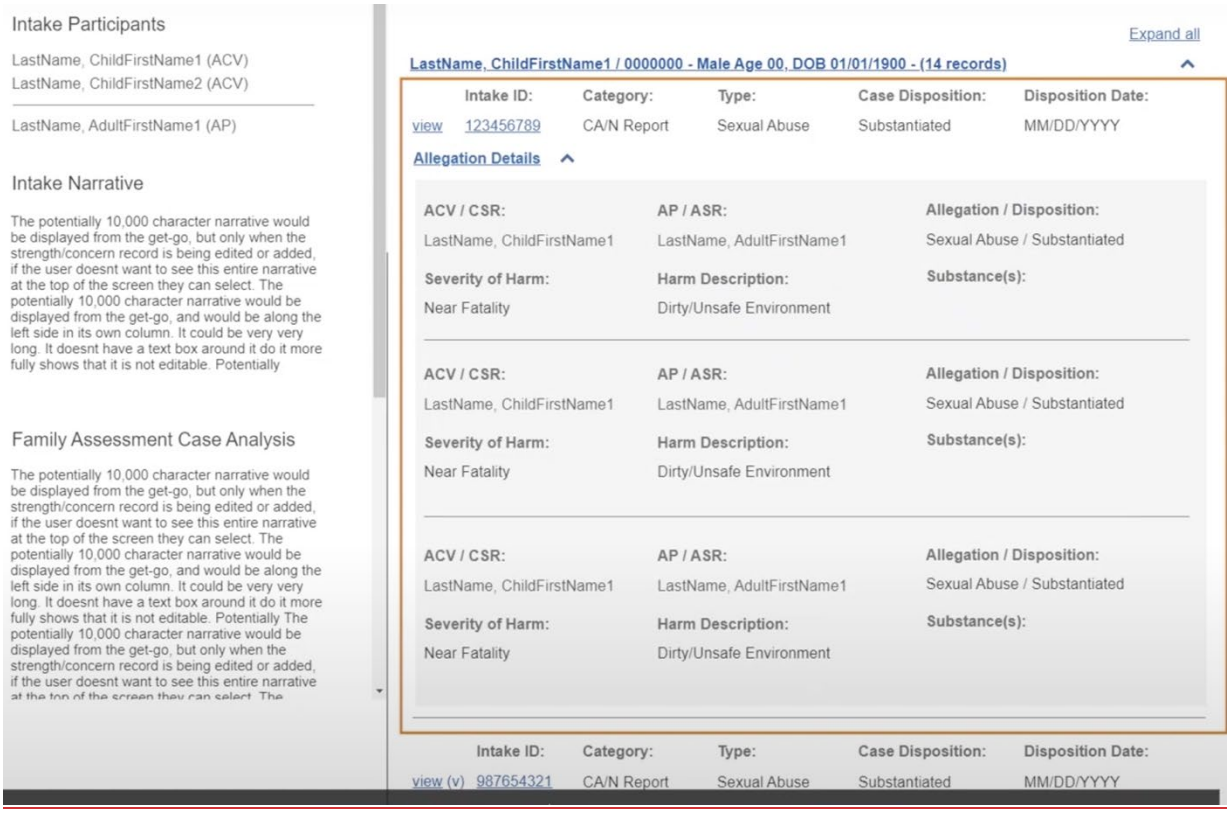
8. Select the corresponding protective capacities in each category for each adult. If no protective capacities are present in any category (Emotive, Behavioral, Cognitive), then select "No protective capacities in the ___ domain.



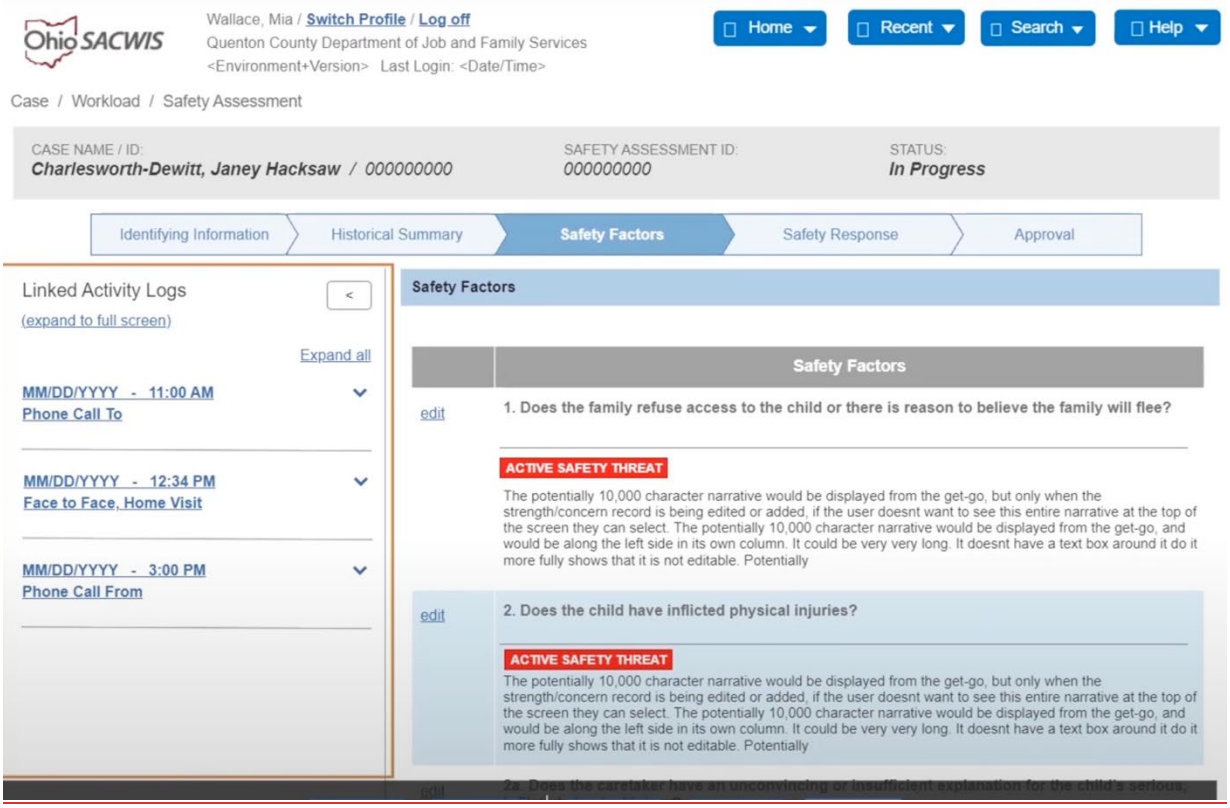
9. Review Historical information under the Historical Summary tab.



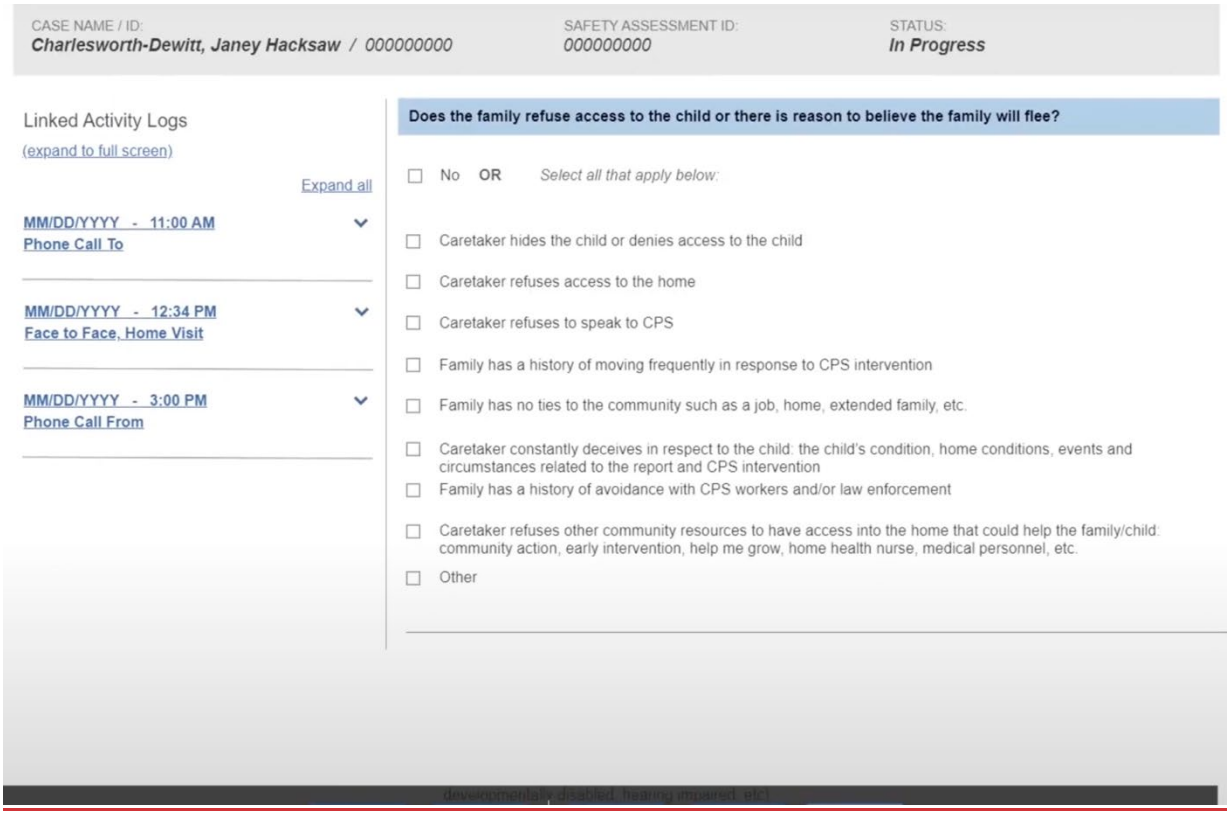
10. Click on each intake to view historical case information.



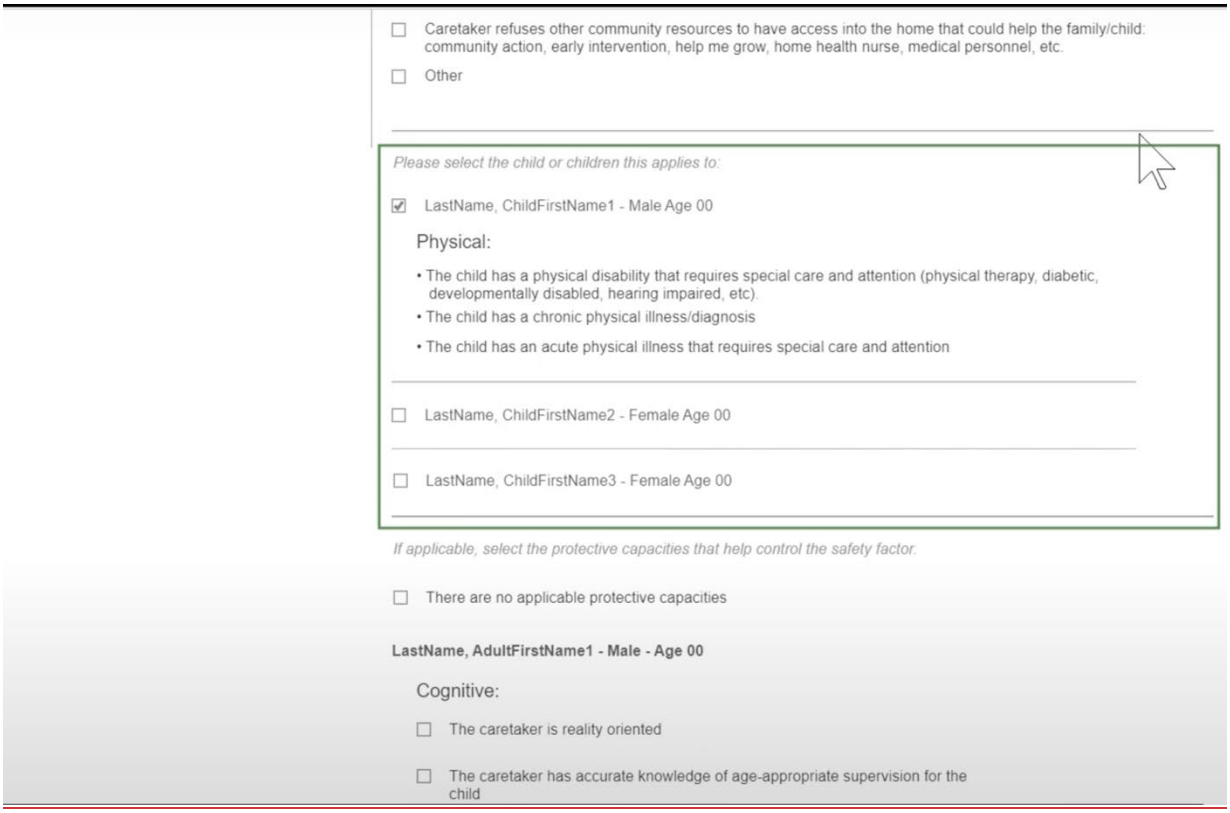
11. Select the Safety Factor tab.



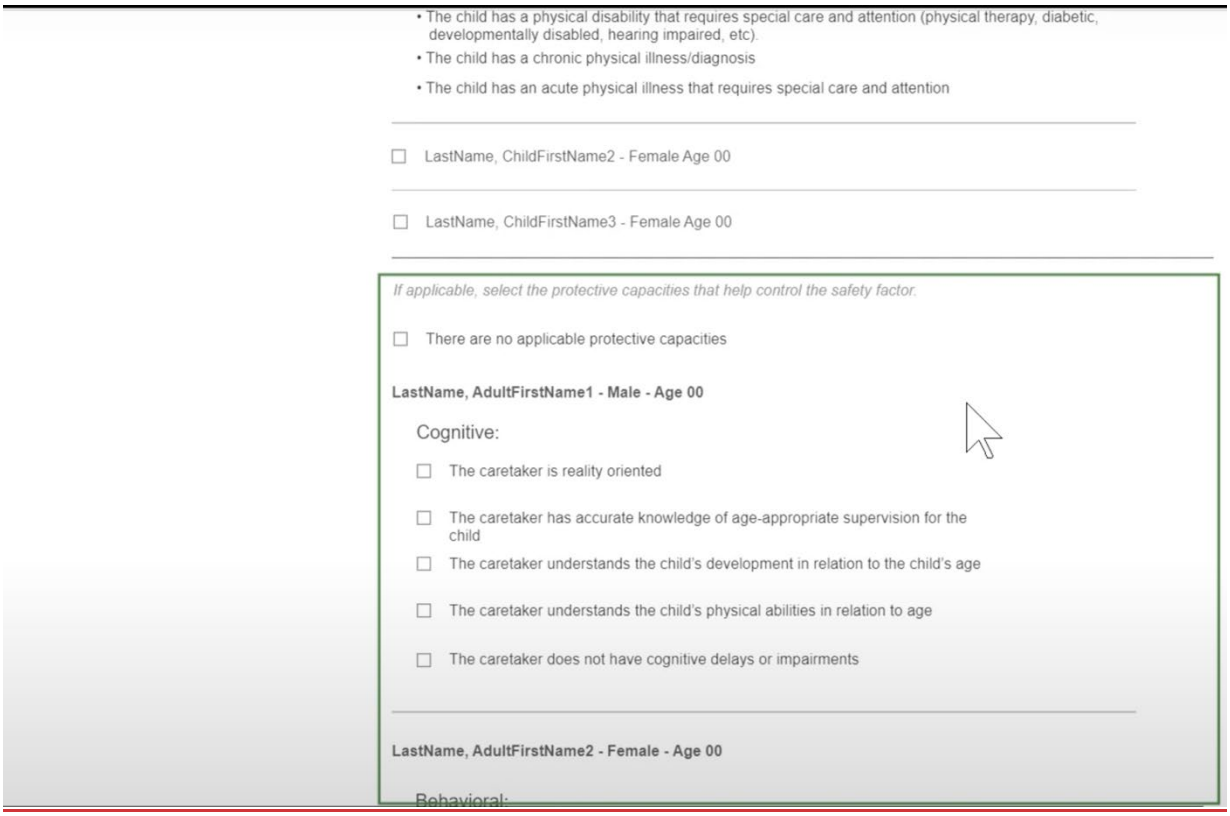
12. Within each safety factor, select the check boxes that correspond to the accurate examples of how the safety factor presents for the family. If the safety factor is not present, select "No."



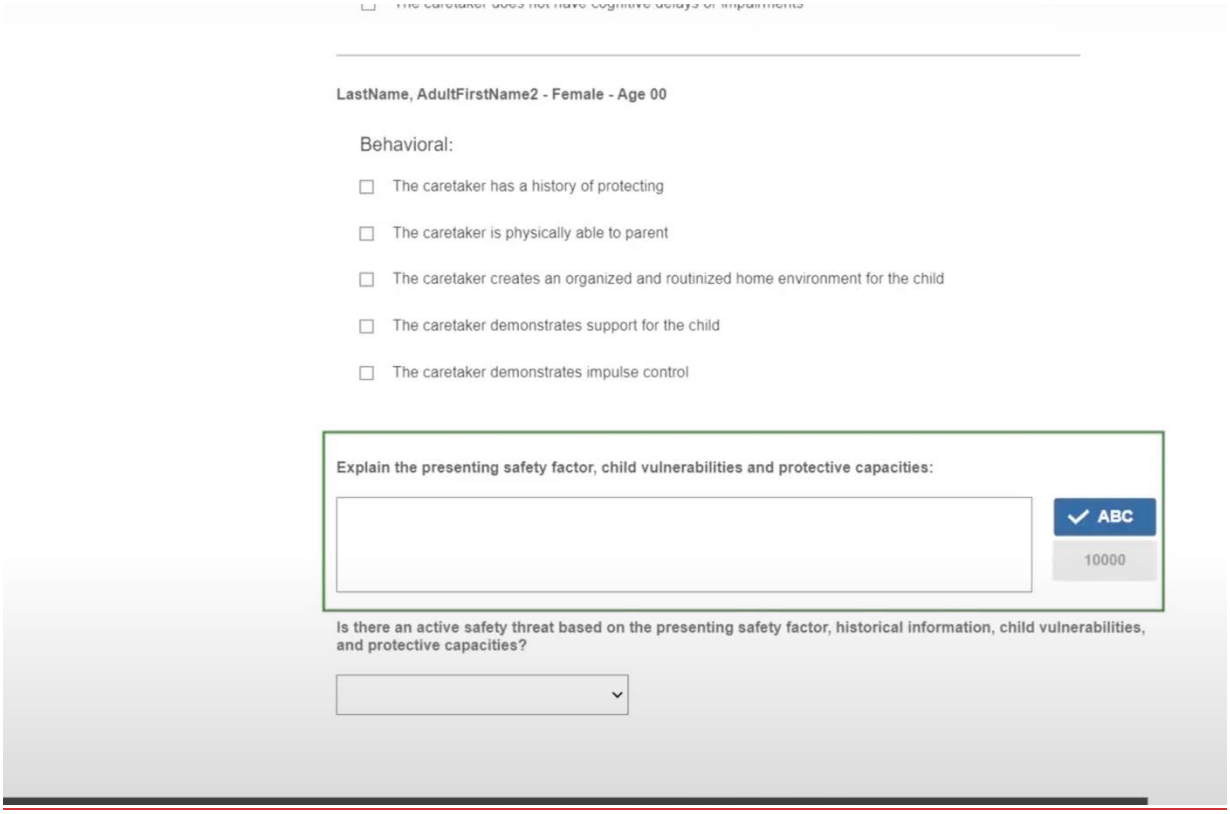
13. Then, select the checkbox next to each child for whom the safety factor is present.



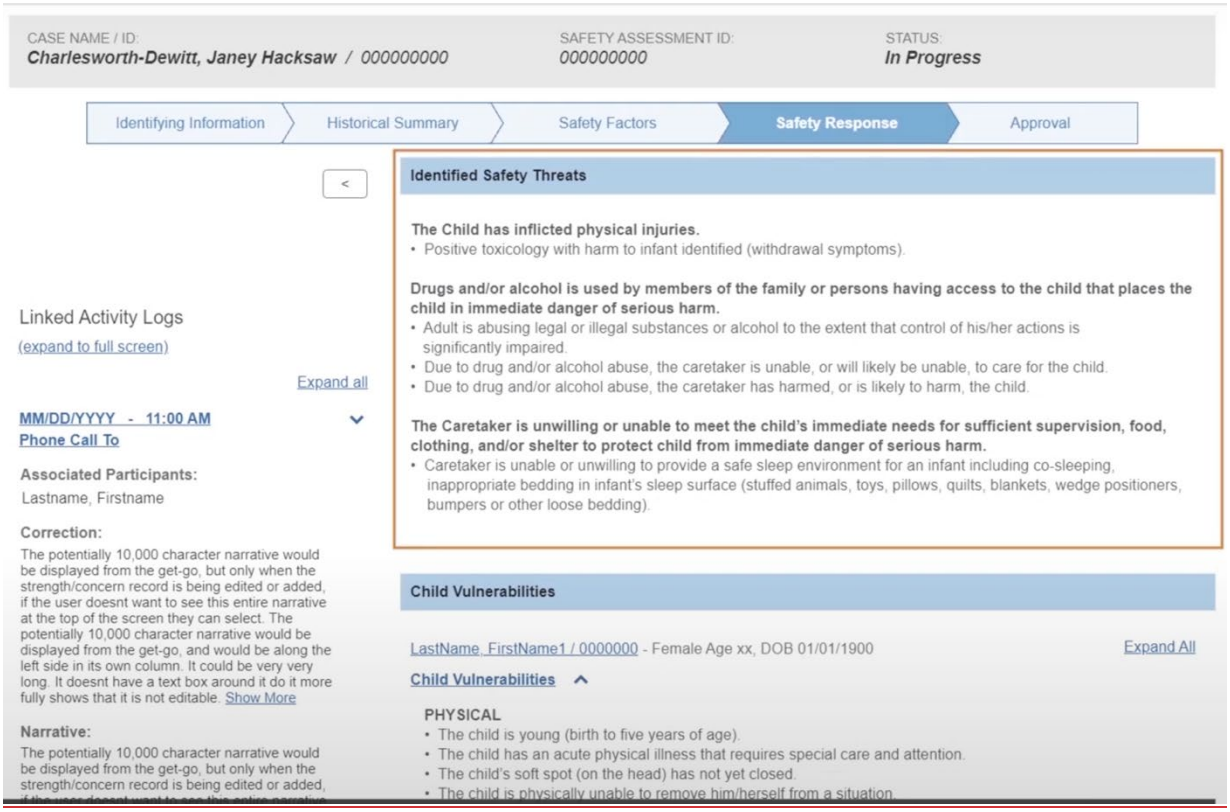
14. Select which protective capacities that are available to specifically assist within controlling the specific safety factor.



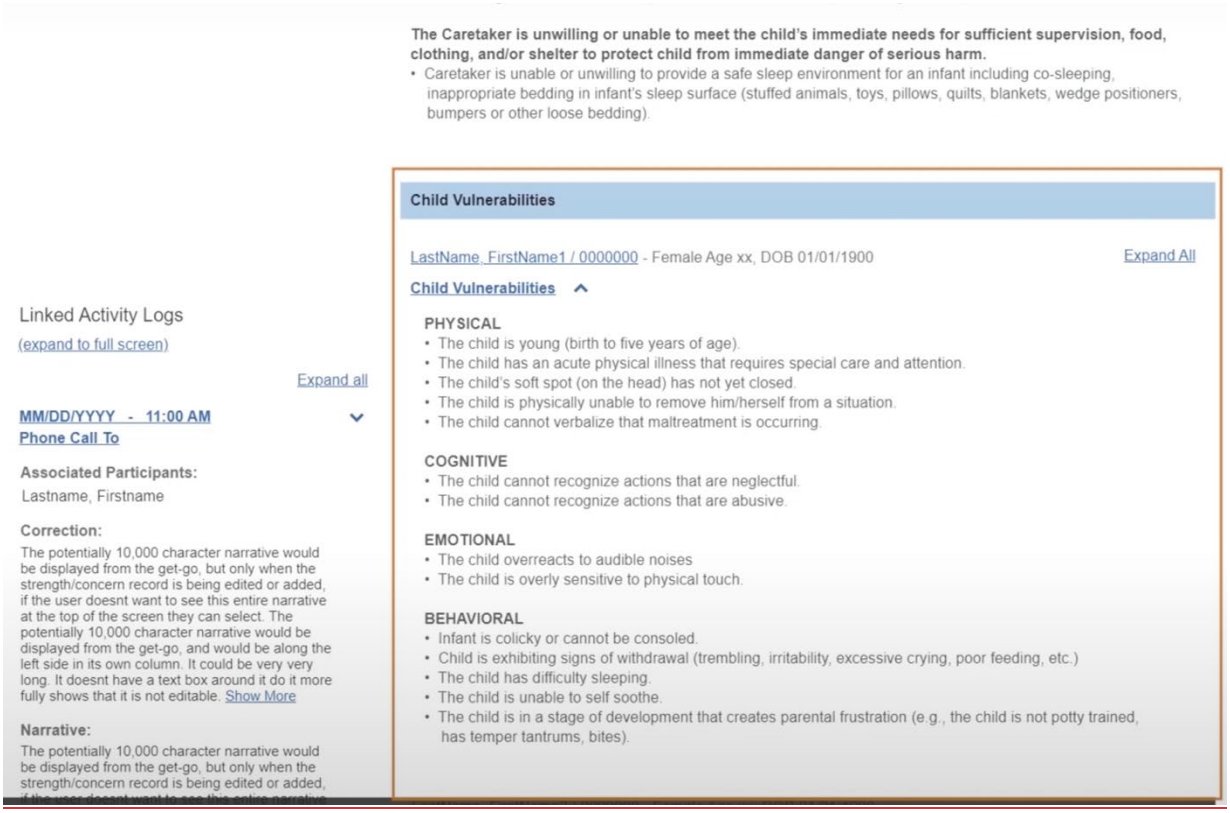
15. If a safety factor is identified as present, then you will provide a brief narrative that described how the safety factor, child vulnerabilities, and protective capacities interrelate to create an active safety threat or not.



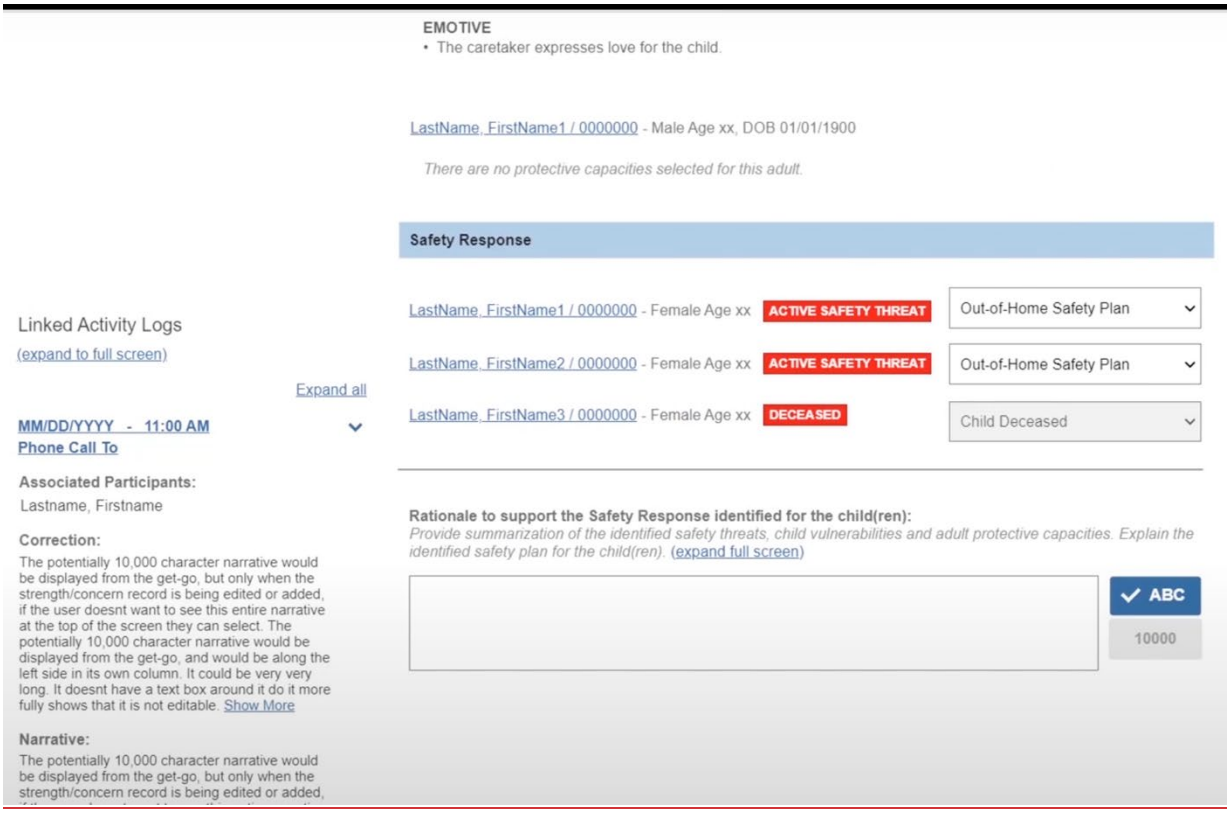
16. Select the Safety Response tab.



17. Click on the carrot next to each section to review the information already provided within the assessment.



18. Select the appropriate safety response for each child.



19. Provide a narrative to support the identified safety response for each child. This narrative should include a synthesis of the safety factor, child vulnerabilities, and protective capacities that interact to create the active safety threat, Each child should be mentioned specifically. Documentation must differentiate which safety factors and child vulnerabilities apply to which children.