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# ***System Build 16 Job Aid***

## ***Changes to Safety Assessment***



**CONNECTIONS Training Project  
SUNY Training Strategies Group**

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**CONNECTIONS - System Build 16 Job Aid  
Safety Assessment**

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This job aid is available online:

- In the Public Folders:  
*All Public Folders > Statewide > CONNECTIONS > Build 16*
- On the Citrix sign-on page:  
Select the *Click Here for OCFS CONNECTIONS Intranet Website* hyperlink
- On the CONNECTIONS Intranet site:  
*DFA Intranet Site > OCFS Home page > CONNECTIONS > Desk and Job Aids*

The CONNECTIONS Intranet site also contains information about CONNECTIONS training.



# Overview of Build 16 Safety Assessment Enhancements

With the Implementation of Build 16, there will be several enhancements to the Safety Assessment functionality. The enhancements are covered in detail in this Job Aid and include the following topics:

- Accessing and modifying the Safety Assessment directly from the *CPRS* window
- Creation of tabs on the *Safety Assessment* window to facilitate organization and ease of use in completing Safety Assessments
- Clarification and rewording of the Safety Factors and the ability to distinguish those that put the child(ren) in immediate danger of serious harm
- New Safety Decisions that reflect on and are more consistent with, casework practice
- Modifying or viewing an existing Safety Assessment
- Printing and saving the Safety Assessment
- Safety Assessment To-Do's and Events

## Safety Assessment

The first priority after receiving a report from the State Central Register (SCR) is to assess each child's safety. The safety assessment process is documented by completing the Safety Assessment in CONNECTIONS. The purposes of this assessment are to ascertain whether there are any safety concerns, if any children are likely to be in immediate danger of serious harm, and to determine what interventions can be initiated or should be maintained to provide appropriate child protection. When child safety has been addressed, then a risk assessment of future abuse and maltreatment, a comprehensive assessment of family functioning, and a thorough investigation of reported allegations can proceed.

Safety Assessments are completed:

- Within seven (7) days from receipt of a report of suspected child abuse/maltreatment.
- In response to any registered "subsequent" reports and must also be completed within seven (7) days from receipt of the subsequent report.
- Within twenty-four (24) hours from receipt of a Fatality report, if there are surviving siblings and when completing a 30-day child fatality report.
- Within seven (7) days of the completion and submission of the Investigation Conclusion.
- As part of the Family Assessment and Service Plan (FASP), completed at each Initial, Comprehensive and Reassessment UCR.

### Safety vs. Risk

To support the child welfare goals of safety, permanency and well-being for children and their families, two assessments are completed during the course of every CPS Investigation,

addressing *safety* and *risk*. *Safety* refers to the immediate danger of serious harm; *risk* refers to the likelihood of future abuse or maltreatment.

### **Safety**

- Safety deals with *present* or *impending* danger.
- Safety factors pose a threat of *immediate* harm.
- Safety factors pose a threat of *serious* harm.
- In order to *control for safety*, there must be an assessment of the need for *immediate interventions*, as well as strengths, resources or protecting factors present in the home.

### **Risk**

- Risk is the likelihood that a child may be abused or maltreated *in the future*.
- Risk Elements identify significant behaviors and circumstances within a family unit that create *different levels of risk* to the child.
- Risk may be very high even if the report is unfounded; conversely, risk may be low even if the report is indicated.
- Risk may be *reduced* with appropriate services, changes in the caretaker's behavior, and family or community support.

### **Fatality – No Surviving Children**

Workers will use the new **Fatality – No Surviving Children** check box on the *CPS Investigation Conclusion* window to confirm that there are no surviving children in the stage. This check box enables if the Investigation contains *all* of the following:

- A DOA/Fatality allegation
- A Date of Death (DOD) for the AB child associated with the fatality allegation
- No other persons younger than 18 years of age with a role of MA, AB or No Role

When all of these conditions exist, the **Fatality – No Surviving Children** check box will enable and the following message will display:

*“Fatality – No surviving children. Please check box to confirm.”*

If the worker selects the check box, the stage can be submitted for approval without a completed Safety Assessment or Risk Assessment Profile (RAP). The event status for the Safety Assessment and RAP will be changed automatically to “SUSP” (Suspended), unless the status for that event is already APRV (Approved) at the time that the supervisor approves the Investigation Conclusion.

If any of the following events occur before you submit the Investigation Conclusion for approval, the **Fatality – No Surviving Children** check box will disable and the worker must complete a RAP (for implemented stages only) and a Safety Assessment (for both pre-Build 16 and implemented stages):



If the worker does not select the **Fatality-No Surviving Children** check box, s/he must complete the Safety Assessment.

- A person younger than 18 years of age who has a role of MA, AB or No Role is added to the stage.
- The age of a person with a role of No Role is changed to be younger than 18.

## Accessing the Safety Assessment Tab

Prior to Build 16, the Safety Assessment was a task on the *Task List* for a CPS Investigation stage. With the implementation of Build 16, the Safety Assessment will be accessed from the **Child Protective Record Summary** task on the *Task List*. This task provides access to a multi-tabbed window which includes the **Safety Assessment** tab. Accessing a Safety Assessment from the *Staff To-Do List*, *Event List* or *Approval Status* window will be accomplished in the same manner for both implemented and pre-Build 16 stages.

With the implementation of Build 16, the Safety Assessment will be accessed and maintained in the Child Protective Record Summary (CPRS). In addition, Build 16 will clarify Safety Factors; enable caseworkers to identify Safety Factors that place the child(ren) in immediate danger; and modify safety decisions and interventions to support the child(ren)'s safety. Build 16 also provides a two-tiered decision making process, by first selecting Safety Factors and then selecting those factors that place the child(ren) in immediate danger.

The ability to create, modify, view or submit the Safety Assessment in CONNECTIONS is defined as follows:

- The Primary worker assigned to the stage (or a member of the Primary worker's unit hierarchy) will be able to *create*, *modify* and *submit* the Safety Assessment.
- The Secondary worker assigned to the stage (or a member of the Secondary worker's unit hierarchy) will be able to *create*, *modify* and *submit* the Safety Assessment.
- Any worker who has been assigned a Safety Assessment Task To-Do will be able to *modify* the Safety Assessment.
- Anyone with the appropriate security to open the *Child Protective Record Summary* window in view-only mode will be able to *view* the Safety Assessment.

The navigational path for accessing the **Safety Assessment** tab is determined by the role of the worker who is accessing the tab and whether the Safety Assessment will be accessed in view-only or modify mode.

To access the **Safety Assessment** tab in *modify* mode:

- The caseworker selects the **Child Protective Record Summary** task from the *Task List* for the Investigation stage and clicks on the **Safety Assessment** tab in the CPRS.

—OR—

- The caseworker navigates from a system-generated Task To-Do on the *Staff To-Do List* or *Case To-Do List* to complete the Safety Assessment. When the *Child Protective Record Summary* window opens, the **Safety Assessment** tab is active.

To access the **Safety Assessment** tab in *view-only* mode:

- The worker selects the CPRS event from the *Event List* for the Investigation stage and clicks on the **Safety Assessment** tab in the CPRS.  
—OR—
- If the supervisor or Unit Approver navigates from a system-generated Safety Assessment Approval Task To-Do on the *Staff To-Do List* or *Case To-Do List*, the *Child Protective Record Summary* window opens and the **Safety Assessment** tab is active.  
—OR—
- If the supervisor navigates from the Investigation Conclusion approval Task To-Do on the *Staff To-Do List* or *Case To-Do List*, the *Child Protective Record Summary* window opens and the **Case Identification** tab is active. The supervisor then clicks on the **Safety Assessment** tab.

Any worker who has the ability to create, modify or view a Safety Assessment prior to Build 16 will have the same access to the new Safety Assessment functionality in the CPRS.

A pre-Build 16 stage (any CPS stage with an Intake date *prior* to the implementation of Build 16) will be accessed, viewed and modified in the same way it was prior to Build 16. An implemented stage (any CPS stage with an Intake date *on* or *after* implementation) will use the new Safety Assessment functionality.

## CPRS Safety Assessment Tab

The screenshot displays the 'Child Protective Record Summary' window. At the top, there is a menu bar with 'File', 'Options', and 'Help'. Below this, case information is shown: Case Name: Hammond, Theresa; INV Stage ID: 22159245; Stage CD: ; Case ID: 21101457; Report Date: 7/16/2003; WMS #: . A navigation bar contains several tabs: Case Identification, Household Composition, Allegations, Investigative Actions, Investigative Findings, Local Protocol, **Safety Assessment** (highlighted), Risk Assess Profile, and Progress Notes. The main area features a table with the following columns: Assessment Date, Type, EventTXDate, Status, and Decision. A single row is visible with the following data: Assessment Date (blank), Type: CPS 7 day, EventTXDate (blank), Status: NEW, and Decision (blank). At the bottom of the window, there are several buttons: To Do, Submit, Approval Status, New, Detail, Print, Intake Narrative, Help On Narratives, Generate Report, and Close.

Assessment Date	Type	EventTXDate	Status	Decision
	CPS 7 day		NEW	

With the implementation of Build 16, the Safety Assessment will be completed in the CPRS during the Investigation stage. The **Safety Assessment** tab lists all Safety Assessments for a stage, including the assessment date, assessment type, event transaction date, event status and decision. From this tab, the worker will be able to:

- create a new Safety Assessment;
- modify/view an existing Safety Assessment;
- print an existing Safety Assessment;
- assign a Safety Assessment Task To-Do to another worker;
- submit a completed Safety Assessment for approval;
- view the approval status of a completed and submitted Safety Assessment; and
- access context-sensitive Online Help information.



Caseworkers will still be able to view all Safety Assessments for a case with Build 16, by using the **Safety Assessment for Case** task on the *Task List*.

### **Buttons on the Safety Assessment Tab**

The following buttons will display at the bottom of the **Safety Assessment** tab:

<b>To Do</b>	Creates a Task To-Do for the Safety Assessment.
<b>Submit</b>	Submits the Safety Assessment to the supervisor for approval; enables only when the status is COMP.
<b>Approval Status</b>	Opens the <i>Approval Status</i> window, which displays the status of a submitted Safety Assessment. Enables only when the Safety Assessment is in PEND, REJT or APRV status (See “Safety Assessment Events” on page 24.)
<b>New</b>	Opens the new <i>Safety Assessment</i> window. If a completed and approved Safety Assessment exists for a stage, the new Safety Assessment will be pre-populated with the Safety Factors, Safety Decisions, Safety Interventions and narratives recorded in the most recently completed/submitted Safety Assessment.
<b>Detail</b>	Opens an existing Safety Assessment (selected from the list on the tab).
<b>Print</b>	Prints an existing Safety Assessment (selected from the list on the tab).

## The Safety Assessment Window

**Safety Assessment - Hammond, Theresa - S:22159245/C:21101457**

File Options Help

Date: 7/24/03 Type: CPS 7 day

**Safety Factors** Mitigating Strengths/Resources Safety Decision Safety Interventions

Assess for the presence of each of the following safety factors. Check all factors that apply.

Check	Safety Factors
<input type="checkbox"/>	Caretaker(s) previously committed or allowed abuse or maltreatment of a child(ren), and the caretaker's prior response to that incident was not commensurate with the severity of the abuse or maltreatment.
<input type="checkbox"/>	Caretaker(s) currently abuses alcohol, to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).
<input type="checkbox"/>	Caretaker(s) currently abuses drugs, to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).
<input type="checkbox"/>	Child(ren) has experienced or is likely to experience physical or psychological harm, as a result of domestic violence in the household.
<input type="checkbox"/>	No Safety Factors Identified

Describe the relevant behaviors and/or circumstances:

Spell Check

Please select those factors that place the child(ren) in immediate danger of serious harm.

Check	Safety Factors
<input type="checkbox"/>	Caretaker(s) appears unwilling and/ or unable to provide adequate supervision of the child(ren).

Complete? NO Save Save and Submit Cancel

When a worker selects an existing Safety Assessment or creates a new one from the **Safety Assessment** tab, the new *Safety Assessment* window will open. The new *Safety Assessment* window is divided into three sections:

- The Header contains the **Date** and **Type** fields, which are completed by clicking on each field's drop-down arrow and selecting from the resulting list.
- The Tabbed section contains four tabs: **Safety Factors**, **Mitigating Strengths/Resources**, **Safety Decision** and **Safety Interventions**.
- The Footer contains the following buttons:

<b>Complete?</b>	Checks the Safety Assessment to verify if all elements have been completed.
<b>Save</b>	Saves work that has been recorded in the Safety Assessment and closes the <i>Safety Assessment</i> window. The following message will display: "Changes have been saved."
<b>Save and Submit</b>	Saves work that has been recorded in the Safety Assessment and submits the Safety Assessment to the supervisor for approval; enables only if "Yes" displays next to the <b>Complete?</b> button.

The following message will display when the worker clicks on the **Save and Submit** button:

*“This action will close this window.  
Do you wish to continue?”*

- Clicking on the **Yes** button will continue the submission process.
- Clicking on the **No** button will cancel the submission process.

If the worker clicks on the **Yes** button in response to the message, the following message will display:

*“Changes have been saved.”*

When the worker clicks on the **OK** button in response to this message, the CPRS will close.

#### **Cancel**

Closes the window and discards any unsaved data. The following message will display:

*“Do you want to cancel?  
Unsaved data and/or narratives will be lost.”*

- Clicking on the **Yes** button will discard the unsaved changes and close the *Safety Assessment* window.
- Clicking on the **No** button will leave the window open without discarding the unsaved changes.

The header and footer are always visible, regardless of which tab is open.



#### **Step-by-Step: Accessing the *Safety Assessment* Window via the *Task List***

- 1** Open the *Task List* for the selected stage.
- 2** Select the **Child Protective Record Summary** task and click on the **Detail...** button.
- 3** Click on the **Safety Assessment** tab.
- 4** Click on the **New** button to create a new Safety Assessment.  
—OR—  
Click on an existing Safety Assessment to select it, then click on the **Detail...** button.



### Step-by-Step: Accessing the *Safety Assessment Window via the Event List*

- 1 Open the *Assigned Workload* and select the stage for which you want to see the Safety Assessment.
- 2 Click on the **Options** menu and select the **Event List...** command.
- 3 Click on the Safety Assessment event and click on the **Detail...** button.



### Step-by-Step: Accessing the *Safety Assessment Window via the Staff To-Do List*

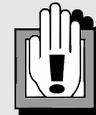
- 1 Open the *Staff To-Do List*.
- 2 Click on the Safety Assessment Task To-Do to select it, then click on the **Navigate...** button.

## Creating a New Safety Assessment

During the Intake stage the SCR worker may select certain Safety Factors based on what the reporting source has alleged. These Safety Factors recorded at Intake will be carried over into the Safety Assessment for the Investigation stage. Within seven days of the Intake, the caseworker assigned to investigate the report will complete a Safety Assessment. Based on the information collected during the course of the investigation, the caseworker should review each Safety Factor and decide whether to maintain the factor, deselect the factor or add a new factor.

Consider how recent the circumstance, condition or behavior associated with each safety factor is. Is the circumstance, condition or behavior currently present, likely to occur in the immediate future or has it occurred in the recent past? The safety factors should not automatically be equated with the presence of an "immediate danger of serious harm." Rather, the safety factors should be viewed as "red flag alerts," due to present identified circumstances, conditions or behaviors.

All existing Safety Assessments must be in PEND or APRV status in order to begin a new Safety Assessment.



Safety Factors selected at the Intake stage are part of the official case record and cannot be changed within the Intake stage. The factors *can* be changed during the Investigation stage.

When a worker creates a new Safety Assessment via the **New** button on the **Safety Assessment** tab, the information from the previously approved Safety Assessment will be carried forward into the new Safety Assessment. All data will be pre-populated, but the worker will be able to modify this information in the current Safety Assessment. The worker must select a **Type** from the drop-down list and select a date from the **Date** field, which will be pre-filled with the current date. The worker may accept the current date, or change it by either using the drop-down arrow or typing directly in the field. The date should reflect when the caseworker actually assessed the safety of the child(ren).



## Step-by-Step: Creating a New Safety Assessment

- 1 Open the *Task List* for an Investigation stage.
- 2 Click on the **Child Protective Record Summary** task.
- 3 Click on the **Detail...** button.
- 4 Click on the **Safety Assessment** tab.
- 5 Click on the **New** button.  
—OR—  
Select a Safety Assessment with a status of **NEW** and click on the **Detail** button.
- 6 Click on the drop-down arrow for the **Type** field and select a Safety Assessment type.
- 7 Select a date from the **Date** field.  
*This field will be pre-filled with the current date. You may use this date, select a different date from the drop-down arrow, or enter a date manually into the field.*

## Tabs on the Safety Assessment Window

There are four tabs on the *Safety Assessment* window: **Safety Factors**, **Mitigating Strengths/Resources**, **Safety Decision** and **Safety Interventions**. The tabs provide convenient access to information contained in the Safety Assessment. The tabs can be accessed/viewed in any order.

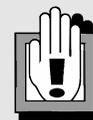
### Safety Factors Tab

The screenshot shows the 'Safety Assessment' window with the 'Safety Factors' tab selected. The window title is 'Safety Assessment - Hammond, Theresa - S:22159245/C:21101457'. The menu bar includes 'File', 'Options', and 'Help'. Below the menu bar, there are 'Date' and 'Type' dropdown menus. The 'Safety Factors' tab is active, displaying a list of safety factors with checkboxes. The factors listed are: 'Caretaker(s) previously committed or allowed abuse or maltreatment of a child(ren), and the caretaker's prior response to that incident was not commensurate with the severity of the abuse or maltreatment.', 'Caretaker(s) currently abuses alcohol, to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).', 'Caretaker(s) currently abuses drugs, to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).', and 'Child(ren) has experienced or is likely to experience physical or psychological harm, as a result of domestic violence in the household.' There is also a 'No Safety Factors Identified' checkbox. A 'Spell Check' button is visible. Below the list, there is a section for 'Please select those factors that place the child(ren) in immediate danger of serious harm.' with another checkbox. At the bottom, there are 'Complete?', 'Save', 'Save and Submit', and 'Cancel' buttons.

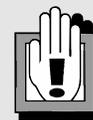
When the Safety Assessment is accessed via the CPRS the **Safety Factors** tab is active. The upper half of the tab contains a list of **Safety Factors** with corresponding check boxes. The worker will select one or more Safety Factors from the list, as applicable. If no Safety Factors are present, the worker will click on the **No Safety Factors Identified** check box. Selecting this check box will disable the Safety Factors. If the worker selects any Safety Factors, the **No Safety Factors Identified** check box will disable.

The selected Safety Factors will display in the grid on the lower half of the tab. The worker must review these Safety Factors and select those (if any) that place the child(ren) in immediate danger of serious harm, by clicking on the corresponding check box. The worker is not required to select any factors from the immediate danger factors list.

The **Comment** field, located on the right side of the tab, is used to record a description of the relevant behaviors and/or circumstances related to the selected Safety Factors. If the worker attempts to navigate to another tab before recording



Build 16 modifies the wording of several Safety Factors and separates drug and alcohol abuse into two different Safety Factors.

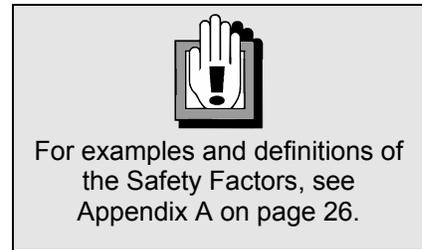


The **Comments** field is used to record comments for *all* selected Safety Factors. There is not a separate **Comments** field for individual Safety Factors. The field allows up to 4,000 characters.

information in the **Comment** field, the following message displays:

*“You must comment on the selected Safety Factors.”*

The worker will still be able to navigate to other tabs, but will not be able to complete and submit the Safety Assessment until comments are recorded. If **No Safety Factors Identified** is selected on the **Safety Factors** tab, comments do *not* need to be recorded in the **Comment** field.



When a caseworker opens the 7-Day Safety Assessment for an Investigation stage, the **Comment** field will be highlighted in yellow (indicating that it is a required field), since Safety Factors were recorded by the SCR at Intake. If the caseworker deselects all of the SCR-recorded Safety Factors, the **Comment** field will no longer be highlighted in yellow and the **No Safety Factors Identified** check box will enable. If the caseworker selects any Safety Factors, the **Comment** field will once again highlight in yellow.

### **Build 16 Safety Factors**

- Caretaker(s) previously committed or allowed abuse or maltreatment of a child(ren), and the caretaker’s prior response to that incident was not commensurate with the severity of the abuse or maltreatment.
- Caretaker(s) currently abuses alcohol, to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).
- Caretaker(s) currently abuses drugs, to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).
- Child(ren) has experienced or is likely to experience physical or psychological harm, as a result of domestic violence in the household.
- Caretaker(s)’s apparent or diagnosed mental health status or developmental disability seriously affects his/her ability to supervise, protect or care for the child(ren).
- Caretaker(s) is violent and appears out of control.
- Caretaker(s) appears unwilling and/or unable to meet the child(ren)’s basic needs for food, clothing, shelter and/or medical care.
- Caretaker(s) appears unwilling and/or unable to provide adequate supervision of the child(ren).
- Caretaker(s) likely caused serious physical harm to the child(ren) or has made a plausible threat of serious harm.
- Caretaker(s) views, describes or acts toward the child(ren) in predominantly negative terms and/or has extremely unrealistic expectations of the child(ren).
- Child(ren)’s current whereabouts cannot be ascertained and/or there is reason to believe the family is about to flee or refuses access to the child(ren).
- Child(ren) has been or is suspected of being sexually abused and the caretaker(s) is unable or unwilling to provide adequate protection of the child(ren).

- The physical living conditions are hazardous.
- Child(ren) is afraid of and/or extremely uncomfortable around people living in or frequenting the home.
- Child Has Positive Toxicology for drugs and/or alcohol. (NYC Required)
- Child(ren) is on Sleep Apnea Monitor. (NYC Required)
- Weapon noted in CPS report or found in the home. (NYC Required)
- Other (specify in comments).
- No Safety Factors Identified.

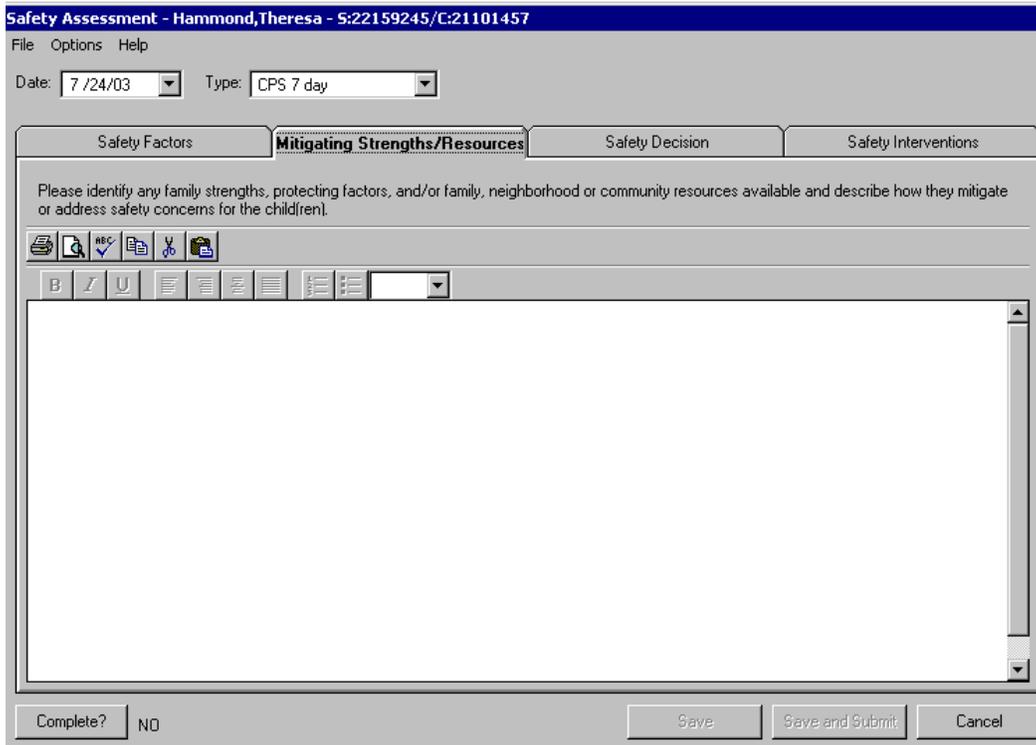


### Step-by-Step: Recording Safety Factors

- 1 From the **Safety Factors** tab on the *Safety Assessment* window, select the Safety Factors that apply by clicking on their corresponding check boxes.  
*The Safety Factors selected will display in the lower grid.*  
—OR—  
Select the **No Safety Factors Identified** check box.
- 2 Record comments in the **Comment** field regarding behavior or circumstances that relate to the selected Safety Factors.
- 3 Review the Safety Factors and select those that place the child(ren) in immediate danger of serious harm by clicking on the corresponding check box.
- 4 Click on the **Save** button if the Safety Assessment is not complete.  
*The following message will display:*  
*“This action will close this window. Do you wish to continue?”*  
*Click on the **Yes** button to save the information to the database and close the Safety Assessment window.*  
—OR—  
Click on the **File** menu and select **Save and Stay** to save the information to the database and leave the *Safety Assessment* window open.  
—OR—  
Click on the **Cancel** button if you want to close the *Safety Assessment* window without saving the information you recorded.

## Mitigating Strengths/Resources Tab

The second tab on the *Safety Assessment* window is the **Mitigating Strengths/Resources** tab. This tab allows workers to record a narrative describing any family strengths and/or neighborhood or community resources available and how they mitigate or address safety concerns for the child(ren). Workers may record this narrative at any time during the Safety Assessment. This text field has an unlimited amount of space.



The screenshot shows a software window titled "Safety Assessment - Hammond,Theresa - S:22159245/C:21101457". The window has a menu bar with "File", "Options", and "Help". Below the menu bar are two dropdown menus: "Date: 7/24/03" and "Type: CPS 7 day". The main area of the window is divided into four tabs: "Safety Factors", "Mitigating Strengths/Resources" (which is selected), "Safety Decision", and "Safety Interventions". Below the tabs is a text area with a toolbar containing icons for copy, paste, undo, redo, bold, italic, underline, bulleted list, numbered list, and a font color dropdown. The text area is currently empty. At the bottom of the window, there are three buttons: "Complete? NO", "Save", and "Save and Submit", and a "Cancel" button.

This window features the new Text Control functions, which work similarly to many of the basic formatting functions in Microsoft Word, such as bold, italics, bulleted and numbered lists, copy/paste and Spell Check.

A system edit requires the caseworker to record a narrative on the **Mitigating Strengths/Resources** tab when s/he selects Safety Decision #2 ("One or more safety factors are present, however these factors do not place a child in immediate danger of serious harm and/or the existence of family strengths, resources or other mitigating circumstances has effectively removed the threat of immediate danger for the child(ren)"). The worker will be able to save the Safety Assessment, but will not be able to submit it for approval until the narrative is completed. For all other Safety Decisions, the recording of this narrative may be required by local district policy and procedure.



### Step-by-Step: Recording Mitigating Strengths/Resources

- 1 Click on the **Mitigating Strengths/Resources** tab.
- 2 Record a narrative regarding the strengths and resources of the family.

- 3 Click on the **Save** button to save the information to the database and close the *Safety Assessment* window.  
—OR—  
Click on the **File** menu and select **Save and Stay** to save the information to the database and leave the *Safety Assessment* window open.

### **Safety Decision Tab**

The third tab on the *Safety Assessment* window is the **Safety Decision** tab. The new Safety Decisions with Build 16 are a significant enhancement to the system, providing caseworkers with decisions that are more consistent with casework practice. A Safety Decision is the worker's conclusion of whether the child is safe in the home. All of the other components of the Safety Assessment are used by the worker to support this decision: the assessment of immediate danger of serious harm, family strengths and/or family, neighborhood or community resources that mitigate or address safety concerns, and safety interventions that have been initiated. Once the **Safety Factors** tab is completed, the worker can complete the **Safety Decision** tab. Only *one* Safety Decision can be selected.

### **The Five Safety Decisions**

1. No safety factors were identified at this time. Based on currently available information, there are no child(ren) likely to be in immediate danger of serious harm. (The worker does not select this decision; it is pre-filled by the system if **No Safety Factors Identified** is selected on the **Safety Factors** tab.)
2. One or more safety factors are present, however, these factors do not place a child in immediate danger of serious harm, and/or the existence of family strengths,

resources or other mitigating circumstances has effectively removed the threat of immediate danger for the child(ren).

3. One or more safety factors are present, which place a child in immediate danger of serious harm, and controlling safety interventions have been initiated. Based on the controlling safety interventions, the child(ren) will remain in the home at this time.
4. One or more safety factors are present, which place a child's life or health in imminent danger and removal to foster care or an alternative placement (or continued placement) is the only controlling safety intervention possible for one or more of the children.
5. One or more safety factors are present, which place a child in immediate danger of serious harm, but caretaker(s) has refused access to the child or fled, or child's whereabouts are unknown. Appropriate legal/investigative actions are being taken.

On this tab, workers must select *one and only one* Safety Decision from the list.

- If the **No Safety Factors Identified** check box was selected on the **Safety Factors** tab, the **No Safety Factors Apply** check box will automatically be selected on the **Safety Decision** tab; all other Safety Decisions will be disabled.
- If the worker selects any Safety Factor *other than No Safety Factors Identified*, Safety Decision #1 will be disabled.
- If the worker chooses Safety Decision #4 (see Safety Decisions above), the *Placement* window will open automatically. (See "The *Placement Window*" on page 17.) The *Placement* window must be completed in this situation.

The following conditions apply to the **Safety Decision** tab:

- The worker must select *at least one* Safety Factor (or the **No Safety Factors Identified** check box) on the **Safety Factors** tab before selecting a Safety Decision on the **Safety Decision** tab. If s/he attempts to select a Safety Decision without selecting at least one Safety Factor (or the **No Safety Factors Identified** check box), the following message will display:  

*"You must select at least one Safety Factor before selecting a Safety Decision."*
- A system edit will only allow one Safety Decision to be selected. The worker may change the selected Safety Decision by clicking on a different one, which will clear the check box for the previous choice. A Safety Decision must be selected before the Safety Assessment can be submitted for approval.
- The worker is required to select at least one safety intervention if s/he selects Safety Decision #3.
- If Safety Decision #3 was selected on the **Safety Decision** tab, the worker must select at least one Safety Intervention *other than* "Placement - Foster Care" or "Placement - Alternate Caregiver."



## Step-by-Step: Recording the Safety Decision

- 1 Click on the **Safety Decision** tab.
- 2 Select one of the five possible Safety Decisions by clicking on its corresponding check box.
- 3 Complete the required fields and windows based on the selected Safety Decision.  
(See the conditions on the previous page.)
- 4 Click on the **Save** button.

### **The Placement Window**

The *Placement* window allows workers to select, from a list of all children in the stage, those who have been placed. The *Placement* window is divided into two sections. The left side of the window lists all of the children in the stage. Each child's name has a corresponding check box. The right side of the window contains a text field where the worker must identify the protecting factors that allow each child to remain safely in the home. To indicate that a child has been removed from the home, the worker selects the child's name by clicking on the child's corresponding check box, as appropriate.



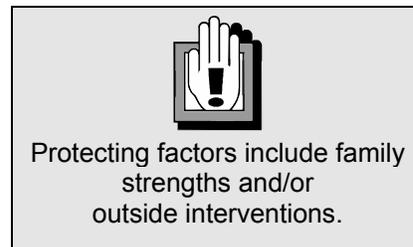
The *Placement* window is unique in that comments are required for any check box *not* selected rather than those that *are* selected.

If the worker selects Safety Decision #4, the *Placement* window will open automatically.

The screenshot shows a software window titled "Placement - Hammond,Theresa - S:22159245 / C:21101457". The window has a menu bar with "File", "Options", and "Help". The main area is split into two columns. The left column is titled "Please document which children were placed or remain in foster care or an alternative placement." and contains a list with one entry: " Hammond,Joey". The right column is titled "If applicable, please identify the protecting factors that allow each child to safely remain in the home." and is currently blank. At the bottom of the window, there are three buttons: "Spell Check", "OK", and "Cancel".

Three buttons display at the bottom of the *Placement* window:

- The **Spell Check** button enables the worker to check the narrative for spelling errors.
- The **OK** button closes the *Placement* window and returns the worker to the **Safety Decision** tab on the *Safety Assessment* window. The information recorded on the *Placement* window will not be saved until the worker clicks on the **Save** button (or selects the **Save and Stay** command from the **File** menu) on the *Safety Assessment* window.
- The **Cancel** button discards any unsaved changes, closes the *Placement* window and returns the worker to the **Safety Decision** tab on the *Safety Assessment* window.



To review or change the placement information, click on the **Placement** button on the **Safety Decision** tab. If any children remain in the home, the worker must record comments regarding why the child(ren) can remain safely in the home.



#### Step-by-Step: Recording Placement Information

- 1 On the **Safety Decision** tab, **Safety Decision #4** must be selected.  
*The Placement window displays. (Note: If you need to re-enter the placement window after information has been recorded and saved, click on the **Placement** button.)*
- 2 Click on the check box next to the name of each child who has been placed in foster care or alternative placement.
- 3 If applicable, record **Comments** regarding the protecting factors that allow each child to remain safely in the home.  
*See tip box above.*
- 4 Click on the **OK** button.

## Safety Interventions Tab

If the caseworker determines that the child(ren) are not safe in the current home environment, s/he will use the **Safety Interventions** tab to select interventions that control for the immediate health and safety of the child. One or more Safety Interventions may be selected from the list, indicating which intervening action has been taken to support the child's safety based on the Safety Factors and Safety Decisions the worker has selected. Each Safety Intervention the worker selects must be supported by comments.



For definitions and explanations of Safety Interventions, see Appendix B on page 31.

The screenshot shows a software window titled "Safety Assessment - Hammond, Theresa - 5:22159245/C:21101457". The window has a menu bar with "File", "Options", and "Help". Below the menu bar, there are dropdown menus for "Date" (7/24/03) and "Type" (CPS 7 day). The main area is divided into four tabs: "Safety Factors", "Mitigating Strengths/Resources", "Safety Decision", and "Safety Interventions". The "Safety Interventions" tab is active. It contains two sections: "Interventions must control for the immediate health and safety of the child(ren). Please check all that apply." and "Explain how the selected interventions control for the safety of the child(ren).". The first section has a list of interventions with checkboxes: Intensive Home Based Family Preservation Services, Emergency Shelter, The non-offending caretaker is moving to a safe environment with the children, Authorization of emergency food/cash/goods, Judicial Intervention, Law Enforcement Involvement, Emergency Medical/Mental Health Services, Immediate and regulated in-home supervision/monitoring, Emergency Alcohol Abuse Service, Emergency Drug Abuse Services, and Correction or removal of hazardous/unsafe living conditions. The second section is a large text field. At the bottom of the window, there are buttons for "Complete?" (with "NO" next to it), "Save", "Save and Submit", and "Cancel".

The **Safety Interventions** tab is divided into two sections. The left side contains a list of interventions designed to control for the immediate health and safety of the child(ren). The worker may select one or more interventions, as applicable. The right side of the tab contains a text field for recording comments that describe how the selected interventions control for the immediate health and safety of the child(ren).

The following conditions apply to the **Safety Interventions** tab:

- If one or more Safety Interventions are selected, **Comments** must be recorded. The worker can save without comments, but the Safety Assessment will not be complete and cannot be submitted for approval. Only one comment will be required, even if multiple Safety Interventions are selected.
- If Safety Decision #3 was selected on the **Safety Decision** tab, the worker must select at least one Safety Intervention *other* than "Placement - Foster Care" or "Placement - Alternate Caregiver." At least one intervention must be selected to complete the Safety Assessment and submit it for approval.



The **Comments** field is used to record comments for *all* selected Safety Interventions. There is not a separate **Comments** field for individual Safety Interventions. This field allows up to 2,000 characters.

## Safety Interventions

- Intensive Home Based Family Preservation Services
- Emergency Shelter
- The non-offending caretaker is moving to a safe environment with the children.
- Authorization of emergency food/cash/goods
- Judicial Intervention
- Law Enforcement Involvement
- Emergency Medical/Mental Health Services
- Immediate and regulated in-home supervision/monitoring
- Emergency Alcohol Abuse Services
- Emergency Drug Abuse Services
- Correction or removal of hazardous/unsafe living conditions
- Placement - Foster Care
- Placement - Alternate Caregiver
- Use of family, neighbors or other individuals in the community as safety resources (specify)
- Alleged perpetrator has left the home voluntarily, current caretaker will appropriately protect the victim with CPS monitoring
- Alleged perpetrator has left the home in response to legal action
- Other (specify)



Safety Interventions have been modified to distinguish immediate interventions from ongoing services.



### Step-by-Step: Recording Safety Interventions

- 1 Click on the **Safety Interventions** tab.
- 2 Select an intervention by clicking on its corresponding check box.  
*More than one Safety Intervention can be selected.*
- 3 Record comments in the text field regarding the interventions that were selected and how those interventions will control for the safety of the child(ren).
- 4 Click on the **Save** button.  
—OR—  
Click on the **File** menu and select **Save and Stay**.

### Checking for Completion of the Safety Assessment

The **Complete?** button on the *Safety Assessment* window provides the worker with an easy method of determining whether the Safety Assessment is complete. When the worker clicks on the **Complete?** button, CONNECTIONS will verify that all parts of the Safety Assessment have been completed. If the Safety Assessment is complete, “Yes” will display next to the **Complete?** button and the **Save and Submit** button will enable. If the Safety Assessment is not complete, a message will display, indicating the item(s) requiring completion.

In order to complete the Safety Assessment, the following conditions apply:

- If any Safety Factor(s) are selected other than **No Safety Factors Identified**, comments must be recorded.

- If any Safety Interventions are selected, comments must be recorded.
- If **No Safety Factors Identified** is selected on the **Safety Factors** tab, then **No Safety Factors Selected** must be the selected Safety Decision.
- If Safety Decision #2 (mitigating) is selected, the Mitigating Strengths and Resources narrative must be recorded.
- If Safety Decision #3 (interventions) is selected, at least one Safety Intervention must be selected *other than* **Placement – Foster Care** or **Placement – Alternative Caregiver**.
- If Safety Decision #4 (placement) is selected, the *Placement* window must be completed.
- If any children listed on the *Placement* window remain unselected, comments must be recorded.
- A Safety Decision must be recorded.
- The **Date** and **Type** fields must be completed.

### **Saving the Safety Assessment**

At any time during the Safety Assessment recording process, the worker can save the work completed to that point. CONNECTIONS records the status of the work as either in process (PROC) or complete (COMP). Saving can be done in a number of ways:

- Click on the **Save** button (or click on the **File** menu and select the **Save** command) to save the information and close the *Safety Assessment* window.
- Click on the **File** menu and select the **Save and Stay** command to save the work without closing the window.
- Click on the **Save and Submit** button to save the work and submit it for supervisory approval.

### **Printing the Safety Assessment**

Workers will be able to print the Safety Assessment as needed. For example, their local district may require that a hard copy of the Safety Assessment be kept in the external case file; or perhaps the document is needed in court.

Any worker who has access to the Safety Assessment via the CPRS will have the ability to print the Safety Assessment. Safety Assessments may be printed from the **Safety Assessment** tab, *Safety Assessment* window or *Generate Report* window.

The **Print All** button in the CPRS, which was used prior to Build 16, is now the **Generate Report** button. The worker can specify which CPRS tabs to print (instead of having to print the entire CPRS). A single Safety Assessment, a series of Safety Assessments or all Safety Assessments for the investigation stage can be printed from the **Safety Assessment** tab. A report of all Safety Assessments for the Investigation stage can be printed from the *Generate Report* window.



To select multiple Safety Assessments, hold down the **Ctrl** key as you click on each Safety Assessment you need to print.

Once the worker selects the Safety Assessment(s) to be printed and clicks on the **Print** button, the system will preview the Safety Assessment(s) in Adobe Acrobat. Clicking on the **Print** button on the Adobe Acrobat document window will print the selected Safety Assessment(s).

### Viewing or Modifying an Existing Safety Assessment

To modify an existing Safety Assessment, a worker must navigate to the **Child Protective Record Summary** task via the *Task List*, *Staff To-Do List* or *Case To-Do List* and click on the **Safety Assessment** tab (if it is not already the active tab) once the CPRS opens. If a Safety Assessment is accessed via the *Event List* or the *Approval Status* window, the Safety Assessment will be in view-only mode and the **To-Do**, **Submit** and **New** buttons will be disabled.

To modify a Safety Assessment, the status must be PROC, COMP, PEND or REJT. (See “Safety Assessment Events” on page 24.) Safety Assessments in APRV status are view-only and cannot be modified.

To modify or view an existing Safety Assessment, highlight it from the list and click on the **Detail** button. The *Safety Assessment* window will display with all previously recorded information. When a worker saves changes to the Safety Assessment without checking for completion, the status of the Safety Assessment will be PROC.

If the worker accesses the Safety Assessment in modify mode after it has been saved and submitted for supervisory approval (PEND status), the following message will display:

*“Saving will invalidate the pending approval. Do you wish to continue?”*

- Clicking on the **Yes** button will open the Safety Assessment in modify mode; any changes that are saved to the Safety Assessment will invalidate the pending approval.
- Clicking on the **No** button will open the Safety Assessment in view-only mode.



#### Step-by-Step: Viewing/Modifying an Existing Safety Assessment

- 1 Open the *Task List* for an Investigation stage.
- 2 Click on the **Child Protective Record Summary** task.
- 3 Click on the **Detail...** button.
- 4 Click on the **Safety Assessment** tab.
- 5 Select the Safety Assessment you want to view or modify.

- 6 Click on the **Detail** button.  
*The selected Safety Assessment displays.*
- 7 View or record information as desired and click on the **Save** button.

### **The Approval Status Window**

With the implementation of Build 16, workers will be able to access the *Approval Status* window within the CPRS by selecting a Safety Assessment and clicking on the **Approval Status** button on the **Safety Assessment** tab. This button will enable only when the selected Safety Assessment is in PEND, REJT or APRV status.

The *Approval Status* window will display information about the approval status of the selected Safety Assessment. The *Approval Status* window is view-only.

The screenshot shows a window titled "Approval Status - S:22159245/C:21101457". It contains a "File" and "Help" menu, a "Case Name" field with the value "Hammond,Theresa", and an "Approval Topic" field with the value "MR - Approve Safety Assessment". Below these is a table with columns "Date", "Time", "Approver", and "Status". The table contains one row with the values "Ballou, Wally" and "PEND". Below the table is a "Comments" section with a text area and a "Close" button at the bottom right.

Date	Time	Approver	Status
		Ballou, Wally	PEND

The *Approval Status* contains the following fields:

<b>Case Name</b>	The name of the case with which the approval is associated
<b>Approval Topic</b>	The type of work that was submitted for approval
<b>Date</b>	The date the approval was completed
<b>Time</b>	The time the approval was completed
<b>Approver</b>	The name of the person who approved or rejected the work
<b>Status</b>	The status of the approval
<b>Comments</b>	Displays comments recorded by the supervisor

Clicking on the **Close** button will close the *Approval Status* window and return the worker to the **Safety Assessment** tab in the CPRS.

**Step-by-Step:**  
**Viewing the *Approval Status* Window**

- 1 Click on the **Safety Assessment** tab.

- 2 Click on a Safety Assessment (in PEND, REJT or APRV status) to select it from the list.
- 3 Click on the **Approval Status** button.  
*The Approval Status window displays.*
- 4 To close the *Approval Status* window, click on the **Close** button.

### Safety Assessment Events

The table below lists the Events and their corresponding statuses for Safety Assessment activities. Statuses can be viewed on the *Event List*.

<b>NEW</b>	An event has been generated but no work has been saved (e.g., a Safety Assessment in an Investigation stage that has not been accessed).
<b>PROC</b>	The item is in process. Work has been saved but not yet completed (e.g., some Safety Assessment information entered by worker but not ready to be submitted for supervisory approval).
<b>COMP</b>	Work has been completed and saved, but not yet submitted for approval (e.g., a Safety Assessment that is completed and saved but not yet submitted for supervisory approval).
<b>PEND</b>	Work has been submitted and is pending approval (e.g., a Safety Assessment that has been Saved and Submitted, but which the supervisor has not yet approved or rejected).
<b>REJT</b>	The supervisor has rejected the submitted Safety Assessment. The caseworker must correct the Safety Assessment and re-submit it.
<b>APRV</b>	The submitted work has been approved by the supervisor (and any additional approvers, if applicable). Upon approval, the event is “frozen” along with all of its related windows (e.g., the supervisor has approved a Safety Assessment).
<b>SUSP</b>	The Investigation stage has been closed as a duplicate (and the Safety Assessment was never approved by the supervisor).

### Assigning Safety Assessment Task To-Do's

Any worker who can create a new Safety Assessment can assign a Safety Assessment Task To-Do. On the **Safety Assessment** tab, the worker can click on the **To-Do** button or select the **Create To-Do** command from the **Options** menu. At this point the system-generated information will be sent to the *To-Do Detail* window. If the **Create To-Do** command is selected while the Safety Assessment is pending supervisory approval, the following message will display:

*“Do you wish to link the <enter event type> To Do to the latest event?”*

Regardless which method is used to create the To-Do, it will navigate to the *Safety Assessment* window in modify mode.

### ***Intake Narrative***

At the time of Intake, the SCR worker records a narrative of the report that includes as much information as is known by the reporter at the time of the call. This Intake Narrative can be viewed in the CPRS. The Intake Narrative enables the caseworker to refer back to the original report narrative when conducting an investigation. With the implementation of Build 16, caseworkers can use the **Intake Narrative** button in the CPRS footer to view this information. The Intake Narrative will also be accessible via the **Options** menu on the *Safety Assessment* window.



#### **Step-by-Step: Viewing the Intake Narrative from the Options Menu**

- 1** Click on the **Safety Assessment** tab.
- 2** Click on a Safety Assessment to select it.
- 3** Click on the **Options** menu and select the **Intake Narrative** command.  
*The Intake Narrative displays.*

## Appendix A: CPS Safety Factors Definitions



The examples for each safety factor listed below are intended to guide the worker's selection of safety factors currently present. The examples should not be considered as an all-inclusive list of possible circumstances, conditions or behaviors related to each safety factor. Other circumstances, conditions or behaviors may be associated with each safety factor that may indicate the possibility of immediate danger of serious harm.

**Caretaker(s) previously committed or allowed abuse or maltreatment of a child(ren), and the caretaker's prior response to that incident was not commensurate with the severity of the abuse or maltreatment.**

- Prior abuse or maltreatment (may include non-reported accounts of abuse or maltreatment) that were serious enough to cause or could have caused severe injury or harm to the child(ren).
- Caretaker(s) has retaliated or threatened retribution against child(ren) for past incident(s) of abuse or maltreatment.
- Escalating pattern of abuse or maltreatment.
- Caretaker(s) does not acknowledge or take responsibility for prior inflicted harm to the child(ren) or explains incident(s) as not deliberate.

**Caretaker(s) currently abuses alcohol to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).**

- Caretaker(s) has misused alcohol to the extent that control of his/her actions is significantly impaired. As a result, the caretaker(s) is unable or likely to become unable to care for the child, or has harmed the child, or is likely to harm the child.
- Newborn child with positive toxicology for alcohol in his/her bloodstream or urine and/or was born with fetal alcohol effect or fetal alcohol syndrome.

**Caretaker(s) currently abuses drugs to the extent that it seriously affects his/her ability to supervise, protect or care for the child(ren).**

- Caretaker has misused illegal and/or prescription drugs to the extent that control of his or her actions is significantly impaired. As a result, the caretaker is unable or likely to become unable to care for the child, or has harmed the child, or is likely to harm the child.
- Newborn child with positive toxicology for illegal drugs in his/her bloodstream or urine and/or was born dependent on drugs or with drug withdrawal symptoms.

**Child(ren) has experienced or is likely to experience physical or psychological harm, as a result of domestic violence in the household.**

*Examples of direct threats to child(ren):*

- Observed or alleged domestic violence batterer is confronting and/or stalking the caretaker/victim and child(ren) and has threatened to kill, injure, or abduct either or both.
- Observed or alleged domestic violence batterer has had recent violent outbursts that have resulted in injury or threat of injury to the child(ren) or the other caretaker/victim.
- Caretaker/victim is forced, under threat of serious harm, to participate in or witness serious abuse or maltreatment of the child(ren).
- Child(ren) is forced, under threat of serious harm, to participate in or witness abuse of the caretaker/victim.

*Other examples of Domestic Violence:*

- Caretaker/victim appears unable to provide basic care and/or supervision for the child because of fear, intimidation, injury, incapacitation, forced isolation, fear or other controlling behavior of the observed or alleged domestic violence batterer.
- Psychological abuse examples: undermining a person's sense of self-worth; instilling fear; attempting to isolate one from family and/or friends.
- Physical abuse examples: inflicting or attempting to inflict physical injury; withholding access to resources necessary to maintain health; forced drug use.
- Sexual abuse example: coercing any sexual contact without consent.
- Economic abuse example: making or maintaining one financially dependent.

**Caretaker(s)'s apparent or diagnosed mental health status or developmental disability seriously affects his/her ability to supervise, protect or care for the child(ren).**

- Caretaker exhibits behavior that seems out of touch with reality, fanatical, bizarre, and/or extremely irrational.
- The caretaker(s) lacks or fails to utilize the necessary supports related to his/her developmental disability, which has resulted in serious harm to the child or is likely to harm the child seriously in the very near future.

**Caretaker(s) is violent and appears out of control.**

- Extreme physical and/or verbal abuse, angry or hostile outbursts of anger or hostility aimed at the child(ren).
- Excessive, brutal or bizarre punishment of child(ren), e.g., scalding with hot water, burning with cigarettes, forced feeding.
- Threatens, brandishes or uses guns, knives or other weapons against or in the presence of other household members.
- Violently shakes or chokes baby or young child(ren) to stop a particular behavior.
- Behavior that is reckless, unstable, raving, or explosive.

**Caretaker(s) appears unwilling and/or unable to meet the child(ren)'s basic needs for food, clothing, shelter and/or medical care.**

- No food provided or available to child, or child starved or deprived of food or drink for prolonged periods.
- Child without minimally warm clothing in cold months; clothing extremely dirty.
- No housing or emergency shelter; child must or is forced to sleep in street, car, etc.; housing is unsafe, without heat, etc.
- Caretaker does not seek treatment for child's immediate and dangerous medical condition(s) or does not follow prescribed treatment for such condition(s).
- Child appears malnourished.

**Caretaker(s) appears unwilling and/or unable to provide adequate supervision of the child(ren).**

- Caretaker does not attend to child to the extent that need for adequate care goes unnoticed or unmet (e.g., although caretaker present, child can wander outdoors alone, play with dangerous objects, play on unprotected window ledge or be exposed to other serious hazards).
- Caretaker leaves child alone (time period varies with age and developmental stage).
- Caretaker makes inadequate and/or inappropriate child care arrangements or demonstrates very poor planning for child's care.
- Caretaker routinely fails to attempt to provide guidance and set limits, thereby permitting a child to engage in dangerous behaviors.

**Caretaker(s) likely caused serious physical harm to the child(ren) or has made a plausible threat of serious harm.**

- Other than accidental, caretaker likely caused serious abuse or physical injury, i.e. fractures, poisoning, suffocating, shooting, burns, bruises/welts, bite marks, choke marks.
- Caretaker, directly or indirectly, makes a believable threat to cause serious harm, e.g., kill, starve, lock out of home.
- Caretaker plans to retaliate against child for CPS investigation or disclosure of abuse or maltreatment.
- Caretaker has used torture or physical force that bears no resemblance to reasonable discipline, or punished child beyond the duration of the child's endurance.

**Caretaker(s) views, describes or acts toward the child(ren) in predominantly negative terms and/or has extremely unrealistic expectations of the child(ren).**

- Describes child as evil, possessed, stupid, ugly or in some other demeaning or degrading manner.
- Curses and/or repeatedly puts child down.
- Scapegoats a particular child in the family.

- Expects a child to perform or act in a way that is impossible or improbable for the child's age (e.g., babies and young children expected not to cry, expected to be still for extended periods, be toilet trained or eat neatly).

**Child(ren)'s current whereabouts cannot be ascertained and/or there is reason to believe that the family is about to flee or refuses access to the child(ren).**

- Family has previously fled in response to a CPS investigation.
- Family has removed child from a hospital against medical advice.
- Family has history of keeping child at home, away from peers, school, or others for extended periods.
- Family could not be located despite appropriate diligent efforts.

**Child(ren) has been or is suspected of being sexually abused and the caretaker(s) is unable or unwilling to provide adequate protection of the child(ren).**

- It appears that caretaker has committed rape, sodomy or has had other sexual contact with child.
- Child may have been forced or encouraged to sexually gratify caretaker or others, or engage in sexual performances or activities.
- Access by possible or confirmed sexual abuser to child continues to exist.

**The physical living conditions are hazardous.**

- Leaking gas from stove or heating unit.
- Dangerous substances or objects stored in unlocked lower shelves or cabinets, under sink or in open.
- Lack of water or utilities (heat, plumbing, electricity) and no alternate provisions made.
- Peeling lead-based paint accessible to young child.
- Hot water/steam leaks from radiator.
- No guards or open windows/broken/missing windows.
- Garbage not disposed of properly.
- Perishable food not properly stored or already rotted or spoiled.
- Evidence of human or animal waste throughout living quarters.
- Serious illness or significant injury has occurred due to living conditions and these conditions still exist.

**Child(ren) is afraid of and/or extremely uncomfortable around people living in or frequenting the home.**

- Child cries, cowers, cringes, trembles or otherwise exhibits fear in the presence of certain individuals or verbalizes such fear.
- Child exhibits severe anxiety related to situation associated with a person(s) in the home, e.g., nightmares, insomnia.
- Child reasonably expects retribution or retaliation from caretakers.

**Child(ren) has a positive toxicology for drugs and/or alcohol. (NYC Required)**

- Child(ren) (0-6 mos.) is born with a positive toxicology for drugs and/or alcohol.

**Child(ren) is on Sleep Apnea Monitor. (NYC Required)**

- Child(ren) is required to be on a sleep apnea monitor. A diagnosed medical condition, or suspicion thereof, exists that places the child(ren) at risk of involuntarily ceasing to breathe.

**Weapon noted in CPS report or found in home. (NYC Required)**

- A firearm, such as a gun, rifle or pistol is in the home and may be used as a weapon.
- If a firearm is in the home, it may be assumed that ammunition is available and that the firearm may be discharged at will.

**Other (specify):**

*Possible examples:*

- Child(ren)'s behavior likely to provoke caretaker to harm the child(ren).
- Unexplained injuries to a child(ren).
- Abuse or neglect to related child(ren)'s death, or unexplained child(ren)'s death.
- Serious allegations with significant discrepancies or contradictions by caretaker(s), or between caretaker(s) and collateral contacts.
- Caretaker(s) refuses to cooperate or is evasive.
- Criminal behavior occurring in the presence of the child(ren), or the child(ren) is forced to commit a crime(s) or engage in criminal behavior.

**No Safety Factors Identified**

## Appendix B: CPS Safety Interventions/Definitions

1. **Intensive Home Based Family Preservation Services:** Short term, intensive, in-home intervention aimed at restoring family functioning to enable maximum impact of case planning. Program elements include small caseloads (6-10) per caseworker, caseworkers on-call 24 hours to enable intervention at peak crisis points, counseling and parent skill-building services provided primarily in-home, 4-6 week intervention aimed at preparing families to be discharged and to avoid dependency and promote skill building.
2. **Emergency Shelter:** Arranging for placement of caretaker(s) and child(ren) in a public or privately run emergency shelter, due to factors such as homelessness, eviction or catastrophe and in the absence of any alternative supportive resources. Emergency shelter situations are intended to be a temporary, rather than a permanent solution to shelter needs.
3. **The non-Offending Caretaker Is Moving to a Safe Environment with the Children:** Arranging for a residential program for victims of domestic violence and their children. This may include domestic violence shelters, safe dwellings, or safe homes, which are usually undisclosed, secure locations that provide for the immediate and basic needs of victims of domestic violence. Services may include food, clothing, shelter, victim advocacy and information and referral.
4. **Authorization of emergency food/cash/goods:** Arranging for, referring or providing emergency food, clothing, furniture and other basic household items to those clients in need. Resources may include emergency food stamps, emergency authorization payment for clothing, furniture and/or other basic necessities, community-based food pantries and other religious or civic organizations assisting those in need.
5. **Judicial Intervention:** May include filing petitions for Neglect or Abuse (Article 10), PINS (Article 7), JD (Article 3), Orders of Protection, Termination of Parental Rights and related requests for court-ordered supervision and/or services.
6. **Law Enforcement Involvement:** May include contacting local, county or state law enforcement agencies to report a crime and/or to seek law enforcement intervention.
7. **Emergency Medical/Mental Health Services:** Arranging for or referring to emergency medical and mental health services including, but not limited to, hospital emergency rooms, ambulance/EMT services, mobile mental health crisis units, walk-in health clinics, and suicide hotlines.
8. **Immediate and regulated in-home supervision/monitoring:** Includes CPS in-home supervision and monitoring, including increased frequency and regularity (above the norm) of home visits and referring or arranging for the provision of immediately necessary in-home services, such as visiting nurse services, public health nurses, home health aides, homemaker services and supervised visitation.

9. **Emergency Alcohol Abuse Services:** Referring or arranging for the provision of emergency alcohol services including, but not limited to, emergency in-patient medical treatment/detoxification, out-patient treatment for an alcohol overdose and/or placement in a substance abuse residential treatment facility.
10. **Emergency Drug Abuse Services:** Referring or arranging for the provision of emergency drug abuse services including, but not limited to, emergency in-patient medical treatment/detoxification, out-patient treatment for a drug overdose and/or placement in a substance abuse residential treatment facility.
11. **Correction or removal of hazardous/unsafe living conditions:** Eliminating hazardous or unsafe living conditions which may involve contacting the local Health Department or local Fire Department for a home inspection and recommendations, client advocacy with landlords or public housing authorities and/or assistance in relocating the family.
12. **Placement - Foster Care:** Protective removal and foster care placement of child(ren) assessed to be in immediate danger of serious harm or who may be a threat to others in the home and/or community.
13. **Placement - Alternate Caregiver:** Protective or voluntary removal and placement of child(ren) with appropriate alternative caregivers. Alternate caregivers may include, but are not be limited to, non-custodial parents, relatives, friends, or neighbors. Alternate caregivers may petition for custody or guardianship of the child(ren).
14. **Use of family, neighbors or other individuals in the community as safety resources (Specify):** Consider immediate or extended family members, neighbors, co-workers, affiliated religious group members and other community contacts that can play a role in assuring the health and safety of child(ren). These voluntary safety resources may provide temporary child care, temporary shelter, transportation, donations of food, clothing, household goods, in-home monitoring and/or other forms of assistance to the family.
15. **Alleged perpetrator has left the home voluntarily, current caretaker will appropriately protect the victim with CPS monitoring:** The alleged perpetrator has voluntarily left the home and the current caretaker(s) has agreed to protect the child(ren) from further harm and is cooperating with CPS supervision and monitoring.
16. **Alleged perpetrator has left the home in response to legal action:** The alleged perpetrator has left the home as the result of law enforcement intervention and/or a court order to vacate the home, stay away from the child(ren) and/or refrain from committing a family or criminal offense against the children.
17. **Other (Specify)**