

CP – Family Assessment & Case Management Checklist

<input type="checkbox"/> Review report from mandated or voluntary reporter	
<input type="checkbox"/> ICWA Inquiry	Check county and state indices. Refer to ICWA/MIFPA Checklist for procedures.
<input type="checkbox"/> Check prior SSIS records	Check county and state detail under each client.
<input type="checkbox"/> Notify law enforcement orally and in writing within 24 hrs	Notify regardless of whether law enforcement made report.
<input type="checkbox"/> Coordinate assessment with law enforcement if applicable	Coordinate when report indicates there may be danger to the child protection worker.
<input type="checkbox"/> Notice of intent to interview child on school property only when necessary	Preferred practice is to request parent or guardian’s permission to interview child, unless doing so would compromise child safety. Notice of Intent to Interview on School Property document
<input type="checkbox"/> Child Protection Notice of Privacy Practices orally and in writing <ul style="list-style-type: none"> <input type="checkbox"/> Alleged victim (Age10 and older) <input type="checkbox"/> Parents/legal custodians/guardians <input type="checkbox"/> Alleged offender <input type="checkbox"/> Siblings/other children <input type="checkbox"/> Reporter <input type="checkbox"/> Collaterals 	Child Protection Notice of Privacy Practices document
<input type="checkbox"/> Participant contacts/interviews	
<input type="checkbox"/> Alleged victim	Document in SSIS as Child observation/interview.
<input type="checkbox"/> Parents/legal custodians/guardians	Include notification that the child was interviewed without parental consent, where applicable.
<input type="checkbox"/> Alleged offender	Document in SSIS as Adult interview
<input type="checkbox"/> Siblings/other children <input type="checkbox"/> Reporter <input type="checkbox"/> Collaterals	
<input type="checkbox"/> Inquire as to involvement of any non-custodial or absent parent for each child	Best practice is to involve both parents in case planning whenever appropriate (primary caregiver must consent).

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<input type="checkbox"/> Enter client demographic information into SSIS as it becomes available	<p>Hispanic heritage is required.</p> <p>Best practice is to update client contact information; relationships; alternate names; race; ICWA information.</p>
<input type="checkbox"/> Complete SDM Tools <ul style="list-style-type: none"> <input type="checkbox"/> Complete SDM Safety Assessment within 72 hours of contact with family <input type="checkbox"/> Complete SDM Risk Assessment within 45 days <input type="checkbox"/> Complete SDM Family Needs & Strengths within 45 days 	<p>Decisions Tools folder</p>
<input type="checkbox"/> Gather substance involvement & domestic violence information	<p>Document regardless of whether substance involvement or domestic violence is present.</p>
<input type="checkbox"/> Complete Child Maltreatment Report within 45 days <ul style="list-style-type: none"> <input type="checkbox"/> Victim Information <input type="checkbox"/> Conditions/Services <input type="checkbox"/> Determine whether child protective services (CPS) are needed <input type="checkbox"/> Determine whether Family Support Services are requested (only required when CPS are not needed) <input type="checkbox"/> Change Report Status and enter an end date 	<p>Child Maltreatment Report node</p>
<input type="checkbox"/> Notice of Assessment Summary within 10 days	
<ul style="list-style-type: none"> <input type="checkbox"/> Notice of Assessment Summary to parents/legal custodians/guardians <input type="checkbox"/> Notice of Assessment Summary to alleged offender(s) 	<p>Notice of Assessment Summary documents</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Notice to Mandated Reporter 	<p>Send to mandated reporter (required) or voluntary reporter (upon their request).</p> <p>Notice to Mandated Reporter documents</p>
<input type="checkbox"/> Close or transition Assessment workgroup	<p>If not opening for case management services, close workgroup.</p> <p>If opening for case management services, close Assessment workgroup and open Case Management workgroup or use WG Change Log</p>

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	to transition Assessment workgroup.
<i>CASE MANAGEMENT</i>	
<input type="checkbox"/> Complete Application for Services	Reasons why client or authorized representative did not sign must be recorded within workgroup.
<input type="checkbox"/> Complete Children’s Mental Health Screening within 30 days	Complete for each child 3 months to 18 years old within family unit. State-approved instruments include the Ages and Stages Questionnaire (ASQ), Pediatric Symptom Checklist (PSC), and the Strengths and Difficulties Questionnaire (SDQ) and are completed based upon the age of each child. These documents are not located in SSIS. Some exemptions apply. CMH Screenings and Assessments folder
<input type="checkbox"/> Disabilities screening referral if applicable	Best practice to assess need for referral in Family Assessment and to seek screening consent from parent if applicable; parent may refuse to participate in screening. Refusal is not grounds for a CHIPS Petition. Interagency Early Intervention Referral document
<input type="checkbox"/> Complete Child Well Being Tool within 30 days	Complete for each child in family unit. Address areas of CWB needs in service plans. A new CWB Tool should be completed every six months. CWB/Health/Education folder
<input type="checkbox"/> Involve non-custodial or absent parent for each child	Best practice is to involve both parents in case planning whenever appropriate (primary caregiver must consent).

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<input type="checkbox"/> Develop written service plan with family within 30 days	<p>Best practice is to include children in service planning when age appropriate; obtain all relevant signatures.</p> <p>Ensure parents/legal custodians/guardians, child, GAL, and tribe receive copies of the plan.</p> <p>Service Plans folder</p>
<input type="checkbox"/> Enter CW-TCM Eligibility	<p>Enter as directed by your agency.</p>
<input type="checkbox"/> Provide and monitor services described in service plan	
<input type="checkbox"/> Regular client contact	<p>Best practice is at least one face-to-face contact with children and families per month.</p> <p>Record contacts in SSIS: Chronology or User Activity Log.</p>
<input type="checkbox"/> SDM Tools <ul style="list-style-type: none"> <input type="checkbox"/> First Risk Reassessment no later than 90 days after completion of first treatment plan. Reassessments occur quarterly thereafter. <input type="checkbox"/> Family Needs and Strengths Tool every 90 days prior to service plan reviews 	<p>Decisions Tools folder</p>
<input type="checkbox"/> Review service plan at least every 90 days	<p>Modify case plan based on progress and changes in family risks, needs and strengths.</p> <p>Copy plan in Service Plans folder to create new plan.</p>
<input type="checkbox"/> Close workgroup <ul style="list-style-type: none"> <input type="checkbox"/> SDM Risk Reassessment prior to closing <input type="checkbox"/> Notice of Agency Action 10 calendar days prior to closing <input type="checkbox"/> Review and correct data clean-up errors 	<p>Notice of Social Services Action document</p>