

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 4 : Assessment</b>	<b>Effective Date:</b> August 1, 2019
	<b>Section 41: Safety Staffing</b>	<b>Version:</b> 3

## STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will conduct a daily safety staffing for each open assessment until the following requirements are met:

1. Each alleged child victim has been interviewed. See policies [4.04 Required Interviews](#), [4.09 Interviewing Children](#) and [Related Information](#) for further guidance;

**Note:** When consent of the parent, guardian, or custodian is not obtained prior to interviewing the child due to exigent circumstances, contact with the parent, guardian, or custodian should occur as soon as possible following the interview, but no later than the same day on which the interview occurred. See policy [4.6 Exigent Circumstances](#) for further guidance.

2. The parent, guardian, or custodian has been interviewed. See policies [4.04 Required Interviews](#), [4.10 Interviewing the Parent, Guardian, or Custodian](#) and [Related Information](#) for further guidance;

**Note:** Daily safety staffing will continue until the assessment is closed when an alleged child victim or parent, guardian, or custodian is unable to be located. The assessment may not be closed with a reason of unable to locate without Family Case Manager (FCM) Supervisor approval.

3. A [Safety Plan \(SF53243\)](#) and/or [Plan of Safe Care \(SF56565\)](#) are developed (if needed) and approved by the FCM Supervisor. See policy [4.19 Safety Planning](#) for further information;
4. Contact notes, which establish safety, are entered in the case management system; and
5. [The Initial Safety Assessment](#) is completed in the case management system.

**Note:** Daily safety staffing of an assessment may continue beyond completion of the above requirements when deemed appropriate for ensuring safety.

The facilitation of a daily safety staffing is in addition to the regular assessment review during case staffing to ensure needed actions are addressed timely, including continual evaluation of the [Safety Plan \(SF53243\)](#) and/or [Plan of Safe Care \(SF56565\)](#).

## Code References

N/A

## PROCEDURE

The FCM will:

1. Initiate each assigned assessment within the appropriate timeframe. See policy [4.38 Assessment Initiation](#) for additional guidance;
2. Update the case management system to reflect all contacts and actions taken, prior to each daily safety staffing;
3. Ensure each open assessment is discussed daily during the safety staffing until the following criteria are met:
  - a. Each child listed as an alleged victim has been interviewed. See policies [4.04 Required Interviews](#), [4.09 Interviewing Children](#) and [Related Information](#) for further guidance.

**Note:** When consent of the parent, guardian, or custodian is not obtained prior to interviewing the child due to exigent circumstances, contact with the parent, guardian, or custodian should occur as soon as possible following the interview, but no later than the same day on which the interview occurred. See policy [4.06 Exigent Circumstances](#) for further guidance.

- b. The parent, guardian, or custodian has been interviewed. See policies, [4.04 Required Interviews](#), [4.10 Interviewing the Parent, Guardian, or Custodian](#) and [Related Information](#) for further guidance,

**Note:** The FCM should complete a referral when an alleged child victim or parent, guardian, or custodian is not able to be located. Daily safety staffing must continue until assessment closure or until all required parties are located and contact is successful. The assessment may not be closed with a reason of unable to locate without FCM Supervisor approval.

- c. A [Safety Plan \(SF53243\)](#) and/or [Plan of Safe Care \(SF56565\)](#) are developed (if needed) and approved by the FCM Supervisor. See policy [4.19 Safety Planning](#) for further information,
    - d. Contact notes, which establish safety, are entered in case management system,
    - e. The [Initial Safety Assessment](#) is completed in case management system, **and**
    - f. The FCM Supervisor determines that daily safety staffing is no longer warranted.

**Note:** Unless the daily safety staffing is rescheduled due to other work duties, the FCM must staff with the FCM Supervisor, Division Manager (DM), or Local Office Director (LOD) before the end of the business day.

4. Upload each approved [Safety Plan \(SF43243\)](#) and/or [Plan of Safe Care \(SF56565\)](#) directly into the case management system; and
          5. Continue to staff the assessment during [clinical supervision](#) until it is closed or transfers to a permanency worker. See policy [4.26 Determining Service Levels and Transitioning to Permanency Services](#) for further guidance.

The FCM Supervisor will:

1. Schedule a daily safety staffing and ensure FCMs understand expectations and preparation requirements for the meeting;
2. Staff each open assessment for which the requirements to ensure safety have not been met;

3. Review, discuss, and update the [Initial Safety Staffing \(SF56567\)](#) form during each Safety Staffing to:
  - a. Document and track actions taken to ensure safety for each assessment, and
  - b. Plan for ensuring safety.
4. Review the [Safety Plan \(SF43243\)](#) and/or [Plan of Safe Care \(SF56565\)](#), discuss any needed revisions to ensure the child's safety, and sign the approved plan. See policy [4.19 Safety Planning](#) for further guidance;
5. Ensure each approved [Safety Plan \(SF43243\)](#) or [Plan of Safe Care \(SF56565\)](#) and all contacts and actions taken are entered in case management system;
6. Ensure the [Initial Safety Staffing \(SF56567\)](#) form is completed in the case management system prior to discontinuing the daily safety staffing for an assessment;
7. Make a determination regarding whether daily safety staffing should continue following the completion of all requirements and notify the FCM of the decision; and

**Note:** The FCM Supervisor should consider the safety of all alleged child victims, as well as, all household children and other children who were present when the incident occurred prior to making a determination regarding the continuation of daily safety staffing.

8. Continue to staff the assessment during case staffing until it is closed or transfers to a permanency worker.

#### **PRACTICE GUIDANCE**

N/A

#### **FORMS AND TOOLS**

1. [Plan of Safe Care \(SF56565\)](#) – Available in the case management system
2. [Safety Plan \(SF53243\)](#) – Available in the case management system
3. [Initial Safety Staffing \(SF56567\)](#) – Available in the case management system

#### **RELATED INFORMATION**

##### **Case Staffing**

Case staffing is a systematic and frequent review of all case information with safety, stability, permanency, and well-being as driving forces for case activities.

##### **Contact vs. Interview**

A contact may be any communication or an in-person observation. An interview occurs when a person is individually questioned about the allegations of a CA/N report not in the presence of family members or witnesses. A contact is not always considered an interview.