

CAPM TOOLS	
Safety Assessment	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • An assessment of safety is conducted in response to a child abuse and/or neglect report, a dependency report, or any other instances throughout the life of a case. • Point in time documentation of safety. • Evaluation of present safety factors, child vulnerability, adult protective capacities and history. <ul style="list-style-type: none"> ○ Determines if a threat of serious harm is present in a child’s environment. ○ Determines whether the child’s caregivers are able and willing to protect the child. ○ Determines the child’s unique characteristics which impact vulnerability. ○ Examines the family’s history of child abuse and neglect. <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> • Face-to-face contact with the alleged child victim/child subject of report and at least one parent, guardian, or caretaker to assess safety within 4 working days from the date of the screened-in report. • Entered and approved in SACWIS within 10 working days from the date of the screened-in-report.
Safety Plan	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • A specific and concrete strategy for controlling an active safety threat. • Supplements adult protective capacities with specific action steps / activities and identifies responsible persons to assist in controlling the active safety threat. • Types of safety plans: <ul style="list-style-type: none"> ○ In-home safety plan ○ Out-of-home safety plan ○ Legally Authorized out-of-home placement <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> • Implemented immediately when adult protective capacities are not sufficient to control active safety threats. • Identifies the responsible person(s) to assist in controlling the active safety threat. • Identifies the action steps and how they will be monitored. • Requires the signature of parents, guardian or custodian. • Requires the signature of all responsible persons. • Remains active until the protective capacities of the parents, guardian or custodian control or mitigate the active safety threat.

<p>Safety Plan</p>	<ul style="list-style-type: none"> • Safety plans are to be monitored regularly to ensure child safety is being maintained. <p style="text-align: center;">Monitoring Requirements</p> <ul style="list-style-type: none"> • In-home safety plan <ul style="list-style-type: none"> ○ Weekly home visits by the caseworker. ○ Face-to-face contact with each child identified on the safety plan and each parent, guardian, or custodian residing in the home. ○ Assessment of the safety threat is to be completed. • Out-of-home safety plan <ul style="list-style-type: none"> ○ Weekly contact by the caseworker with each child or persons responsible for an action step. ○ Face-to-face contact with each child identified on the safety plan and each responsible party involved every other week. ○ Assessment of the safety threat is to be completed. • Legally Authorized out-of-home placement <ul style="list-style-type: none"> ○ Determined by the placement setting of each child pursuant to OAC 5101:2-42-65. <p style="text-align: center;">Safety Planning Guidance</p>
<p>Family Assessment</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • Reassess safety at the conclusion of the assessment/investigation. • Clinical assessment of children, adults and family dynamics to determine risk of maltreatment and identify strengths and needs present in the family system to inform case decisions. <ul style="list-style-type: none"> ○ Identifies contributing factors and underlying conditions which influence the maltreatment dynamic. ○ Identifies risk contributors, non-risk contributors and strengths in the family system. ○ Identifies the family’s perception of strengths and areas of need. • Actuarial Risk Assessment which determines the likelihood of future child maltreatment. • Determines case decision. <ul style="list-style-type: none"> ○ Close ○ Close/Refer to community services ○ Transfer for service planning (Prevention Services or Ongoing) • The family assessment includes: <ul style="list-style-type: none"> ○ Safety reassessment ○ Strengths and needs assessment ○ Actuarial risk assessment ○ Service planning

<p>Family Assessment</p>	<p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> • Completed within 45 days of the screened-in report. • Completed for the following report types: <ul style="list-style-type: none"> ○ Child Abuse and Neglect ○ Dependency ○ Family In Need of Services (FINS) when transferred for ongoing services except Deserted Child, Emancipated Youth, or Permanent Surrender. • Requires the assessment of the alleged child victim’s/child subject of the report’s family including: <ul style="list-style-type: none"> ○ Alleged child victim/child subject of the report. ○ Siblings of the alleged child victim/child subject of the report, including step or half siblings residing in the home. ○ Parent, guardian, custodian or caretaker residing in the home of the alleged child victim/child subject of the report. ○ Paramour of the custodial parent, guardian, custodian or caretaker residing in the home. ○ Children of the paramour residing in the home. ○ Other children residing in the home of whom the parent, guardian, custodian or caretaker has custody or guardianship. ○ A related or unrelated adult residing in the home having routine responsibility for care of the alleged child victim/child subject of the report and siblings. ○ An individual having regular contact with the alleged child victim/child subject of the report who may contribute to the risk of maltreatment to the child based upon their behaviors and interactions with the child or family.
<p>Specialized Assessment Investigation Tool</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • Capture the requirements of child abuse or neglect reports when the alleged perpetrator meets one or more of the following criteria: <ul style="list-style-type: none"> ○ A person responsible for the alleged child victim's care in an out-of-home care setting. ○ A person responsible for the alleged child victim's care in out-of-home care. ○ Has access to the alleged child victim by virtue of his/her employment by or affiliation to an organization. ○ Has access to the alleged child victim through placement in an out of home care setting. • Assesses safety in an out-of-home care setting. This is the ONLY CAPM Tool that assesses child safety in out-of-home care. • Captures the findings and summary of investigation, including interviews, the report disposition, pre and post investigation notifications requirements.

<p>Specialized Assessment Investigation Tool</p>	<p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> • Completed within 45 days of the screened-in report. • Completed on Child Abuse/Neglect reports in which the alleged perpetrator’s contact/access to the alleged child victim is through his/her employment, organization or institution. • Requires the assessment of the alleged perpetrator, the alleged child victim and others involved in the report and/or setting where the abuse/neglect occurred.
<p>Ongoing Case Assessment/ Investigation</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • Captures the assessment/investigation of a child abuse, neglect, or dependency report if the report is linked to an open case that has had a Family Assessment completed for the case episode. • Reassess safety at the conclusion of the assessment/investigation. • Clinical reassessment of children, adults and family dynamics to determine risk of maltreatment and identify strengths and needs present in the family system to inform case decisions. <ul style="list-style-type: none"> ○ Identifies contributing factors and underlying conditions which influence the maltreatment dynamic. ○ Identifies risk contributors, non-risk contributors and strengths in the family system. ○ Identifies the family’s perception of strengths and areas of need. • Actuarial Risk Reassessment which determines the likelihood of future child maltreatment. • Determines case decision. <ul style="list-style-type: none"> ○ Whether the case should continue to be open for ongoing services, referred for community services, or closed. ○ Provide service plan recommendations. ○ Examine the need for any changes in service planning as a result of the information gathered during the assessment/investigation. • The family assessment includes: <ul style="list-style-type: none"> ○ Safety reassessment ○ Strengths and needs assessment ○ Actuarial risk assessment ○ Service planning <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> • Completed within 45 days of the screened-in report. • Completed for the following report types: <ul style="list-style-type: none"> ○ Child Abuse and Neglect ○ Dependency

<p>Ongoing Case Assessment/ Investigation</p>	<ul style="list-style-type: none"> • Requires the assessment of the alleged child victim’s/child subject of the report’s family including: <ul style="list-style-type: none"> ○ Alleged child victim/child subject of the report. ○ Siblings of the alleged child victim/child subject of the report, including step or half siblings residing in the home. ○ Parent, guardian, custodian or caretaker residing in the home of the alleged child victim/child subject of the report. ○ Paramour of the custodial parent, guardian, custodian or caretaker residing in the home. ○ Children of the paramour residing in the home. ○ Other children residing in the home of whom the parent, guardian, custodian or caretaker has custody or guardianship. ○ A related or unrelated adult residing in the home having routine responsibility for care of the alleged child victim/child subject of the report and siblings. ○ An individual having regular contact with the alleged child victim/child subject of the report who may contribute to the risk of maltreatment to the child based upon their behaviors and interactions with the child or family.
<p>Family Case Plan</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • Identifies the presenting concerns and needs of the family. • Provides a clear, behaviorally specific, and measurable guide for behavioral change to reduce or mitigate risk to the child. • Addresses the conditions influencing risk to the child based on the assessment of the family’s strengths and needs. • Identifies the contributing factors present in the family system. • Provides a comprehensive visitation plan for children placed out of the home. <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> • The family case plan must be developed with the family and completed no later than thirty days after whichever of the following occurs first: <ul style="list-style-type: none"> ○ Parent, guardian, or custodian and agency agree to the provision of supportive services. ○ Completion of the family assessment in alternative response cases. ○ The PCSA files a complaint alleging the child is abused, neglected or dependent. ○ The PCSA has court ordered temporary custody or permanent custody of the child. ○ The court orders the PCSA to provide protective supervisor for a child living in the child’s own home.

<p>Family Case Plan</p>	<ul style="list-style-type: none"> ○ The court orders the PCSA to place the child, sixteen or older, in a planned permanent living arrangement. ● The family case plan is to be updated (amended) within 7 days if: <ul style="list-style-type: none"> ○ Conditions of the child or the child’s parent, guardian, custodian, or pre-finalized adoptive parent change and affect the legal status of the child or the provision of supportive services. ○ A change in the goal for the child and/or changes that family members need to address to alleviate concerns. ○ A change in the goal for the child and/or changes that family members need to address to alleviate concerns. ○ The child needs to be placed in a substitute care setting, reunified with the child’s parent, guardian, custodian, or pre-finalized adoptive parent; or moved to another substitute care setting. ○ A change in the visitation plan for a child. ○ A party must be added or deleted from the family case plan. ○ The child attains the age of 14 and independent living and life skill services are offered. ○ The child attains the age of sixteen and the court orders the PCSA to place the child in a planned permanent living environment. <p style="text-align: center;">Monitoring requirements</p> <ul style="list-style-type: none"> ● Face-to-face contact with each parent and child participating in and being provided services through the case plan no less than monthly to monitor progress on the case plan objectives. ● At least one contact every two months must be made in the parents’ home. ● If the initial attempt to complete a face-to-face contact is unsuccessful, the PCSA must make a minimum of two additional attempts to complete the face-to-face contact within the calendar month. <p>CPS Worker Manual Volume 3 Ongoing Determining the minimum number of visits needed each month</p>
<p>Case Review</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> ● Comprehensive review of the family case plan to determine if services provided are having the anticipated impact on the identified concerns. <ul style="list-style-type: none"> ○ Evaluate the effectiveness of the supportive services provided to the child and parents. ○ Identify barriers to the provision of services. ○ Recommend amendments to the case plan. ○ Prevent removal of a child from his own home or examine the conditions which resulted in the child’s removal. ● The Case Review tool includes:

<p>Case Review</p>	<ul style="list-style-type: none"> ○ Reassessment of safety. ○ Clinical reassessment of children, adults and family dynamics to determine risk of maltreatment and identify strengths and needs present in the family system to inform services. <ul style="list-style-type: none"> ▪ Identifies contributing factors and underlying conditions which influence the maltreatment dynamic. ▪ Identifies risk contributors, non-risk contributors and strengths in the family system. ▪ Identifies the family’s perception of strengths and areas of need. ▪ Concern review to address the impact of safety, risk, permanency and/or child well-being and the family’s progress addressing the concern. ▪ Evaluation of the effectiveness of services provided. ▪ Adult and sibling visitation review if children are placed out of the home and when siblings are placed separately. ▪ Caseworker visitation review with the family. ○ Actuarial Risk Reassessment which determines the likelihood of future child maltreatment. ○ Review of the case plan goal. ○ Determination of case status/agency involvement. <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> ● Completed on all cases receiving ongoing services via the family case plan. ● Completed no later than every ninety days from whichever of the following activities occurs first: <ul style="list-style-type: none"> ○ Date the original PCSA court complaint was filed. ○ Date of placement. ○ Date of court ordered protective supervision. ○ Date of parent, guardian, or custodian's signature on the case plan, for in-home supportive services only. <p><i>*Completed in conjunction with the semiannual administrative review every 180 days.</i></p>
<p>Semi-Annual Administrative Review</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> ● Assess the permanency plan for the child. ● Update the permanency plan based on the assessment for the child. ● Assess the appropriateness of supportive services provided to the child and parents. ● Assess the appropriateness of the placement setting of the child. <ul style="list-style-type: none"> ○ Evaluate the safety threats which resulted in the child’s removal from the home. ○ Evaluate the family’s overall risk level to the child. ○ Assess whether services provided will assist in the child safety reunifying.

<p>Semi-Annual Administrative Review</p>	<ul style="list-style-type: none"> ○ Determine if a plan to locate a permanent family placement for the child should occur concurrently with reasonable efforts to safely return the child to his own home. ● Engage parties to the family case plan in review of the progress of the case. <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> ● Completed on all cases receiving ongoing services via the family case plan. ● Completed no later than every 180 days from whichever of the following activities occurs first: <ul style="list-style-type: none"> ○ Date the original PCSA court complaint was filed. ○ Date of placement. ○ Date of court ordered protective supervision. ○ Date of parent, guardian, or custodian's signature on the case plan, for in-home supportive services only. ● Cannot be completed more than thirty days prior to the due date. <p><i>*Completed in conjunction with a Case Review.</i></p>
<p>Reunification Assessment</p>	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> ● A structured assessment/review to determine the family’s reunification readiness. ● A reunification assessment includes: <ul style="list-style-type: none"> ○ Assessment of past and present safety threats in the child’s removal home. ○ Assessment of parental compliance with court orders. ○ Assessment of current family conditions, dynamics, resources, strengths and protective capacities. ○ Services necessary to support successful reunification. ○ Determination if reunification is possible. <p style="text-align: center;">Requirements</p> <ul style="list-style-type: none"> ● Completed prior to the reunification of any child to his/her home if the child has been out of the home for thirty days or more.