




Family Assessment

<u>Department Name</u> Quality Management		
<u>CHAPTER:</u>	<u>SUBJECT:</u> Family Assessments/Quarterly Progress Reports For Voluntary Protective Supervision Cases	<u>POLICY NUMBER:</u> QM-022
<u>APPROVAL:</u> 	<u>EFFECTIVE DATE:</u> 3-28-06	<u>REPLACES (policy # and date):</u> CFOP 175-41 as relates to VPS cases only.

- I. **PURPOSE:** This policy and procedure establishes the minimum standards for the assessment of families involved with voluntary protective supervision, as all court ordered cases utilize the Predisposition Report and Judicial Review Social Study Report.
- II. **REVIEW HISTORY:** New Policy.
- III. **CONTACT:** Quality Management Department.
- IV. **PERSONS AFFECTED:** Contracted Case Management Organization staff.
- V. **POLICY:** It is the policy of Children’s Network of Southwest Florida that all child welfare case managers, in a joint effort with the family, conduct an assessment that begins at initial contact and is continuous thought the time Community Based Care is involved with the family.
- VI. **RATIONALE:** The rationale of this policy is to determine whether the child currently can live safely in the home, whether the family can provide a permanent and stable home in which the child can remain free from abuse or neglect, the changes, if any, the family must make to provide a safe home for the child and the unique resources and strengths the family possesses that can be used to improve the child’s and family’s well-being.
- VII. **CROSS REFERENCES:** Administrative Code 65C-11.002 (2)
- VIII. **PROCEDURES:**
 - A. **General Requirements.**
 - a. All assessments must be conducted in a manner that is sensitive to the social, economic and cultural environment of the family.

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- b. Family members should actively be involved in identification of any significant issues and solutions to whatever problems may be discussed in the assessment.
- c. When any assessment is documented in writing, the viewpoints of family members should be clearly reflected.
- d. Assessments must include input from any professional who has knowledge of the child and/or family. If input from any party or participant conflicts with the Case Management Organization, it is crucial to document differences in opinion. This gives decision-makers the best opportunity to make informed and appropriate decisions. Omitting input that represents differing viewpoints can result in faulty decision-making and subsequent harm to the child.

B. Specific Requirements.

- a. Initial Assessment/Quarterly Progress Report and Its Relationship to Safety Planning. An assessment of family strengths and risks to the child must be completed within 30 days of the initial contact with the family. A progress report needs to be done on a quarterly basis.
 - 1. When conducting the initial assessment it is important to determine whether a safety plan is necessary to reduce the risk of the child. A safety plan is the identification of an immediate action that will keep the child safe from harm when a threatening situation is present in the child's home. The safety plan may include requesting a change of custody or helping the family to make necessary changes to reduce the risk to the child.
 - 2. Safety plans must be reassessed and updated no less than quarterly. The reassessment of the safety plan must focus on its appropriateness and be reflected in HomeSafenet case notes.
- b. Initial Assessments/Quarterly Progress Report and their Relationship to Case Planning. If a family is to receive services beyond 30 days, the assessment process is a critically important component of the case plan. Again, the strengths, resources and the factors related to child safety risks are examined so that interventions and supports can be matched to the family's needs.
 - 1. The following are the elements to be considered in the initial assessment which forms the basis of the case plan:

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- (a) A factual summary of any major casework activity, such as service provision or referral, which has occurred prior to performing the initial family assessment.
- (b) Family composition and relationships, including those between the spouse and paramour, parent and child, paramour and child, parent/child/paramour and any other household members.
- (c) Stressors and other factors relating to the abuse, neglect or abandonment, e.g., unemployment, chronic disability, etc.
- (d) Home environment, including physical and emotional environment and whether the child's basic needs were and are being met.
- (e) Support systems available to the family.
- (f) Services or supports in the community available to the family.
- (g) The family's understanding of and response to Community Based Care's intervention.
- (h) Other family factors, child or adult, affecting family strengths or risk to the child.
- (i) History of the parent being abused as a child or adult.
- (j) The parent's age, physical condition, emotional state, educational level and intellectual capability.
- (k) The parent's skill and knowledge in the use of discipline.
- (l) The presence or absence of substance abuse or chemical dependency in the household.
- (m) Recognition of service needs and willingness and ability to access services available by members of the household.
- (n) Prior history of the child being abused, neglected or abandoned.
- (o) Alleged perpetrator's access to the child.
- (p) The age of the child and visibility in the community.
- (q) The physical, emotional and cognitive development status of the child.

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- (r) An explanation of the family, adult and child factors that are considered to be skills and resources and how they will help the family to resolve problems and reduce the risk to the child.
 - (s) An explanation of the family, adult and child factors that must be resolved to ensure the child's safety.
 - (t) An explanation of the outcomes that must be achieved in order to achieve permanency as specified in the current case plan.
 - (u) An explanation of the services needed by the child and family to meet the identified case plan goals with beginning and end dates of each service along with a statement of the services agreed to and planned by the child welfare case manager and family.
2. The following are the elements to be considered in the quarterly Progress report which provides an update of case plan activities:
- (a) A factual summary of any major casework activity, such as service provision or referrals, which has occurred during the time period covered.
 - (b) The parent(s) current situation with their significant other, their children, and any other relevant information.
 - (c) The child(ren)'s current situation(s) with school, home life, behavioral issues and any other relevant information.
 - (d) Home environment, including physical and emotional environment and whether the child's basic needs were and are being met.
 - (e) An overall summary of compliance with case plan tasks.
 - (f) An explanation of the family, adult and child factors that are being resolved to ensure the child's continued safety.
 - (f) Summary and recommendations of families progress, any changes that have occurred, and continued appropriateness of the current goal.
3. The case plan is a record of tasks and activities designed to change the conditions or the behaviors that cause the child to be at risk or harm. The tasks and activities are based on the strengths and child safety risk factors and needs of the family identified in the

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assessment.

- c. Ongoing Assessment and Its Relationship to Safety Plan and Case Plan Updates. Continuous, ongoing assessment of the safety plan, if applicable, and the case plan must be reflected as often as possible in the HomeSafenet case file notes.
 - 1. Safety Plan. If the child has a safety plan, is it appropriate to the child's current circumstances? If the child does not have a safety plan, do the child's current circumstances indicate one is needed?
 - 2. Case Plan. Are the services and tasks in the case plan still appropriate for the family? Are they effective in reducing risk to the child? Is the permanency goal still appropriate based on the progress noted and based on input from all parties? Do the services, tasks or goals need to be revised based on changing needs or changing circumstances?

- d. Assessment Prior to Termination of Services. This is a joint effort of the child welfare case manager and the family and includes input from any professionals that have worked or are currently involved with the family.
 - 1. If any risk factors are noted during the assessment, these must be discussed thoroughly with family members and clearly noted in the termination summary.
 - 2. If there are differing viewpoints or opinions among the other professionals and Community Based Care staff, these differing opinions must also be clearly noted in the termination summary.

IV. EXHIBITS:

Attachment A (Initial Family Assessment)

Attachment B (Quarterly Progress Report)

Attachment A

INITIAL FAMILY ASSESSMENT

VOLUNTARY PROTECTIVE SUPERVISION

Date:

CHILDREN'S NAME/DOB:

PARENTS' NAME:

CAREGIVER(S)' NAME/RELATIONSHIP:

I. LIST OF CONTACTS

II. SUMMARY OF CASE WORK ACTIVITIES

III. FAMILY CONDITIONS AND CIRCUMSTANCES

A. Home Environment and Family Composition

B. Adult Factors

1. Parents/Primary Caregiver

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2. Parent/Child Attachment and Interaction

3. History of Abuse

4. Substance Abuse

5. Discipline

C. Child Factors

1. Children

2. Physical/Emotional

3. Sibling Interaction

D. Understanding of Intervention

E. Support Systems

F. Services in the Community

IV. FAMILY STRENGTHS

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V. RISK TO THE CHILDREN

VI. CASE GOALS/SERVICES NEEDED AND PLANNED

Child Welfare Case Manager **Date**

Child Welfare Case Manager Supervisor **Date**

Attachment B

QUARTERLY PROGRESS REPORT

Date:

Time Period Covered:

Type of case:

CHILD(REN)'S NAME(S) / DOB:

PARENT(S)' NAME(S):

CAREGIVER'S NAME / RELATIONSHIP:

I. LIST OF CONTACTS:

II. SUMMARY OF CASE WORK ACTIVITIES:

III. PARENT(S)' CURRENT SITUATION:

(ATTACHMENT/INTERACTION WITH CHILDREN/SIGNIFICANT OTHER, CURRENT SUPPORT SYSTEM)

IV. CHILD(REN)'S CURRENT SITUATION:

(PHYSICAL/EMOTIONAL, SIBLING INTERACTION)

V. SUMMARY OF HOME ENVIRONMENT AND ANY CHANGES IN FAMILY COMPOSITION:

