

# Ohio SACWIS Project

## Implementation Starter Kit

### Topic – CAPMIS Tools

September 21, 2006

Prepared for:



Prepared by:

Dynamics Research Corporation  
4010 E. 5th Avenue  
Columbus, OH 43219

**Table of Contents**

1 County Identifying Information .....3  
2 Assessment/Investigation Flow Chart .....4  
3 Case Plan Flow Chart .....5  
4 Case Review / Semi-Annual Review (SAR) Flow Chart .....6  
5 Visitation Plan Flow Chart .....7  
6 Reunification Assessment Flow Chart .....8  
7 Tool Comparison Chart .....9  
8 Assessment/Investigation Questions .....12

**1 County Identifying Information**

County: \_\_\_\_\_ Date Distributed: \_\_\_\_\_

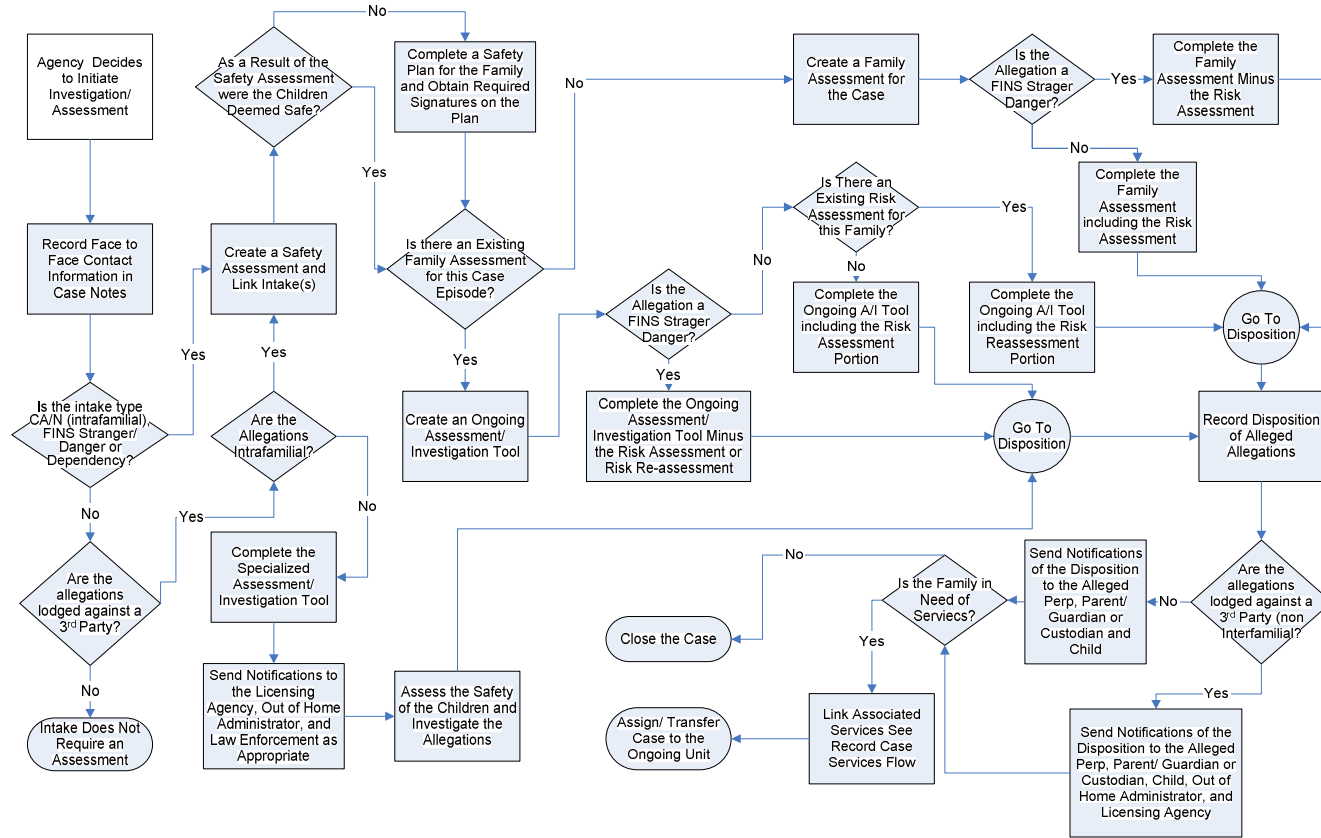
# of workers: \_\_\_\_\_

Implementation Liaison: \_\_\_\_\_ Phone: \_\_\_\_\_

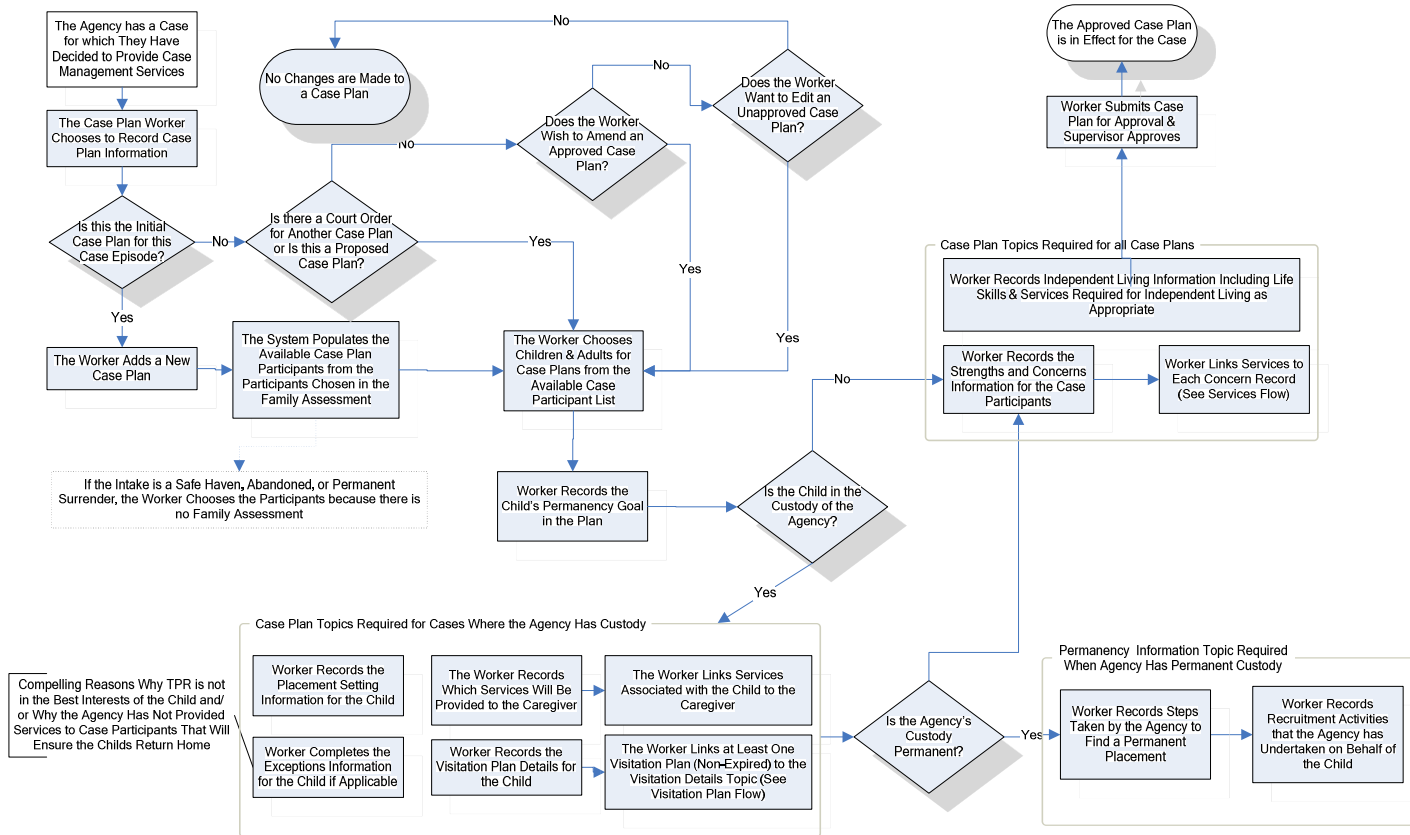
Organizational Readiness Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2 Assessment/Investigation Flow Chart

Assessment/ Investigation Process Flow

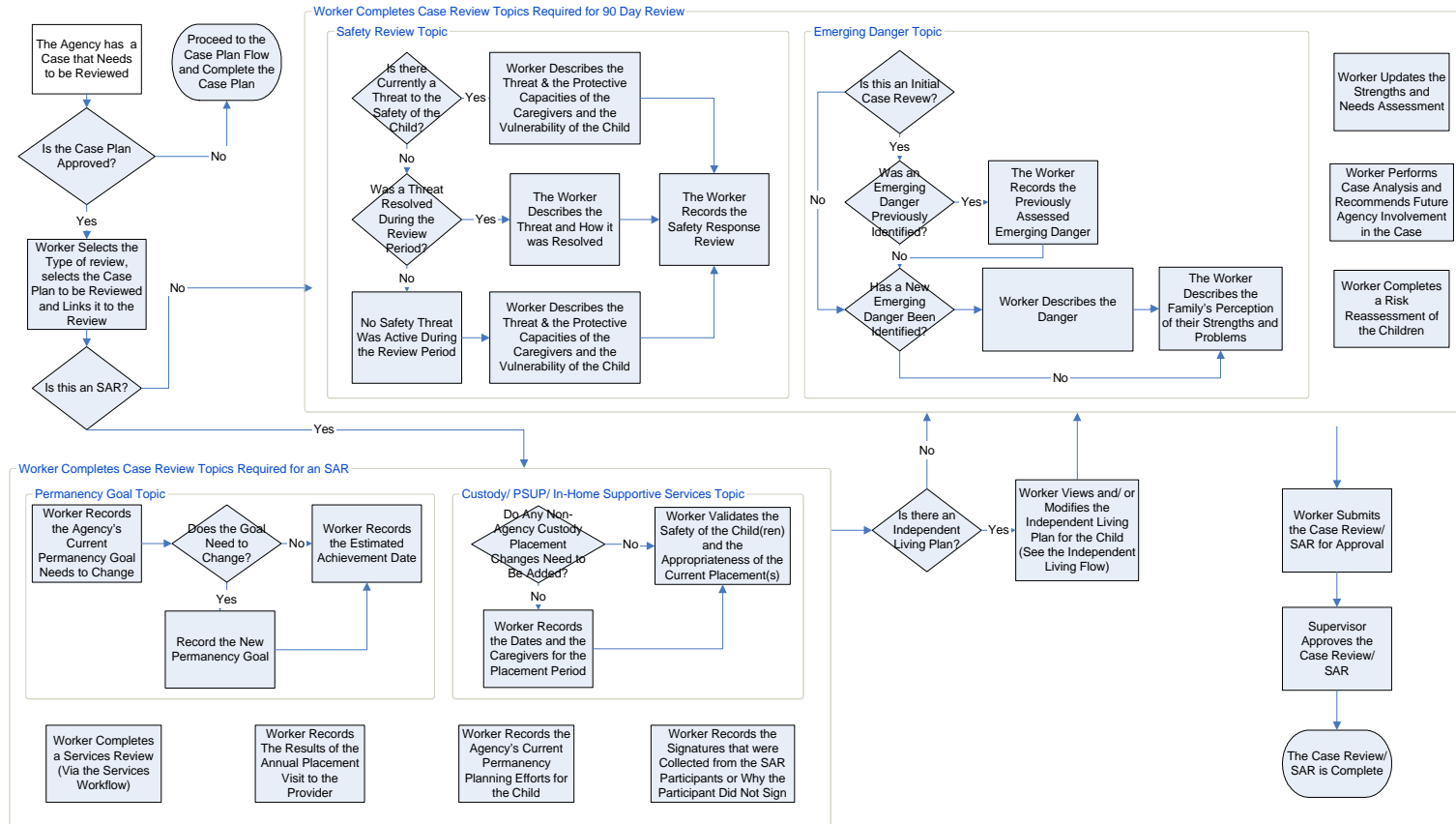


### 3 Case Plan Flow Chart



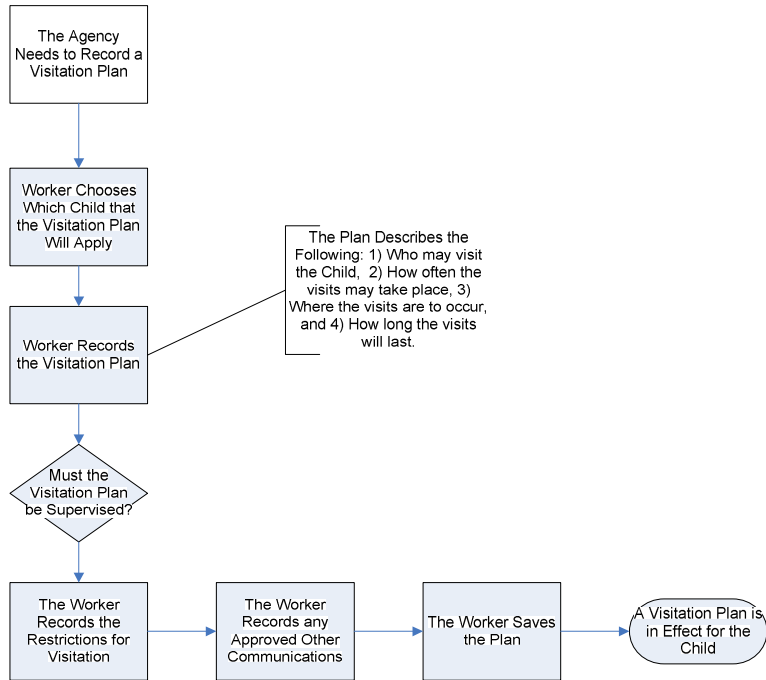
## 4 Case Review / Semi-Annual Review (SAR) Flow Chart

Case Review/ Semi-Annual Review (SAR) Workflow



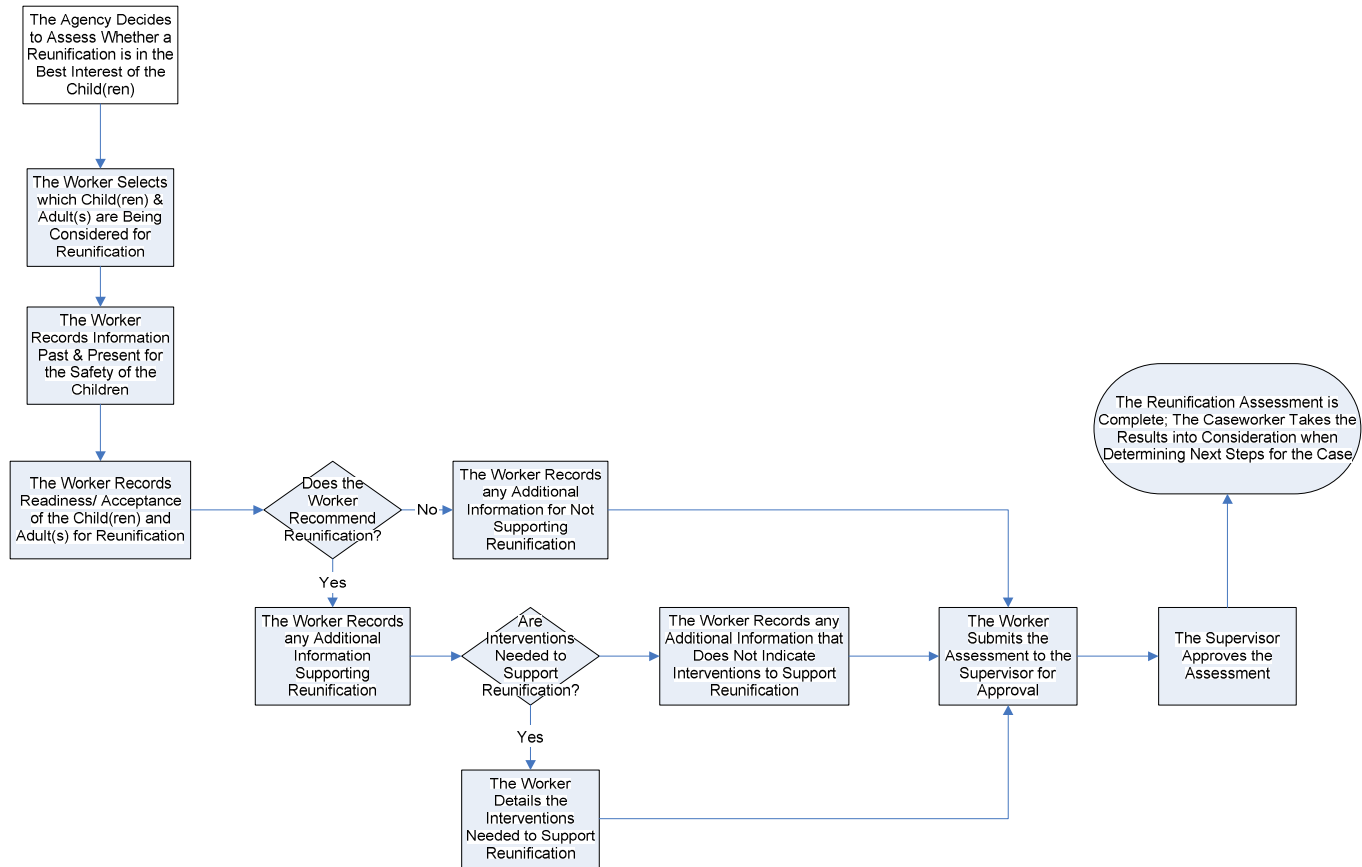
## 5 Visitation Plan Flow Chart

Visitation Plan Process Flow



## 6 Reunification Assessment Flow Chart

Reunification Assessment Process Flow



## 7 Tool Comparison Chart

Family Decision Making Model	Comprehensive Assessment and Planning Model – I.S.
<b>Safety Plan</b>	<b>Safety Assessment</b>
<p><b>Family Risk Assessment Matrix (FRAM)</b></p> <ul style="list-style-type: none"> <li>• 7 Factors</li> <li>• 28 Elements</li> <li>• Rationale for each element</li> <li>• Baseline</li> <li>• Cluster</li> <li>• Structured Decision Making</li> <li>• Overall Level of Risk</li> </ul>	<p><b>Family Assessment</b></p> <ul style="list-style-type: none"> <li>• Safety Review</li> <li>• Strengths and Needs Assessment                             <ul style="list-style-type: none"> <li>&lt; 4 Categories</li> <li>&lt; 16 Elements</li> <li>&lt; Rationale for each category</li> </ul> </li> <li>• Emerging Danger Assessment</li> <li>• Family Risk Assessment of Abuse/Neglect (actuarial)</li> <li>• Case Analysis</li> </ul>
<b>Case Plan</b>	<b>Case Plan</b>
<ul style="list-style-type: none"> <li>• Case Plan is recorded in SIS or created offline (for agencies who don't use FAPT functionality)</li> <li>• Support workers potentially record case plan in SIS or offline.</li> <li>• Family Members and Strengths and Concerns are carried forward from the associated Family Risk Assessment in FAPT</li> <li>• Services are recorded in text fields in the current tool.</li> <li>• Case plan must be amended for closing prior to creating a new case plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Case Plan recorded in SACWIS</li> <li>• Caseworker will be responsible for recording Case Plans for their assigned cases.</li> <li>• Children and adult case plan participants as well as Strengths and Concerns are prefilled from the associated Family Assessment</li> <li>• At least one Case Service record must be linked to each concern. These Case Service Records are created outside the case plan via a separate process.</li> <li>• Case Plan must be amended for closure prior to worker completing SACWIS case closure.</li> </ul>

## Implementation Starter Kit – CAPMIS Tools

<ul style="list-style-type: none"> <li>• Currently Visitation information is recorded as part of the Case Plan.</li> <li>• Provider services are recorded in text fields in the current tool.</li> <li>• Legal Status and Placement information for the Child(ren) is recorded directly in the Case Plan</li> </ul>	<ul style="list-style-type: none"> <li>• A Visitation Plan must be created separately and linked to the case plan if child is in placement.</li> <li>• At least one Case Service record must be linked to a case plan where a Child is in an appropriate placement setting. These Case Service Records are created outside the case plan via a separate process.</li> <li>• Legal Status and Placement information are attached to the child's record and prefill into the Case Plan. Legal status is recorded through the Court Module and a Placement is recorded after the Initial Removal record is created.</li> </ul>
<b>No Current Tool</b>	<b>Case Review (90 Day)</b> <ul style="list-style-type: none"> <li>• Safety Re-Assessment</li> <li>• Case Plan Services Review</li> </ul>
<b>SAR</b> <ul style="list-style-type: none"> <li>• Must update the FRAM</li> <li>• Must complete Section 2B of the Case Plan</li> </ul>	<b>SAR</b> <ul style="list-style-type: none"> <li>• Complete in conjunction with the Case Review</li> </ul>
<b>No Current Tool</b>	<b>Reunification Assessment</b>
<b>No Current Tool</b>	<b>Additional Assessment Tools</b> <ul style="list-style-type: none"> <li>• Specialized Assessment/ Investigation</li> <li>• Ongoing Case Assessment/ Investigation</li> </ul>

### Work Load Distribution

<b>Intake/Assessment (first 30 days)</b>	<b>Ongoing/Protective Services (throughout the life of the case)</b>
<ul style="list-style-type: none"> <li>• Safety Assessment</li> <li>• Safety Plan (as needed)</li> <li>• Family Assessment</li> <li>• Specialized Assessment/Investigation (Specialized CA/N report)</li> </ul>	<ul style="list-style-type: none"> <li>• Case Plan</li> <li>• Case Review</li> <li>• SAR</li> <li>• Reunification Assessment (as needed)</li> <li>• Safety Plan (as needed)</li> <li>• Safety Assessment (new CA/N reports)</li> </ul>

**Implementation Starter Kit – CAPMIS Tools**

	<ul style="list-style-type: none"><li>• Ongoing Case Assessment/ Investigation (new intra-familial CA/N reports)</li></ul>
--	--

## 8 Assessment/Investigation Questions

Many of the tools within the SACWIS application that support the CAPMIS methodology have been described and defined by policy, therefore decisions regarding how an Agency will implement CAPMIS will be mostly involving which unit, staff member, etc will work the different components of CAPMIS.

SACWIS security access is setup based on Security User Groups which control access to the various SACWIS functionalities. Determining which staff members will perform which tasks will aid in populating the Security Matrix Spreadsheet wherein membership in various Security User Groups is designated for each user.

The SACWIS team recommends moving from FAPT to the ‘paper’ version of CAPMIS 30 days prior to going live. The county could then use the paper CAPMIS documents once they go live by entering the paper document information into SACWIS. This can be accomplished a number of ways. If a county would like their workers to get the most out of the onsite support during go live this would be a great way for the caseworkers to become familiar with all the modules of the system. Otherwise the county will go live but the caseworker’s will not necessarily have a case that requires a safety assessment, family assessment, etc. which means that the county will not get the full benefit of having the SACWIS team onsite and available.

Implementation Starter Kit – CAPMIS Tools

Topic	Question	Decision	Online Help Topic and User Guide Reference	Impact of Decision
<b>Assessment/ Investigation</b>	<b>Which workers will create/maintain Safety Assessments for the Agency?</b>	Which workers will need access?  How will workers get assigned to cases?	<b>UG:</b> Sections 6 and 12  <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ CAPMIS Assessment/ Investigation Tools, Safety Assessments</li> <li>▪ Staff Management, Worker Assignments</li> </ul>	Any worker who needs to create, edit, or complete Safety Assessments will need an assignment to the <b>case</b> and a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.
	<b>Will the agency create Safety Assessments on intakes with the category of Family in Need of Services (FINS)?</b>	Yes or No	<b>UG:</b> Section 6  <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ CAPMIS Assessment/ Investigation Tools, Safety Assessments</li> </ul>	This is an optional tool for FINS intakes, except for Stranger Danger; the SA is required for this type of intake.
	<b>Does the same worker who documents the Safety Assessment also conduct the Family Assessment (FA) in your agency?</b>	Yes or No	<b>UG:</b> Sections 6 and 12  <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ CAPMIS Assessment/ Investigation Tools &gt; Safety Assessments</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	If Yes: no real impact, the worker will already have assignment to the case  If No: Both the SA worker and the worker who is going to conduct the Family Assessment (FA) will need assignments to the case.
	<b>Which workers are responsible for entering Case Contacts?</b>	Which workers will need security access to record contacts in the case activity log?	<b>UG:</b> Section 7  <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Case Management &gt; Casework Activity Log</li> </ul>	CAPMIS tools pre-populate contact information from the Case Activity Log.  If support staff is involved in documenting contact information they will NOT need assignment to the case, however their security must be sufficient to allow them to record contacts in the activity log.
	<b>The processes (CAPMIS) for</b>	Will the use of SACWIS tickler functionality be	<b>UG:</b> Section 3	The flow charts in this document will walk you through the processes and how they fit together

**Implementation Starter Kit – CAPMIS Tools**

Topic	Question	Decision	Online Help Topic and User Guide Reference	Impact of Decision
	<p><b>completing the Safety Assessment, Family Assessment, Case Dispositions, and Safety Plan are set by policy timelines. Has a process been developed to make sure workers know which tools to complete when?</b></p>	<p>sufficient to inform workers about timelines, or will the agency have more restrictive timelines which will require some additional processes?</p>	<p><b>Online Help:</b></p> <ul style="list-style-type: none"> <li>▪ General Tasks &gt; Ticklers, Alerts, Notifications, Messages</li> </ul>	<p>in SACWIS. Also, see the tickler spreadsheet for more information regarding associated ticklers and their timeframes.</p>
	<p><b>Who will record Specialized Assessment Investigation for out of home investigations?</b></p>	<p>Which workers will need access?  How will workers get assigned to cases?</p>	<p><b>UG:</b> Sections 6 and 12</p> <p><b>Online Help:</b></p> <ul style="list-style-type: none"> <li>▪ CAPMIS Assessment/ Investigation Tools &gt; Specialized Assessment/ Investigation</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	<p>Any worker who needs to create, edit, or complete Specialized A/I Tool will need an assignment to the <b>case</b> and a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.</p>
	<p><b>How is the process of notifying law enforcement and sending out letters of notification impacted by SACWIS?</b></p> <p><b>Will the procedure for documenting and sending out mandated reporter letters and/or third party involvements change since the letters can</b></p>	<p>Who will be responsible for ensuring the notifications are printed and sent? When will this be done?</p> <p>Who will be responsible for this procedure and at what point?</p>	<p><b>UG:</b> Sections 2 and 12</p> <p><b>Online Help:</b></p> <ul style="list-style-type: none"> <li>▪ General Tasks &gt; Other Common Tasks &gt; View or print a form, notice or letter</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	

Implementation Starter Kit – CAPMIS Tools

Topic	Question	Decision	Online Help Topic and User Guide Reference	Impact of Decision
	be produced in SACWIS?			
Case Plan / Case Review/SAR	Which workers will create/maintain Case Plans for the Agency?	Which workers will need access? How will workers get assigned to cases?	<b>UG:</b> Sections 7 and 12 <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Case Management &gt; Case Plan</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	Any worker who needs to create, edit, complete, or amend case plans will need an assignment to the <b>case</b> and a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.
	Which workers are responsible for entering legal status and placement information?	Will caseworkers enter legal status and placement information for their own cases, or will a separate worker/unit be involved in creating them?	<b>UG:</b> Sections 7, 8 and 12 <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Court Information &gt; Legal Actions</li> <li>▪ Court Information &gt; Child's Legal Status/ VAC</li> <li>▪ Case Management &gt; Removal Information</li> <li>▪ Case Management &gt; Placement Information</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	Case plan topics display based on the legal status and placement information associated with the participants of the case plan. If the legal status and placement information is not entered prior to creating the case plan, the plan will not include the necessary information. This information should be entered prior to creating the plan.
	Which workers are responsible for entering Case Services?	Will caseworkers enter Case Services for their own cases, or will a separate worker/unit be involved in creating them?	<b>UG:</b> Sections 7 and 12 <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Case Management &gt; Case Services</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	Case workers will not be able to complete a Case Plan without linking at least one Case Service record to each listed concerns.  Allowing the workers to enter their own case services streamlines the process.  Use of a separate unit would add an additional step in the process of completing a Case Plan, as

Implementation Starter Kit – CAPMIS Tools

Topic	Question	Decision	Online Help Topic and User Guide Reference	Impact of Decision
				Case Services will be required for each recorded Concern. Process considerations will need to be made to account for the recording of Case Services in a timely manner.
	<b>Which workers are responsible for entering Visitation Plans?</b>	Will caseworkers enter Visitation Plans for their cases, or will a separate worker/unit be involved in creating them?	<b>UG:</b> Sections 7 and 12 <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Case Management &gt; Visitation Plan</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	<p>Each child in a current placement setting will need to have a current visitation plan linked to the case plan prior to approval.</p> <p>Allowing the workers to enter their own visitation plans streamlines the process.</p> <p>Use of a separate unit/worker would add an additional step in the process of completing a Case Plan, as Case Services will be required for each recorded Concern. Process considerations will need to be made to account for the recording of Case Services in a timely manner.</p>
	<b>Which workers will create/maintain Case Review / SAR records for the Agency?</b>	<p>Which workers will need access?</p> <p>How will workers get assigned to cases?</p>	<b>UG:</b> Sections 7 and 12 <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Case Management &gt; Case Review/SAR</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	Any worker who needs to create, edit, or complete case reviews or SAR's will need an assignment to the <b>case</b> and a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.
<b>Reunification Assessment</b>	<b>Which workers will create/maintain Reunification Assessment records for the Agency?</b>	<p>Which workers will need access?</p> <p>How will workers get assigned to cases?</p>	<b>UG:</b> Sections 7 and 12 <b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Case Management &gt; Reunification Assessment</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	Any worker who needs to create, edit, or complete Reunification Assessments will need an assignment to the <b>case</b> and a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.
<b>Ongoing</b>	<b>Which workers will</b>	Which workers will need	<b>UG:</b> Sections 6 and 12	Any worker who needs to create, edit, or

Implementation Starter Kit – CAPMIS Tools

Topic	Question	Decision	Online Help Topic and User Guide Reference	Impact of Decision
<b>Case Assessment/ Investigation</b>	create/maintain Ongoing Case Assessment / Investigation records for the Agency?	access? How will workers get assigned to cases?	<b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ CAPMIS Assessment/ Investigation Tools &gt; Ongoing Case Assessment/ Investigation</li> <li>▪ Staff Management &gt; Worker Assignments</li> </ul>	complete Ongoing Case Assessment / Investigations will need an assignment to the <b>case</b> and a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.