

**Ohio SACWIS Project**  
**Use Case IV07 Maintain Safety**  
**Assessment Information**  
**(UC74)**  
**Version 2.6**

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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	06/16/2004		M. Gagnon C. Roy		Initial version
1.1	07/27/04		T Bendert		Revision during working session
1.2	8/2/04		T Bendert		Additional revisions prior to use case session
1.3	9/13/04		T Bendert		Revisions during session
1.4	9/30/04	A	T Bendert		Added Alt Flow to be able to link an additional report to an in progress safety assessment
1.5	10/1/04		T Bendert		Revisions prior to R. Made edits based on checklist
1.6	10/8/04		T Bendert		Revisions during working group
1.7	10/11/04		T Bendert		Revisions
1.8	10/13/04		T Bendert		Final revisions prior to R's
1.9	10/18/04		C. Roy		Revisions during RRDs
1.10	10/25/04		T Bendert		cleanup after RRD session
2.0	10/26/04		T Bendert		RRD Final version
2.1	2/15/05		T Bendert		Preparing for JAD
2.2	3/8/05		T Bendert		
2.3	3/15/05	A/C	T Bendert		Continued preparation for JAD
2.4	3/17/05	C	T Bendert		Continued prep for JAD
2.5	3/18/05	C	T Bendert		Continued prep for JAD
2.6	3/21/05		T Bendert		Day 1 IT 14

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## 1 Description

This is a CRUD (Create, Read, Update, Delete) use case regarding the primary business entity “Safety Assessment”. This use case describes the process for recording the caseworker’s assessment of safety factors in the alleged child victim(s) caretaker environment.

The assessment of safety is a casework process that is conducted in the field. It is a separate and distinct process that precedes the recording of information gathered to inform and support the assessment of safety. (Safety Assessment tool JFS# 01401)

The JFS Safety Assessment Instrument is designed to capture/record/support information related to child safety. The recording of an assessment of safety is a point in time documentation activity.

### **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 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 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. NOTE: For purposes of the assessment/investigation use cases, we will use supervisor as a generic term.

## 2 Characteristic Information



<b>Name</b>	<b>IV07 – Maintain Safety Assessment Information (UC74)</b>
<b>Scope</b>	 Business – Assessment/Investigation
<b>Level</b>	 - Primary Task
<b>Actor(s)</b>	Worker; Supervisor
<b>Secondary Actors</b>	N/A
<b>Stakeholders and Interests</b>	<ol style="list-style-type: none"> <li>1. PCSA</li> <li>2. Child</li> <li>3. Parent/Caregiver</li> <li>4. ODJFS</li> </ol>
<b>Pre-conditions</b>	<p>Create: A case is open and assigned to a worker.</p> <p>Read: A Safety Assessment Exists</p> <p>Update/Delete Preconditions: A Safety Assessment exists and is in pending/in progress status</p>
<b>Post-conditions</b>	<p>Create: Contents of Safety Assessment are recorded in the system.</p> <p>Read: Safety Assessment is displayed</p> <p>Update: information is updated</p> <p>Delete: not an option after approval</p>
<b>Trigger(s)</b>	N/A
<b>Requirements Addressed</b>	<p>64, 65, 65.1, 65.2, 65.3, 65.4, 65.5, 66, 67, 68, 71</p> <p>(64.1, 64.2, 64.3 are obsolete due to CAPMIS)</p> <p>New Requirements (16)</p>

Figure 1 - IV07 Maintain Safety Assessment Information (UC74)

## 3 Basic Flow

### 3.1 Usage Examples and Narratives

#### Scenario 1: Create a new Safety Assessment

E.g. 1. A PCSA worker is assigned a new report. The worker must conduct an assessment of safety and record information on the Safety Assessment Tool.

#### Scenario 2: Read (view) an existing Safety Assessment

E.g. 1. A PCSA worker wants to view a past Safety Assessment for one of their cases.

#### Scenario 3: Update an existing Safety Assessment

E.g. 1. A worker has received additional information, prior to supervisory approval, which needs to be included on Safety Assessment that is in-progress.

#### Scenario 4: Delete a Safety Assessment

### 3.2 Main Success Scenarios

#### Scenario 1: Create a new Safety Assessment\Investigation

1. The Worker locates the appropriate case in order to create a new safety assessment.
2. The Worker selects which intake(s) to associate to the new safety assessment.
3. The System displays all persons listed in the selected Intake(s) and case members.
4. The Worker selects which persons to include in the safety assessment.
5. The System autofills all of the allegation(s) and Intake category and types from the linked intakes.
6. The Worker records the assessment of safety on the JFS1401 Comprehensive Assessment Planning Model – I.S. Safety Assessment tool.
7. The Worker forwards the safety assessment to their supervisor via CF14 Route and Apply Approvals (UC256).

*Alternate Flows for Scenario 1*

*2a. Safety Assessment is not linked to a report (it was created as a stand alone piece of work)*

2a.1 Worker locates the appropriate case in order to create a new safety assessment.

2a.2. Skip step 2.

2a.3. System displays all active case members.

2a.4. Worker continues at MSS 1 Step 4.

*3a. Worker needs to “add” participants to the Safety Assessment that were not included in the original report(s)*

3a.1. Worker inserts additional participants via PM03 Find A Person Profile (UC67) into the Safety Assessment.

3a.2. Continue to Step 4 of Scenario 1

3a.3. Skip step 6

***2a. Safety Assessment is initiated after the Safety Plan has been created***

2a.1. The worker accesses the system to select the newly assigned intake.

2a.2. The worker selects the safety plan associated to the report.

2a.3. The System creates the Safety Assessment tool, which is auto-filled with information from the Safety Plan.

2a.4. Worker continues at MSS 1 Step 7

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

1. Worker navigates to existing safety assessment, either from their workload or via IN09 Find a Case (UC325).

2. System displays safety assessment.

**Scenario 3: Worker updates a pending safety assessment**

1. Worker accesses the saved in-progress Safety Assessment from their workload.
2. Worker updates the safety assessment with any new information (e.g. another report has come in during the 4 day time frame).
3. Worker records their assessment of safety on the JFS Safety Assessment Tool and sends the Safety Assessment to their supervisor for approval via CF14 Route and Apply Approvals (UC256).
4. Worker records the safety assessment is complete.
5. System forwards the safety assessment to their supervisor via CF14 Route and Apply Approvals (UC256).

#### **Scenario 4: Delete Safety Assessment**

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

#### *Alternative Flow Scenario 4*

##### *Safety Assessment has already been approved*

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

## 4 Important and Required Fields

MSS or AF Step	Fields
MSS 1 Step 2	The system must display all intakes currently NOT associated to a safety assessment. The worker must be able to multi select if they are doing an assessment of safety on more than one intake for any given safety assessment.
MSS 1 Step 3 - 4	The system should display all persons involved in the selected intake(s). The worker then selects which persons to include in the Safety Assessment.
MSS 1 Step 5	<p><b>The system autofills:</b></p> <ul style="list-style-type: none"> <li>▪ Case Name</li> <li>▪ Case Number</li> <li>▪ Agency</li> <li>▪ Caseworker Name</li> <li>▪ Report Number(s)</li> <li>▪ Report Date (received by agency)</li> <li>▪ Type(s) of Allegation(s)</li> <li>▪ All Children in the Family, including their: <ul style="list-style-type: none"> <li>○ Date of Birth,</li> <li>○ Whether or not they are an ACV</li> <li>○ Type of Contact Made</li> </ul> </li> <li>▪ All Adults in the Family, including their: <ul style="list-style-type: none"> <li>○ Date of Birth,</li> <li>○ Relationship to the child(ren)</li> <li>○ Type of Contact Made</li> </ul> </li> </ul>
MSS 1 Step 6	<p>Allegations are pulled forward from intakes linked to the safety assessment. Allegations that are pulled forward are NOT editable. The worker needs the ability to add additional allegations to the list.</p> <p>Intake Categories:</p> <ul style="list-style-type: none"> <li>○ CA/N (including allegation type e.g. physical abuse, sexual abuse)</li> <li>○ Dependency</li> <li>○ Family in Need of Services Intake (including type)</li> <li>○ Information and/or Referral (I &amp;/or R)</li> </ul>
MSS 1 Step 7	<p><b>Safety Assessment tool:</b></p> <p>Date Report Received: Date screened in as report (system pulls from the associated reports)</p>

	<p>*The system must pull forward information from intake participants.</p> <p>Type of allegation(s) and/or type of report: Identifying Information:</p> <ol style="list-style-type: none"><li>1. Children in household<ul style="list-style-type: none"><li>▪ DOB, Age</li><li>▪ Type of contact (contact info, face to face, telephone, etc.) autofills from the case activity contact log.</li><li>▪ ACV indicator</li></ul></li><li>2. Involved Adults<ul style="list-style-type: none"><li>▪ Relationship to children</li><li>▪ Type of contact (contact info, face to face, telephone, etc.)</li><li>▪ AP/Non-offending caretaker indicators</li></ul></li><li>3. For unsuccessful contacts, explain: date, time, who, what plans are for next steps for contact- text field</li></ol> <p>Note: System should pull forward all persons involved in the intake(s) and/or case. The worker must have the ability to remove autofilled persons who should not be included in the safety assessment. The worker must also be able to add additional persons to the safety assessment who were not identified in the report.</p> <p><b>Section 2: Safety Factors</b></p> <ul style="list-style-type: none"><li>▪ 15 safety factors. Each Safety Factor response would be either yes or no. (dropdown)</li></ul> <p>Business rule: Explanation for each response is required regardless of response. - Text field</p> <ul style="list-style-type: none"><li>▪ Indication of Safety Factors that Need Further Assessment are flagged with a checkbox.</li></ul> <p>Text field – autofills all flagged safety factors, needs to be editable for worker to add their plans for further assessment.</p> <p><b>Section 3: Record Historical Information</b></p> <p>For the <u>initial</u> Safety Assessment for a case the system autofills each individual’s (adult &amp; child) report disposition and finding for any report they are associated with. This information should display on the screen as non-editable.</p>
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	<p>The worker needs a textbox in order to add additional information and a clarification summary. The historical information that is pulled forward must be displayed by parent/caretaker; child; other.</p> <div data-bbox="618 396 1336 541" style="border: 1px solid black; padding: 5px;"><p><u>Category:</u></p><p>Caretaker      Child      Other</p><ul style="list-style-type: none"><li>▪ Listing reports &amp; dispositions for each</li></ul></div> <p><b>Subsequent safety assessments place holder</b> because the system will act differently in autofilling the history. System autofills historical info from most recent Family Assessment if one exists. All household members from previous family assessments. Ability to add new historical information from family assessment.</p> <p><b>Section 4: Child Vulnerability</b> Text field -describe child’s vulnerability Child (list children identified as children in household), DOB, Age; non-editable display.</p> <p><b>Section 5: Protective Capacities</b> Display adults identified, age, DOB, (from person management). Text box for narrative.</p> <p><b>Section 6: Safety Response</b> Allow selection of safety response by child. <u>Unless safe is chosen for all children</u>, then ‘Safe’ can not be the safety response. The worker will select a least restrictive to most restrictive safety response depending on the scenario. (This will be reviewed at JAD for by individual child or all children issue. (Brenda)</p> <ol style="list-style-type: none"><li>1) in-home safety plan (least)</li><li>2) out of home safety plan</li><li>3) legally authorized out of home placement (most)</li></ol> <p><u>Safety responses:</u></p> <ul style="list-style-type: none"><li>▪ Safe: All children-no safety threats</li><li>▪ In-home safety plan</li><li>▪ Out of home safety plan</li><li>▪ Legally authorized out-of-home placement</li></ul>
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	<p>Any or all safety plan responses can be selected as appropriate. An explanation is required for any box that is checked with the exception of 'safe'.</p> <p><b>Section 7: Signatures</b>          Caseworker Name -date          Supervisor Name -date          Supervisory comments</p> <ul style="list-style-type: none"> <li>▪ Safety assessment is considered complete when a supervisor signs it. Must be within 4 working days. *close of business on the 4<sup>th</sup> working day. (note: working day = Monday thru Friday)</li> <li>▪ Safety assessment is non-editable after approval</li> </ul>
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Figure 2 - Important Fields

## 5 Special Requirements

1. Alert/tickler needed for the 4 working days to conduct safety assessment if worker cannot make the time frame. The worker would fill out a justification (waiver). e.g. if the worker has attempted to have initial contact and was not able to get in contact with the correct people involved the justification (waiver) must be submitted to supervisor w/in the 4 working days. Once the justification is submitted the supervisor has 1 working day to get approval.
2. The safety assessment auto-populates into the Safety Plan and Family Assessment.
3. If the Safety Plan is completed prior to the completion of a safety assessment the system will autofill information from the safety plan back into the safety assessment.

The system must automatically create an entry in the case activity log based upon the completion date triggers outlined in each specific use case. (this applies to the safety assessment, safety plan, family assessment, case plan, case review, reunification assessment, case plan amendments, SAR, case disposition, independent living plan, supplemental concurrent plan, subsequent report, specialized assessment investigation tool)

Multiple reports associated to one safety assessment.

Worker has received an additional report within the 4 day time frame. The report needs to be linked to the existing pending safety assessment.

The system must automatically create an entry in the case activity log based upon the completion date triggers outlined in each specific use case. (this applies to the safety assessment, safety plan, family assessment, case plan, case review, reunification assessment, case plan amendments, SAR, case disposition,

independent living plan, supplemental concurrent plan, subsequent report, specialized assessment investigation tool)

## 6 Business Rules

1. No more than one safety assessment in effect at any given time. There cannot be more than one pending, in progress, or finalized safety assessment for any one report. If a worker attempts to create a new safety assessment when a pending, in progress, or finalized safety assessment is already in the system, the system should provide a dialog box (popup) that says “A Safety Assessment Already Exists for this Report.”
2. Safety Assessment does not have to be linked to a report (no time frames). A worker may elect to do a safety assessment at any point during the life cycle of a case.

For scenarios of multiple reports associated to ONE safety assessment the following apply.

1. A safety assessment must be completed within 4 working days of receipt of a report.
2. For a subsequent report received within the first 4 working days, the Assessment of Safety may be documented on ONE Safety Assessment Tool.

**IF:**

a.) Caseworker conducted all required interviews to complete Safety Assessment for both reports in first 4 working days. (Information for on-line help)

AND

b.) Supervisor has not signed off on the initial Safety Assessment Tool (System enforced)

Completion of another Safety Assessment Tool is necessary

**IF:**

a.) All activities required for the Safety Assessment activities required by receipt of the second report were not completed when the first 4 working days expire for the first report. (Information for on-line help)

AND

b.) The initial Safety Assessment has been approved by the supervisor.

3. If circumstances warrant and the safety of the child has changed, the agency may elect to complete subsequent safety assessments at any point in time throughout the life of the case.

## 7 Notes, Background Information, User Interface Ideas

1. The system needs to have the ability to add new case members from within a Safety Assessment; easy navigation to person management is needed to accomplish this.
2. If the safety response is anything other than Safe, the PCSA immediately develops a Safety Plan. The system should prompt with a dialog box (popup) if the response is other than safe. “It has been determined a Safety Plan is needed. Do you want to create a Safety Plan at this time?”
3. Remember to discuss in JAD the display of historical information to make sure we have it efficiently and effectively displayed.
4. JAD issue: the system must have the ability to note the creator of the window and note who edited the window (example a supervisor changes a field in the item to be approved – the creator of the window should not be changed but the system would not who edited the window/item).