

Ohio SACWIS Project
CM49 Record Post Family
Assessment/Investigation Activity
(CAPMIS) (UC355)
Version 2.0

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Prepared for:



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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	9/20/2004		T. Bendert		Initial version
1.1	10/01/2004		C. Roy		Updated version
1.2	10/05/004		C. Roy		Updated version from Use Case Session
1.3	10/15/2004		C. Roy		Revision prior to RRD
1.4	10/22/2004		C. Roy		RRD Session
2.0	11/15/2004		C. Roy		Final RRD Version

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1 Description

This is a CRUD (Create, Read, Update, Delete) use case regarding the recording of assessment/investigatory activities triggered by the receipt of a subsequent child abuse and neglect and/or dependency report after the family assessment has been completed within the current opening. Once a case is closed, any reopening of the case would result in completion of a new Family Assessment.

The Ongoing Case Assessment and Investigation tool assists workers to assess or re-assess risk, to identify emerging danger, to discuss child harm and to document investigative activities when a report of child abuse and/or neglect is received on an open case.

The purpose of this tool is to capture investigatory activities without having to complete a Family Assessment a second time. This tool's main intent is for child abuse/neglect reports but may be used for dependency.

Terminology Key:

Report – A report is a referral that is accepted by the PCSA for further investigation or assessment. A report includes child abuse/neglect, dependency and service cases. Safety and family assessments shall be completed on all intra-familial child abuse/neglect; dependency and service cases.

Assessor/Investigator/Worker – The PCSA employee who responds to reports to ensure child safety, assess risk and determine whether or not a report warrants agency services/involvement. NOTE: For purposes of the assessment/investigation use cases, we will use worker as a generic term.

Assessment/Investigator Worker Supervisor – PCSA employee, who supervises an assessment/investigation worker, manages, assigns and approves their tasks. The supervisor can do all CRUD activities within this use case.

Intra Familial Case – is a case where one or more of the following apply to the perpetrator:

- 1) The Alleged Perpetrator is a member of the ACV's Family
- 2) The Alleged Perpetrator has sanctioned/continued access to the ACV
- 3) The Alleged Perpetrator has a relationship with the ACV.

Rule 5101:2-34-33

Primary Caregiver – is the adult (typically the parent) living in the household who has legal responsibility and who assumes the most responsibility for child care. When two adult caregivers are present and only one has legal responsibility, select the one who is legally responsible for the children (even if they do not assume the most responsibility for child care). If this rule does not resolve the question, the legally responsible adult who was a perpetrator should be selected. **Only one primary caregiver can be identified.**

Secondary Caregiver – is defined as an adult living in the household who has routine responsibility for child care, but less responsibility than the primary caregiver. A living-together partner may be a secondary caregiver even though they have minimal responsibility for care of the child(ren).

Override Approver – Agency employee who approves overrides to the preliminary matrix-indicated case decision (Section 8A3b of the Family Assessment)

2 Characteristic Information



Name	CM49 Record Post Family Assessment Investigation Activity (CAPMIS) (UC355)
Scope	 Business – Case Management
Level	 - Primary Task
Actor(s)	Worker, Supervisor
Stakeholders and Interests	<ol style="list-style-type: none"> 1. PCSA 2. Child 3. Parent/Caregiver 4. ODJFS
Pre-conditions	<p>Case is open.</p> <p>A report has been received.</p> <p>A Family Assessment has been completed.</p> <p>Safety Assessment is completed for this report.</p>
Post-conditions	
Trigger(s)	
Requirements Addressed	No Requirements written for this use case. See all requirements related to Risk Assessment (IV08) Risk Reassessment (CM41), Case Disposition (IV13).

Figure 1 – CM49 Record Post Family Assessment Investigation Activity (CAPMIS) (UC355)

3 Basic Flow

3.1 Usage Examples and Narratives

Scenario 1: Create a Post Family Assessment/Investigation for a Case

E.g. Post Family Assessment: The worker has previously completed a Safety Assessment, Safety Plan, Family Assessment and Risk Assessment (as part of the Family Assessment). A new report was received at day 40 but has not yet been transferred to ongoing and no case plan has been developed. The worker completes a Safety Assessment within four working days and the 'Ongoing Case Assessment and Investigation' tool. Once the case is transferred to the ongoing worker, a new Family Assessment would not be completed. If two reports are received in a close time frame to each other, the worker could record both reports on the 'Ongoing Case Assessment and Investigation' tool.

E.g. The worker has previously completed a Family Assessment and Risk Assessment (as part of the Family Assessment), Case Plan and Case Review. A subsequent report has been received 10 days after completion of the Case Review. The worker completes a Safety Assessment and the Post Family Assessment/Investigation tool(s).

Scenario 2: Read(view) an existing Post Family Assessment/Investigation

Scenario 3: Update an existing Post Family Assessment/Investigation

Scenario 4: Delete a Post Family Assessment/Investigation (*prior to supervisory approval*)

Scenario 5: Delete a Post Family Assessment/Investigation (*after supervisory approval*)

3.2 Main Success Scenarios

Scenario 1: Create a Post Family Assessment/Investigation for a Case

1. The worker searches for the case. Find a Workload (UC)
2. The worker accesses the Post Family Assessment/Investigation Activity page.
3. The worker creates a new Post Family Assessment/Investigation Activity. *Child Harm Description (Section 2)*
4. The worker records Child Harm for each child from the most recently approved Safety Assessment including CA/N report information. (Section 2) (*MSS*)

Emerging Danger Re-Assessment (Section 3)

5. The worker records emerging danger re-assessment information. (MSS)

Interviews (Section 4)

6. The worker records Interview information. (MSS)

Risk Reassessment Scale of Abuse/Neglect (Section 6)

7. The worker requests the screen representing Section 6: Risk Reassessment Scale of Abuse/Neglect.
8. The system presents the requested screen.
9. The worker records Family Risk Re-assessment of Abuse/Neglect information. (Section 3C) (MSS) *Note: Risk Re-assessment instrument also appears in CM41 Record Case Review*
10. The system calculates the actual risk level. (MSS)

Risk Reassessment Scale of Abuse/Neglect: Risk Re-Assessment Rationales (Section 7)

11. The worker records the rationale for any risk element rated one or higher. (MSS)

Risk Reassessment Scale of Abuse/Neglect: Risk Re-Assessment Overrides (Section 8)

12. The worker applies state and/or county policy override. If policy overrides were applied, the system automatically rates final risk level as intensive. (MSS)
13. The worker applies mandatory policy override and/or discretionary override as applicable.
14. The worker describes reason for any mandatory policy override and/or discretionary override. (textbox)
15. The worker records override/final risk level. (MSS)

Case Disposition (Section 9)

16. The system autofills the Case Disposition (Section 9) via IV13 Record Case DispositionUC77

Service Planning (Section 10)

17. The worker records service planning information. (MSS)
18. The worker sends the Subsequent Report to their supervisor for approval via Route and Apply Approvals (UC256).

Alternate Flow

- 8a. Previous report(s) was Dependency and no Risk Assessment was completed and the subsequent report is a CA/N.

8a.1 The worker completes the Risk Assessment instead of Risk Re-Assessment. IV08 Maintain Family Assessment Information

(CAPMIS) (UC79) as applicable.

8a.2. The system displays the Risk Assessment. IV08 Maintain Family Assessment

8b. Dependency.

8b1. If the report is a dependency, the worker would not complete the risk assessment or risk re-assessment.

Scenario 2: Read (view) a Post Family Assessment/Investigation for a Case

1. The worker searches for the case. Find a Workload (UC)
2. The worker accesses the Post-Family Assessment/Investigation Activity page.
3. The Worker selects an existing Post-Family Assessment/Investigation Activity.
4. The system presents the selected Post-Family Assessment/Investigation Activity.
5. The Worker navigates through the existing Post-Family Assessment/Investigation Activity in order to view the desired sections.
6. The worker exists the Post-Family Assessment/Investigation Activity.

Scenario 3: Update a Post Family Assessment/Investigation

1. The worker searches for the case. Find a Workload (UC)
2. The worker accesses the Post-Family Assessment/Investigation Activity page.
3. The worker selects an existing Report for the case.
4. The system presents the selected Post-Family Assessment/Investigation Activity.
5. The worker navigates through the existing Post-Family Assessment/Investigation Activity in order to access the desired section.
6. The worker revises the Post-Family Assessment/Investigation Activity and chooses to save the changes.
7. The system commits the changes to the database.
8. The worker sends the Post Family Assessment/Investigation to their supervisor for approval via Route and Apply Approvals (UC256).
- 9.

Scenario 4: Delete a Post Family Assessment/Investigation *(prior to supervisory approval)*

1. The worker searches for the case. Find a Workload (UC)
2. The worker accesses the Post-Family Assessment/Investigation Activity page.
3. The worker selects an existing Post-Family Assessment/Investigation Activity for the case.
4. The system presents the selected Post-Family Assessment/Investigation Activity.
5. The worker deletes the existing Post-Family Assessment/Investigation Activity.

Scenario 5: Delete a Post-Family Assessment/Investigation Activity *(after supervisory approval)*

1. The worker searches for the case. Find a Workload (UC)
2. The worker accesses the Post-Family Assessment/Investigation Activity page.
3. The worker selects the Post-Family Assessment/Investigation Activity he/she wishes to delete.
4. The delete button is disabled and the worker is unable to delete the Post-Family Assessment/Investigation Activity.

4 Important and Required Fields

MSS or AF Step	Fields
<p>MSS 1 Step 4 Section 2 Child Harm Description</p>	<p>Child Harm Description: (for each child) <u>Current Harm:</u> Answer: “For each child, identify and describe the type, degree and frequency of actual or threatened harm that does not reach the threshold of serious harm OR does reach the threshold of serious harm and was not identified in the safety assessment.”</p> <ul style="list-style-type: none"> ○ 1 Textbox for each child (bring children identified forward from the most recent safety assessment)
<p>MSS 1 Step 5 Section 3 Emerging Danger</p>	<p>Describe any emerging dangers and how they will be addressed.</p> <ul style="list-style-type: none"> ✍ Text box for narrative only
<p>MSS 1 Step 6 Section 4 Interview Information</p>	<p>Interview Information</p> <ul style="list-style-type: none"> ? Alleged Child Victim(s) (text box) ? Caretaker/staff (text box) ? Alleged perpetrator(s) (text box) ? Witnesses (text box) <p>(Interview information entered here auto populates into the casework activity log)</p>
<p>MSS 1 Step 9 Section 6 <u>Risk Reassessment</u> Scale of Abuse/Neglect</p>	<p>Risk Reassessment Scale of Abuse/Neglect</p> <p>R1: Number of Prior Reports (Do not count most recent report)</p> <ul style="list-style-type: none"> a) None value = 0 b) One or two value = 1 c) Three or more value =2 <p>R2 Number of Children in the Home (at time of most recent report)</p> <ul style="list-style-type: none"> a) Two or fewer value = 0 b) Three or more value = 1

	<p>R3 Number of Adults in the Home (at time of most recent report)</p> <ul style="list-style-type: none">a) Two or more value = 0b) One/none value = 1 <p>R4 Current Age of Primary Caregiver</p> <ul style="list-style-type: none">a) 28 or older value = 0b) 27 or younger value = 1 <p>R5 Either Caregiver Currently has Major Parenting Skills Problem (excessive discipline, over-controlling, other major problem)</p> <ul style="list-style-type: none">a) No value = 0b) Yes value = 2 <p>R6 Either Caregiver is Currently involved in Harmful Relationships</p> <ul style="list-style-type: none">a) No value = 0b) Yes (some problem, major problem and/or domestic violence) value = 2 <p>R7 Either Caregiver has a Current Substance Abuse Problem</p> <ul style="list-style-type: none">a) No value = 0b) Yes (alcohol and/or drug) value = 2c) Yes (refuses treatment) value = 4 <p>R8 New Complaints of Abuse/Neglect Since Last Assessment</p> <ul style="list-style-type: none">a) No or complaint was unsubstantiated or screened out value = 0b) Yes or complaint was substantiated or indicated value = 3 <p>R9 Primary Caregiver(s) Progress Toward Case Plan Goals (since last assessment)</p>
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	<p>a) Successfully completed all programs recommended or actively participating in programs; pursuing case plan objectives; usually demonstrates desired behavior value = 0</p> <p>b) Moderate participation in pursuing case plan objectives; occasionally demonstrates desired behavior value = 1</p> <p>c) Minimal participation or refuses involvement; rarely or never demonstrates desired behavior value = 3</p> <p>R10 Secondary Caregiver's Progress toward Case Plan Goals (since the last assessment)</p> <p>a) Not Applicable, only one caregiver in home value = 0</p> <p>b) Successfully completed all programs recommended or actively participating in programs value = 0</p> <p>c) Moderate participation in pursuing case plan objectives; occasionally demonstrates desired behavior value = 1</p> <p>d) Minimal participation or refuses involvement; rarely or never demonstrates desired behavior value = 3</p> <p>Neglect & Abuse Scales: The scores on the neglect scale and the scores on the abuse scale are totaled the highest of the two scales is the actual risk level.</p>
<p>MSS 1 Step 10</p> <p><u>Risk Reassessment</u> Scale of Abuse/Neglect</p> <p><u>Actual Risk Level</u></p>	<p><u>Score</u> (Checkbox)</p> <p><input type="checkbox"/> 0-3</p> <p><input type="checkbox"/> 4-7</p> <p><input type="checkbox"/> 8-12</p> <p><input type="checkbox"/> 13-22</p> <p><u>Risk Level</u> (Checkbox)</p> <p><input type="checkbox"/> Low (close unless an override is used)</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> High</p> <p><input type="checkbox"/> Intensive</p>

<p>MSS 1 Step 11 Section 7 <u>Risk Reassessment</u> Scale of Abuse/Neglect Risk Reassessment Rationales</p>	<p>Discuss the rationale for any risk element rated one (1) or higher</p> <table border="1" data-bbox="597 289 1382 501"> <thead> <tr> <th data-bbox="597 289 786 380"><u>Risk Element</u></th> <th data-bbox="790 289 1382 380"><u>Rationale</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="597 386 786 438"></td> <td data-bbox="790 386 1382 438"></td> </tr> <tr> <td data-bbox="597 445 786 497"></td> <td data-bbox="790 445 1382 497"></td> </tr> </tbody> </table>	<u>Risk Element</u>	<u>Rationale</u>				
<u>Risk Element</u>	<u>Rationale</u>						
<p>MSS 1 Step 12 Section 8 <u>Risk Reassessment</u> Scale of Abuse/Neglect <u>Policy Override</u></p>	<p><u>Policy Overrides</u></p> <ol style="list-style-type: none"> 1. An in-home or out-of-home safety plan is still active 2. Emerging Danger has been identified 3. Non-accidental physical injury to any age child requiring medical treatment 4. Death (previous or current) of a caregiver’s child or any other child in their care as a result of abuse or neglect 5. Sexual abuse cases where the alleged perpetrator is likely to have immediate access to the child victim 6. Cases with non-accidental physical injury to an infant 7. Positive tox screen of child at birth. 						
<p>MSS 1 Step 15</p>	<p><u>Override/final risk level</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> low <input type="checkbox"/> moderate <input type="checkbox"/> high <input type="checkbox"/> intensive 						
<p>MSS 1 Step 15 Section 9 Case Disposition</p>	<p>Disposition brought forward from IV13 ? Textbox</p>						
<p>MSS 1 Step 16</p>	<p>List the services and/or interventions suggested to resolve immediate safety threats, lessen emerging danger threats,</p>						

<p>Service Planning</p>	<p>strengthen protective capacities and/or resuce risk as identified in this assessment.</p> <p style="text-align: center;">? Textbox</p>
<p>Report Information</p> <p>Autofills into Post-Family Assessment/Investigation Activity Form</p>	<p><u>Ongoing Case Assessment/Investigation</u> details are autofilled by the system and are displayed as non-editable.</p> <ul style="list-style-type: none"> ? Report ID# ? Case Name ? Case Number ? Date of Report(s) ? Type of Allegations ? Case Worker Name <p>Information is pulled from the linked case</p> <p>Section 1</p> <p><u>Identifying Information:</u></p> <p>Children from our Family Case</p> <ul style="list-style-type: none"> ? Name ? DOB ? Age ? Roles <p>(Worker needs ability to add/remove person(s) easily from within the Family Assessment.)</p>

Figure 2 - Important Fields

5 Special Requirements

1. The system shall send a notice to the assigned worker(s) and supervisor when a new report has been received by the screener on an open case. A notification will be generated to the assigned worker(s) and supervisor once the screening decision has been applied.
2. The system must automatically create an entry in the case activity log of the Post Family Assessment/Investigation Activity indicating the completion based on the completion triggers outlined in use case. (Includes: Post Family Assessment/Investigation Activity, Specialized Assessment, Independent Living Plan, Supplemental Concurrent Plan, Case Plan, Safety Plan, Safety Assessment, Family Assessment, SAR, Reunification Assessment, Case Review, Case Disposition)
3. The system must autofill from the casework activity log to the Post Family Assessment/Investigation Activity or from the Post Family Assessment/Investigation Activity to the casework activity log.

6 Business Rules

1. If no risk assessment has been completed, the worker will complete a risk assessment.
2. If a risk assessment has been completed. The worker completes a risk re-assessment.
3. Timeframes for completion of the Post Family Assessment/Investigation Activity are needed.

7 Notes, Background Information, User Interface Ideas

Design Issue: One textbox per child or a large textbox for all children/information, which ever is chosen, it must be consistent throughout the system (CAPMIS tools).

Requirements allocated to this common use case	
	<u>Primary Responsibility</u>
	No New Requirements created for this use case. See all requirements related to Risk Assessment (IV08) Risk Reassessment (CM41), Case

	Disposition (IV13).
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