

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

WHAT'S INSIDE:FACES Changes to the
Safety Assessment Screen

July 11, 2012

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: FACES SAFETY ASSESSMENT REVISIONS

DISCUSSION:

The purpose of this memorandum is to advise staff of modifications to the FACES safety assessment screens, as well as revisions to the child safety policy, tools, and procedure.

On October 12, 2011, the *Framework for Safety* model for child safety was integrated into Children's Division's policy. (Reference: [CD11-86](#) *Revised Policy, Procedure and Tools Related to Child Safety Assessment and Safety Planning*) The changes referred to in this memorandum, effective July 13, 2012, were implemented to bring the FACES system into alignment with current child safety policy and field practice. Minor changes were also made to the safety tools, policy and procedure. These changes include the following:

Safety Assessment*Safety Factor Identification*

- *Conditionally Safe* has been removed as a *Safety Decision* option.
- When all responses to the list of Safety Factors #1-11 are *Safe*, the system will automatically determine a *Safety Decision of Safe*.
- When a response of *Unsafe* is indicated on any one of questions #1-11, the Safety Decision will automatically determine a *Safety Decision of Unsafe*.
- When any safety factor has been checked unsafe, a list of children involved in the assessment will appear and the worker will indicate via a check, each child who is specifically vulnerable to that safety factor.
- When question numbers 6 and/or 7 are chosen, options will appear that further specify the factor is due to: substance abuse, mental health, domestic violence...etc.

Safe - Safety Decision

- FACES no longer requires a signature by the family on *Safety Assessments*
- *Worker Authorization* is required

- *Supervisor/Chief Investigator Authorization* is required with the following responses:
 - **Approved** – Supervisor/Chief Investigator agrees with the safety assessment
 - **Add New Safety Assessment** - Supervisor/Chief Investigator does not agree with the safety assessment or believes it is incomplete. This determination will generate a new safety assessment and the disapproved safety assessment will go to history. Additionally a comment box will open which will allow the supervisor to provide explanation or give instruction for further actions.

Tool Revision:

Safety Assessment (CD-17)

The CD-17 has been revised to include the Supervisor/Chief Investigators responses

- **Approved**
- **Request New Safety Assessment**

A comment box is provided for the Supervisor/Chief Investigator to explain.

Unsafe - Safety Decision

- *Safety Response Interventions* section has been removed
- When *Unsafe*, FACES will open up a *Safety Plan* template.

Safety Plan

- The *Safety Plan* is comprised of four open narrative fields consistent with the paper CD-18:
 - Threats of danger to a vulnerable child(ren).
 - Caregiver's Protective Capacities.
 - Safety Intervention(s).
 - Plan for Monitoring/Verification of Compliance.
- Once a *Safety Plan* has been agreed to, signatures are required for the parent(s)/caregiver(s) or other individuals involved in the *Safety Plan*.
- *Worker Authorization* is required for Safety Plan
- *Supervisor/Chief Investigator Authorization* is required with one of the following determinations:
 - **Approved** – The supervisor/chief investigator agrees with the safety assessment, safety plan and plan for monitoring the safety plan
 - **Add New Safety Assessment** - Supervisor/Chief Investigator does not agree with the safety assessment or believes it is incomplete. This determination will generate a new safety assessment template and the disapproved safety assessment will go to history. Additionally, a comment box will open which will allow the supervisor to provide explanation or give instruction for further action.
 - **Requires Modification** - The supervisor/chief investigator agrees with the safety assessment and safety decision, yet believes the safety interventions or planning for monitoring the safety interventions are either insufficient or other actions are required to assure the interventions are sufficient. This determination will display the safety assessment, but only the safety plan will be open for modification. Additionally, a comment box will open allowing the supervisor to provide explanation or give instruction for further action.
- If a *Safety Plan* is opened for modification, the resulting safety plan requires signatures of all participants, as well as worker authorization and supervisor/chief Investigator approval.

Mandatory Safety Assessment (MSA)

The completion of the Safety Assessment (CD-17) is required at specified times during an investigation, family assessment or an open FCS or FCOOHC case, as outlined in policy, but may also be conducted anytime circumstances warrant.

The FACES system alerts are based on the premise that no household actively involved with the Children's Division should ever go longer than 90 days without the completion of a safety assessment. FACES will automatically start a 90 day clock on the *Safety Assessment Completion Date*. If a safety assessment is completed during an investigation, the 90 FACES safety assessment clock starts when the safety assessment is completed. When a case ends in 30 days, the clock stops and the alerts stop. When an investigation has a delayed conclusion the 90 day clock continues.

MSA alerts:

- New safety assessment – system derives the MSA due date 90 days from the *Safety Assessment Completion Date*.
- When a new safety assessment has not been completed 14 days prior to the MSA due date, an action alert will be generated to the assigned worker of the call being investigated or the ongoing case.
- When a new safety assessment has not been completed by the MSA due date, an informational alert will be generated to the supervisor of the assigned worker of the call being investigated or the ongoing case.

Tool Revision:

Safety Plan (CD-18) - Revision

The *Next Mandatory Assessment Date* and the worker who will conduct this assessment have been removed. This has been replaced by the following statement:

Children's Division policy requires staff to conduct a safety assessment on families with whom the Division is working at least every 90 days, but may be conducted more often as policy dictates or the need arises.

Managing Multiple Safety Plans

The FACES System now has the capability of managing multiple active safety assessments and/or safety plans associated with the same DCN. Workers in all program areas will be able to go to the *Safety Assessment Inquiry Screen* and see the list of active or closed assessments.

This list will display the following:

- *Safety Assessment List for [Participant/Case Member Name]* – this list allows users to view prior safety assessments for the selected participant. For each individual *Safety Assessment* in the list the following information will display when the individual record is selected:
 - Completion Date;
 - MSA Date;
 - End Date (when applicable); and

- Safety Decision for each prior active safety assessment for the selected participant.
- *View Safety Assessment* - When expanded this button allows users to view the selected previous safety assessment.
- Previous records selected from the Safety Assessment List can not be updated
- The MSA Date and End Date columns will be blank for safety assessments that existed prior to implementation.
- The Safety Assessment List replaces the current 'PREVIOUS' and 'NEXT' buttons.

Multiple Safety Plans – Practice Considerations

New FACES functionality allows workers to manage multiple safety plans and modify existing safety plans as the situation warrants and as the family's need for intervention changes. Workers now have more flexibility in the FACES system to meet the safety needs in more individualized ways. It should be noted that multiple safety plans for a family is not the rule. For the majority of the families the Division works with, one safety assessment addressing unsafe conditions in the primary household is sufficient.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division Staff. 2. Review revised <i>Child Welfare Manual</i> chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Randall McDermit 573-751-8932 Randall.D.Mcdermit@dss.mo.gov	PROGRAM MANAGER Amy Martin 573-751-2981 Amy.L.Martin@dss.mo.gov
<u>CHILD WELFARE MANUAL REVISIONS:</u> <u>Safety Assessment and Safety Planning Subsections</u> Section 2, Chapter 9.3 Safety Planning	
<u>FORMS AND INSTRUCTIONS:</u> CD-17 Safety Assessment (FACES generated and available in MSWord) CD-18 Safety Plan (FACES generated and available in MSWord) <u>(The NCR paper version of the CD-18 is currently under revision but will be available at the Warehouse. Workers may continue to use the version available at the warehouse or on the shelves until stock is depleted)</u> <u>Revision of Safety Assessment only:</u> CD-14 FCS Family Assessment (available in MSWord) CPS-1 Child Abuse/Neglect Investigation/Family Assessment Summary (FACES generated and available in MSWord) NCAT Newborn Crisis Assessment Tool (available in MSWord)	
RELATED STATUTE: RSMO-Chapter 210	

COUNCIL ON ACCREDITATION

S10.3.03

FACES REQUIREMENTS

(Explained in Memorandum)

CHILD AND FAMILY SERVICES REVIEW (CFSR)

S1.1.1; S1.1.2; S1.1.4

ADMINISTRATIVE RULES

N/A

PROTECTIVE FACTORS

Parental Resilience

Social Connections

Knowledge of Parenting and Child Development

Concrete Support in Times of Need

Social and Emotional Competence of Children