

Ohio SACWIS Project

Use Case IV08 - Maintain Family Assessment Information (UC79) Version 2.1

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Prepared For:



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Use Case IV08 Maintain Family Assessment Information (UC79)

Revision Log

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1 Description

This is a CRUD (Create, Read, Update, Delete) use case regarding the primary business entity “Family Assessment”. Once the Family Assessment has been created, “Delete” is not an option.

A Family Assessment assists workers to assess risk and to identify the strengths and needs present in the family system to determine what level of service the family needs. Included in the Family Assessment are a review of safety issues, child harm, emerging danger, strengths and needs assessment, family perceptions, risk assessment and service planning.

The PCSA shall conduct a family assessment within 30 days from the receipt of the report of child abuse, neglect, or dependency. All adults and children residing in the home shall be assessed.

1.1 Terminology Key:

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

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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).

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

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2 Characteristic Information



Name	IV08 - Maintain Family Assessment (UC79)
Scope	 Business – Assessment/Investigation
Level	 - Primary Task
Primary Actor(s)	Worker, Assessor/Investigator Supervisor, Case Decision Override Approver
Supporting Actor(s)	N/A
Stakeholders and Interests	<ol style="list-style-type: none"> 1. PCSA 2. Child 3. Parent/Caregiver 4. ODJFS
Pre-conditions	<p>A Case is open in SACWIS</p> <p>Create Preconditions:</p> <ul style="list-style-type: none"> • For every Intra Familial CA/N and Dependency Report there will be a Safety Assessment in the system prior to creation of a Family Assessment. • Family in Need of Services case the Safety Assessment is Optional. <p>Read/Update/Delete Preconditions:</p> <ul style="list-style-type: none"> • A Family Assessment exists
Post-conditions	<p>Create: Contents of the Family Assessment is recorded in the system.</p> <p>Read: Family Assessment is displayed</p> <p>Update: information is updated</p> <p>Delete: not an option after approval</p>
Trigger(s)	SAR or Case plan is created.
RFP Requirements Addressed	71, 72, 73, 80(s), 81, 82 (s), 83, 84,86, 88, 98, 191, 200, 314

Figure 1 - Characteristic Information

3 Basic Flow

3.1 Usage Examples and Narratives

Scenario 1: Create a Family Assessment

E.g. A Worker is working on an assessment/investigation involving alleged abuse/neglect of a child. The Worker has completed a Safety Assessment and Safety Plan. The worker now wants to begin the Family Assessment.

E.g. Worker needs to perform a Family Assessment for a Dependency Case.

Scenario 2: Read (view) an existing Family Assessment

E.g. A Worker reads or views an existing family assessment

Scenario 3: Update an existing Family Assessment

E.g. A Worker needs to add additional information to a “pending” Family Assessment after it has already been saved to the system.

Scenario 4: Delete a Family Assessment

3.2 Main Success Scenarios

Scenario 1: Create a Family Assessment

1. Worker accesses the system, selects the appropriate case and creates a new Family Assessment.
2. System autofills the Family Assessment with information from the most recent safety assessment. (Information is pulled from the last approved safety assessment).
3. System autofills Demographic information from person management/case.
4. Worker optionally Views Online Help & Policy/Procedure (UC313) for assistance in determining safety and risk factors affecting the case.
5. Worker reviews/edits the Identifying Information for the children from the Case, which has been pre-populated by the system from the last approved Safety Assessment, to Section 1 of the Family Assessment tool.
6. Worker reviews/edits the Identifying Information for the adults from the Case, which has been pre-populated by the system from the last approved Safety Assessment, to Section 1 of the Family Assessment tool.
7. Worker identifies the primary and secondary caregivers.
8. Worker completes Section 2A: Safety Review by selecting the appropriate option.
9. System displays the worker selected circumstance and its associated questions.
10. Worker records narrative text for each displayed item.
11. Worker selects safety response based on the information in Part A of the Safety Review.
12. System displays safety response.
13. Worker selects safety response for a case.
14. Worker accesses Section 3: Child Harm Description and records "Current Harm" section 3A (text box).
15. System autofills historical harm information from the most recent approved safety assessment (historical harm section 3) and the most recent approved family assessments "current harm".
16. Worker provides the description of the historical harm in the historical harm text box.
17. Worker accesses Section 4: Strengths and Needs.
18. System autofills the name(s), DOB, and age(s) for all the children listed on Section 1 of the Family Assessment into Section 4, Category 1, Child Functioning.
19. Worker provides a rating for each assessment element (1-3) in Section 4, Category 1, Child Functioning for each child

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20. Worker records a rationale supporting the Category 1 ratings.
21. System autofills the name(s), DOB, and age(s) for all the adults listed on Section 1 of the Family Assessment into Section 4, Category 2, Adult Functioning.
22. Worker provides a rating for each assessment element (4-10) in Section 4, Category 2, Adult Functioning for each adult.
23. Worker records a rationale supporting the Category 2 ratings.
24. Worker provides a rating for each assessment element (11-13) in Section 4, Category 3, Family Functioning for the family.
25. Worker records a rationale supporting the Category 3 ratings.
26. System autofills the name(s), DOB, and age(s) for all the adults listed on Section 1 of the Family Assessment into Section 4, Category 3, Historical.
27. Worker provides a rating for each assessment element (14-16) in Section 4, Category 4 for each adult.
28. Worker records a rationale supporting the Category 4 ratings.
29. Worker completes Section 5: Emerging Danger
30. Worker completes Section 6: Family's Perception by documenting in a textbox the family's point of view.
31. Worker fills out Section 7: Family Risk Assessment of Abuse/Neglect.
32. System computes the two scales to determine the actual risk level.
33. Worker applies state and/or county policy override. If policy overrides were applied the system automatically rates final risk level as intensive.
34. Worker describes reason for any mandatory policy override.
35. Worker completes Section 8.A.1. Case Disposition via IV13 Record Case and Report Disposition (UC77).
36. Section 8.A.2. The system generates Matrix-Indicated Case Decision based on the final risk level and is based on the most severe report disposition.
37. Section 8.A.3.a. Worker records evaluation that supports the case decision.
38. Section 8.A.3.b. The worker records if the Preliminary Matrix-Indicated Case Decision should be overridden.
39. Section 8.A.3.c. The worker records the final case decision (checkbox).
40. Section 8.B. Service Planning. The worker indicates the family's need for services via CM10 Record Case Services (UC).
41. Section 9 Signatures. Worker sends the Family Assessment to supervisor for approval via Route and Apply Approvals (UC256).
42. Supervisor approves and system restricts the approved Family Assessment from any further updates.

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Scenario 2: Worker Views (read) an existing Family Assessment.

1. Worker navigates to existing Family Assessment, either from their workload or via IN09 Find a Case (UC325).
2. System displays Family Assessment.

Scenario 3: Worker updates a pending/in progress Family Assessment

1. Worker accesses the saved in-progress Family Assessment from their workload.
2. Worker updates the Family Assessment with additional information.
3. Worker saves the Family Assessment to continue working on, or if finished, sends the Family Assessment to their supervisor for approval via CF14 Route and Apply Approvals (UC256).
4. System forwards the Family Assessment to their supervisor via CF14 Route and Apply Approvals (UC256).

Scenario 4: Delete Family Assessment

1. Worker accesses the saved in-progress Family Assessment from their workload.
2. Worker selects the delete button.
3. System deletes the Family Assessment.

4 Alternate Flows

1st Alternate Flow for Main Success Scenario 1 Dependency Reports

1. Follow steps 1-30 (Sections 1 - 6)
2. Skip Steps 31-36 (Section 7; Sections 8A1; 8A2)
3. Follow step 37 (Section 8A3a)
4. Skip step 38 (Section 8A3b)
5. Continue with step 39

2nd Alternate Flow for Main Success Scenario 1 Policy discretionary override is yes

3rd Alternate Flow for Main Success Scenario 1 when there is Family Assessment and no safety assessment prior.

- 1.3a 1.

4th Alternate Flow for Main Success Scenario 1 If Overrides to Matrix were applied in Sec 8A3b requires secondary approval.

1. Worker documents the reason for applying the discretionary override to the preliminary matrix-indicated case decision (Step 40).
2. Worker routes to *Case Decision Override Approver* for approval of the discretionary override.
3. Continue with step 41

5th Alternate Flow for Main Success Scenario 1 Update Report, new person added not identified in the Family Assessment because a new

1.3a 1. Worker inserts additional participants via PM03 Find A Person Profile (UC67) into the Family Assessment.

- 1.3a 2. Continue to Step 4 of Scenario 1

Alternate flow for Main Success Scenario 4: Family Assessment has already been approved

1. Worker accesses the saved Family Assessment from their workload or via IN09 Find a Case (UC325).
2. System displays the Family Assessment with delete disabled.
3. Worker may not delete.
4. Worker closes saved Family Assessment.

5 Important and Required Fields

MSS or AF Step	Fields
MSS 1 Step 2	<p>Family Assessment Details are autofilled by the system and are displayed as non-editable.</p> <ul style="list-style-type: none"> • Case name • Case Number • Date of Report(s) <p>Information is pulled from the last approved safety assessment</p>
MSS 1 Step 5 Section 1 from FA	<p>Identifying Information: 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>
MSS 1 Step 6	<p>Identifying Information: Adults from our Family Case</p> <ul style="list-style-type: none"> • Roles & Relationships to children • Caregiver <p>(Worker needs ability to add/remove person(s) easily from within the Family Assessment.)</p>
MSS 1 Step 7	<p>Indication of Primary Caregiver and Secondary Caregiver, radio button selection</p>
MSS 1 Step 8	<p>Section 2 Reassessment of Safety: Pick only one checkbox/radio button (the text box(es) associated with your selection will only appear for the selected choice)</p> <ul style="list-style-type: none"> • <input type="checkbox"/> If a Safety threat was not identified = Safe <ul style="list-style-type: none"> ○ Describe new information obtained regarding protective capacities. Include information concerning any adult not interviewed for the safety assessment. (text field: pull all individuals from SA & explanation box.) ○ Describe new information obtained regarding child vulnerability. Include information concerning any child not interviewed for the safety assessment. • <input type="checkbox"/> If a safety threat <u>is not active, but had been active</u> at any time since the last assessment was completed. = There was a safety threat but it has been resolved. <ul style="list-style-type: none"> ○ Describe the safety threat and then summarize the information that demonstrates safety threat resolution, sufficient safety threat reduction and/or adequate protective capacities necessary to protect the child(ren) from serious harm. (text field) • <input type="checkbox"/> If a safety threat <u>is active now</u>: = current safety plan <ul style="list-style-type: none"> ○ Describe the active safety threat(s), identify which children are affected, and which caregivers or other adults are involved. (text field) ○ Describe the <u>present</u> protective capacities of each caregiver and highlight <u>significant changes</u> that may have occurred since the last assessment was completed. (text field)

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MSS or AF Step	Fields
	<ul style="list-style-type: none"> ○ Describe the present vulnerability of each child and highlight significant changes that may have occurred since the last assessment was completed. (text field)
	<p>Re-evaluated Safety Response B. from section 2 (checkboxes – select only one)</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Maintain Previous Safety Response • <input type="checkbox"/> Create • <input type="checkbox"/> Modify (automatically generate the Modified Safety Plan) • <input type="checkbox"/> Discontinue • <input type="checkbox"/> Previously Discontinued <p>*if you select Modify or Discontinue and the child is in legally authorized Placement system will prompt with a dialogue box asking “Do you need to complete a Reunification Assessment?”</p> <p>9/16/04: If you checked modify for any of the children – one prompt by system. “Do you need to Modify the Safety Plan → functions of: 1. Copy forward current safety plan 2; archiving old safety plan.</p>
MSS 1 Step 14	<p>Section 3 Child Harm Description: (for each child)</p> <p><u>Current Harm: (section 3A)</u></p> <p>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"> • By child (bring children identified forward) 1 textbox. • Fields pulled forward CA/N reports including (pull forward from safety assessment) <ul style="list-style-type: none"> ○ Date & Time ○ Role ○ Report number ○ Disposition ○ Case Determination ○ Types of Maltreatment
MSS 1 Step 15 - 16	<p><u>Historical Harm: (section 3B)</u></p> <p>Text box header: “For each child, identify and describe all historical reports of abuse and/or neglect. Include the date(s) of report, type(s) of maltreatment, identification of the ACV(s) and AP(s), case disposition(s) and case outcomes(s) (e.g. closed. transferred to ongoing services, child placed in out-of-home care, etc.”</p> <ul style="list-style-type: none"> • The system pulls the historical information from Section 3 of the most recent Safety Assessment <ul style="list-style-type: none"> ○ Type of Maltreatment ○ Date & Time ○ Report number ○ Case Disposition <p>Alternate flow would be noting if any children were TPR’d etc. they aren’t in the family any longer but the worker would want to know whether or not any child(ren) in the past have been removed.</p>

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MSS or AF Step	Fields
	<ul style="list-style-type: none"> ○ Case Determination ○ Names of the individual ○ Role ○ Report Disposition <p>*Note: current harm becomes the Historical harm in future Family Assessments.</p>
MSS 1 Step 18 - 19	<p>Strengths and Needs: (section 4 category 1) Child Functioning (system autofills names, DOB, and age(s) for all children listed in section 1 of the Family Assessment.)</p> <ul style="list-style-type: none"> • Names of children, age, DOB pre-populate Do each assessment element per child. Provide <u>RC</u> (risk contributor) or <u>NRC</u> (Non-Risk contributor) rating for each child. <ul style="list-style-type: none"> ○ Self Protection, Physical/Cognitive/Social Development, Emotional/Behavioral Functioning ○ One read/view only text box previous ratings and rationales. (This should not print on the form) ○ Narrative text box (rationales from previous Family Assessment displays) <p>It should be ONE text box where the worker will record rationales</p>
MSS 1 Step 21 - 23	<p>Strengths and Needs: Adult Functioning (system autofills names, DOB, and age(s) for all adults listed in section 1 of the Family Assessment.)</p> <ul style="list-style-type: none"> • Names of adults, age, DOB pre-populate. Do each assessment element per adult. Provide <u>RC</u> (risk contributor) or <u>NRC</u> (Non-Risk contributor) rating for each adult. <ul style="list-style-type: none"> ○ Cognitive abilities, physical health, emotional/mental health functioning, domestic relations (domestic violence), substance use, response to stressors, parenting practices ○ One read/view only text box previous ratings and rationales. (This should not print on the form) ○ Narrative text box (rationales from previous Family Assessment displays)
MSS 1 Step 24	<p>Strengths and Needs: Family Functioning</p> <ul style="list-style-type: none"> • Provide RC & NRC rating
MSS 1 Step 26 Category 4 – group said Same as Adult Functioning	<p>Strengths and Needs: Historical</p> <ul style="list-style-type: none"> • Names of adults, age, DOB pre-populate. Do each assessment element per adult. Provide <u>RC</u> (risk contributor) or <u>NRC</u> (Non-Risk contributor) rating for each adult. <ul style="list-style-type: none"> ○ Caretaker's victimization of other children, caretaker's abuse/neglect as a child, impact of past services ○ One read/view only text box previous ratings and

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MSS or AF Step	Fields
	<p>rationales. (This should not print on the form)</p> <ul style="list-style-type: none"> ○ Narrative text box (rationales from previous Family Assessment displays) <p>* system alerts user to prior history of all PCSA involved adults</p>
<p>MSS 1 Step 29 Section 5</p>	<p>Emerging Danger: A – Checkboxes (yes continue; No – skip to section 6) (business rule Don't allow section B & C is if No selected in section A) B – Checkboxes any/all Escalation – any/all/or none (business rule – if checked must do C) C – Read/View only text box (rating and rationales from previous Family Assessment displays) Narrative Text box.</p>
<p>MSS 1 Step 30 Section 6</p>	<p>Family's Perception Text Box</p>
<p>MSS 1 Step 31 Section 7</p>	<p>Getting from SDM code...did not write out</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 35 Section 8</p>	<p>Case Analysis Text Box Rationales for each risk item scored: display all risk elements/factors from the ARA rated other than 0.</p>
<p>A.1.</p>	<p>Case Disposition</p>
<p>Section 8 A. 2.</p>	<p>Policy Overrides Text box If override applied; bring over the category/type of override applied and completion of the text box is necessary (mandatory)</p>
<p>Section 8 B.</p>	<p>Underlying conditions Text box</p>
<p>Section 8 C. 1</p>	<p>Case Determination & Service Planning (n/a for Dependency). 1. Report Disposition (select one that applies. If abuse is selected check the appropriate box(es) for type(s) of abuse. For each report we Record Disposition by child and report. Ex: Abuse/Substantiated/Neglect Indicated Abuse: • <input type="checkbox"/> Abuse then select: <input type="checkbox"/> Substantiated <input type="checkbox"/> Indicated <input type="checkbox"/> Unsubstantiated ○ <input type="checkbox"/> Physical Abuse ○ <input type="checkbox"/> Emotional Abuse ○ <input type="checkbox"/> Sexual Abuse ○ <input type="checkbox"/> Child Endangerment ○ <input type="checkbox"/> Out of Home Care Abuse</p>

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MSS or AF Step	Fields
	<p>Neglect :</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Neglect select: <input type="checkbox"/> Substantiated <input type="checkbox"/> Indicated <input type="checkbox"/> Unsubstantiated <ul style="list-style-type: none"> ○ <input type="checkbox"/> Lack of Parental Care ○ <input type="checkbox"/> Abandoned ○ <input type="checkbox"/> Refuses to provide the special care made necessary by the child's mental condition. ○ <input type="checkbox"/> Refuses to provide proper or necessary subsistence, education, medical or surgical care of treatment or other necessary for the child's health, morals, or well being. ○ <input type="checkbox"/> Because of omission of the child's parents, guardian or custodian, suffers physical or mental injury that harms or threatens to harm the child's health or welfare. ○ <input type="checkbox"/> Out of Home Care Child Neglect <p>Record Disposition Date: pulled from section 9, system generated (date of supervisory approval/signoff)</p>
Section 8. C. 2.	<p>2. Matrix-Indicated Case Decision</p> <ul style="list-style-type: none"> • Automated, the system plugs in based on Risk level & Disposition. <p>**The system must have the ability to capture numerous report dispositions by child & by report including secondary findings associated with a specific Assessment/Investigation.</p>
Section 8. C. 3.	<p>3. Override to Matrix</p> <ul style="list-style-type: none"> • <input type="checkbox"/> No <input type="checkbox"/> Yes • If Yes – text box for description and indicate reason and describe circumstance. Matrix indicated decision is based on final risk level and report disposition. Final is the most severe. <p>Final Case Decision:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transfer <input type="checkbox"/> Close, Refer Community Services <input type="checkbox"/> Close
Section 8. C. 4.	<p>4. Service Planning</p> <ul style="list-style-type: none"> • <input type="radio"/> Family Not in Need of PCSA Services – Likelihood of future maltreatment does not warrant continued agency involvement. <ul style="list-style-type: none"> <input type="checkbox"/> Family Referred for Community Services <input type="checkbox"/> Family Referred to Services out of County ➤ Text box: Describe the services and/or interventions that were provided, were already in existence during the assessment process or were referred at case closing, if applicable. • <input type="radio"/> Family in Need of PCSA Services – Likelihood of future maltreatment warrants continued agency involvement. <ul style="list-style-type: none"> <input type="checkbox"/> Voluntary In-Home Supportive Services <input type="checkbox"/> Protective Supervision

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MSS or AF Step	Fields
	<p style="text-align: right;"><input type="checkbox"/> Out-of-Home Placement</p> <p>** Pick list to notate what service(s) were rendered. Allow worker to insert additional pick list rows for multiple services. Identify via IV10 – Identify....(UC82)</p> <ul style="list-style-type: none"> ➤ Add a textbox for Description <p>• <input type="radio"/> Family in Need of PCSA Services Not provided– Services are not provided for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Family Moved/Unable to locate <ul style="list-style-type: none"> <input type="checkbox"/> Protective Services Alert Issued <input type="checkbox"/> Family Refused Services <input type="checkbox"/> Court Petition Denied <input type="checkbox"/> Case Referred to other PCSA (if checked invoked referred....Use Case) <p>➤ Add a textbox for Description</p>
MSS 1 Step 41 Section 9	<p>Signatures</p> <ul style="list-style-type: none"> • Route & Apply Approvals • * must have ability to capture multiple approvals
Report/Form information	<p><u>Family Assessment Details</u> are autofilled by the system.</p> <ul style="list-style-type: none"> • Case name • Case Number • Date of Report(s) • Agency • Caseworker name <p>Information is pulled from the last approved safety assessment, is non-editable, needs to be displayed in the report.</p>

Figure 2 - Important Fields

6 Special Requirements

If the individuals are added to the family assessment (in Steps 5 and 6 of the Main Success Scenario), the system must update the historical information (Section 3.B.) pulled from the Safety Assessment with all report information for the added individuals. The information to be added to Section 3B of the Family Assessment for added individuals is as follows:

- Type of Maltreatment
- Date & Time
- Report number
- Case Disposition
- Case Determination
- Names of the individual
- Role
- Report Disposition

All FRAM historical information needs to be converted in the format(s) created.

All Cuyahoga County's risk assessments (RA) and re-assessments (Re-RA) needs to be converted in the format(s) created.

Policies must be captured within the online help system and available throughout the system.

System must alert user if person has prior PCSA involvement

Header needs to include the number and dates of reports..

6.1 Business Rules

Historical Information TPR- . track adoption process use case – is a child who is TPR'd, will that information populate that information into the family assessment.

There cannot be more than one open/pending Family Assessment at any one point

9/16/04: If you checked modify for any of the children – one prompt by system. “Do you need to Modify the Safety Plan → functions of : 1. Copy forward current safety plan 2. archiving old safety plan.

If the worker selects “Create” as a safety response, the system should prompt with a message “Do you need to create a new safety plan?”

6.2 Safety Responses

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If the worker selects “Modify” as a safety response, the system should verify if the safety response in the most recent approved safety assessment is In-Home safety plan or Out-of-Home safety plan if yes; then the system should prompt with a message “Do you need to modify the existing safety plan?”

If the worker selects “Modify” as a safety response, the system should verify if the safety response in the most recent approved safety assessment is Legally Authorized out-of-home placement; then the system should prompt with a message “Do you need to create a reunification assessment?”

If the worker selects “Discontinue” as a safety response, the system should prompt with a message “Do you need to create a reunification assessment?”

The system should NOT follow with a prompt of any type if the worker selected “Maintain Previous Safety Response” or “Previously Discontinued” safety response in Section 2B.

NOTE: Section 2.B. Safety Response information is captured for each child that is assessed in the Family Assessment.

7 Notes, Background Information, User Interface Ideas

Reqt 82.3 is unclear as to what is to be transferred between Risk Assessment and Report of Abuse/Neglect.

Reqt 82.4 lists family violence as a client characteristic – certain characteristics may be captured in person mgt and can be transferred to the risk assessment, this one won't be in person mgt.

Requirements allocated to this common use case	
	Primary Responsibility
RFP71	<p><i>Original wording:</i> The system must support, by access to current/historical information and online policy help screens, the evaluation and determination of safety and risk factors affecting the case. (Secondary Team 2 & 4)</p> <p><i>Reviewed 8/4/04:</i> No Changes</p>
RFP72	<p><i>Original Wording:</i> The system must provide for input, maintenance, and query of risk assessment information following the Form ODJFS 1500, Family Risk Assessment Matrix. The system must provide update restrictions following supervisor approval. (Secondary Team 2 & 4)</p> <p><i>Reviewed 8/4/04:</i> Change for FAPM The system must provide for input, maintenance, and query of Family Assessment including reviews of safety issues, child harm, emerging danger, strengths and needs assessment, risks, family perceptions, underlying conditions and service planning.</p>
RFP73 Obsoleted	<p><i>Original Wording:</i> The system must provide for input, maintenance, and query statewide of an optional risk assessment process that is based on the National Council on Crime and Delinquency (NCCD), Children's Research Center's basic structured decision-making model (SDM). (Secondary Team 2)</p> <p><i>Reviewed 8/4/04:</i> Obsolete due to FAPM</p>
New RFP– developed in the CM session on 8/11/04	<p><i>8/11/04:</i> System will provide ability to flag any/all risk and non-risk contributors in the Family Assessment to be carried forward into the Case Plan. Out of the selected risk contributors worker wants ability to “cluster” selected</p> <p>Reviewed 8/16/04: New Wording: the worker must be able to flag risk contributors and non-risk contributors in the family assessment. The flagged RC's and NRC's will be carried forward into section 1 of the case plan Strengths and Concerns (needs) and the ability to cluster into like groups within the Case Plan with edit capabilities.</p>
RFP80(s)	The system must be able to display current information about services and provide a list of services that would be appropriate, if available, as part of the assessment function that can be used to provide care.
RFP80.1	Counties must have capability to enter the services they have available and designate, where appropriate, characteristic(s)/family concerns the service is

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Requirements allocated to this common use case	
	recommended to help.
RFP80.2	All services must be tracked by individual as well as by family
RFP80.3	The system must provide statewide service queries by county, client characteristics and/or family concerns.
RFP80.4	The system must provide capability to filter service displays to workers (for those counties that contract services)
RFP81	<i>Original Wording:</i> The system must provide for maintenance and viewing of the Family Risk Assessment information including historical assessments. (Secondary Team 2) <i>Reviewed 8/4/04:</i>
RFP82	<i>Original Wording:</i> The system must provide the ability to electronically transfer information from the Family Risk Assessment to the current Case Plan Document and Semi-Annual Administrative Review (SAR) and appropriate incident(s). Data to be transferred is as follows: (Secondary Team 2) <i>Reviewed 8/4/04:</i>
RFP82.1	<i>Original Wording:</i> Strengths and Concern from Risk Assessment to Case Plan; (Secondary Team 2) <i>Reviewed 8 /4/04:</i>
RFP82.2	<i>Original Wording:</i> Element Factors from Risk Assessment Matrix that have changed since the last Semi-Annual Administrative Review (SAR) to the current Semi-Annual Administrative Review (SAR); (Secondary Team 2) <i>Reviewed 8/4/04:</i>
RFP82.3	<i>Original Wording:</i> Case resolution/disposition and date from Risk Assessment to report of abuse/neglect; (Secondary Team 2) <i>Reviewed 8/4/04:</i>
RFP82.4	<i>Original Wording:</i> Risk rating elements from Risk Assessment to be verified with client characteristics (e.g., drug use, alcohol use, family violence, etc.). (Secondary Team 2) <i>Reviewed 8/4/04:</i>
RFP83	<i>Original Wording:</i> The system must provide the capability to view, online, prior Risk Assessment ratings and rationales by element while working on the new Risk Assessment for the same family. (Secondary Team 2) <i>Reviewed 8/4/04:</i> The system must provide the capability to view, online, prior Family Assessment ratings and rationales while working on the new Family Assessment for the same family. (Secondary Team)
RFP84	<i>Original Wording:</i> The system must be able to print the Family Risk Assessment Matrix (FRAM) following completion of an Form ODJFS 1500 as the model, and the NCCD risk assessment, including options to print by

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Requirements allocated to this common use case	
	<p>element or section.</p> <p><i>Reviewed 8/4/04:</i> The system must be able to print the Family Assessment following completion of an Form ODJFS xxx as the model, and the NCCD risk assessment, including options to print by element or section.</p>
RFP86	The system must support the preparation of alerts, notifications (form letters) and reports required during, and as a result of, the assessment/investigative process
RFP88	The system must provide alerts to the caseworker concerning pending assessments/investigations that are due.
RFP98	<p><i>Original Wording:</i> The system must notify the supervisor that a Risk Assessment has been submitted from the worker pending their approval</p> <p><i>Reviewed 8/4/04:</i></p>
RFP191	<p><i>Original Wording:</i> Refer to Form ODJFS 1500 - Family Risk Assessment Model (FRAM) for data elements (<i>Secondary Team 2</i>) (<i>Data Requirement</i>)</p> <p><i>Reviewed 8/4/04:</i></p>
RFP200	<p><i>Original Wording:</i> Risk assessment historical information (<i>Secondary Team 2</i>) (<i>Data Requirement</i>)</p> <p><i>Reviewed 8/4/04:</i></p>
	<u>Secondary Responsibility</u>
RFP314	<p><i>Original Wording:</i> The system must notify the worker that an updated Risk Assessment is due. This notification will be triggered by cases in which that agency is providing services to family/child and the child is removed, child returns to his/her home, a Semi-Annual Administrative Review (SAR) has been conducted, the Agency terminates services, or the Agency receives any additional allegation of abuse or neglect throughout the life of the case.</p>

Figure 3 – Requirements allocated to this use case