

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 4 : Assessment</b>	<b>Effective Date:</b> November 1, 2018
	<b>Section 41: Safety Staffing</b>	<b>Version:</b> 1

**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 separate policies [4.4 Required Interviews](#) and [4.9 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 separate policy, [4.6 Exigent Circumstances](#) for further guidance.

2. The parent, guardian, or custodian has been interviewed. See separate policies, [4.4 Required Interviews](#) and [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 \(SF53243\)](#) is developed (if needed) and approved by the FCM Supervisor. See separate policy, [4.19 Safety Planning](#) for further information;
4. Contact notes, which establish safety, are entered in the Management Gateway for Indiana's Kids (MaGIK); and
5. [The Initial Safety Assessment](#) is completed in the Management Gateway for Indiana's Kids (MaGIK).

**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 [clinical supervision](#) to ensure needed actions are addressed timely, including continual evaluation of the [Safety Plan \(SF53243\)](#).

Code References

N/A

## PROCEDURE

The FCM will:

Initiate each assigned assessment within the appropriate timeframe (see separate policy, [4.38 Assessment Initiation](#));

1. Prior to each daily safety staffing:
  - a. Update MaGIK to reflect all contacts and actions taken, and
  - b. Review the [Safety Staffing \(SF56567\)](#) form and update, as needed, prior to or during each daily safety staffing;
2. 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 separate policies [4.4 Required Interviews](#) and [4.9 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 separate policy, [4.6 Exigent Circumstances](#) for further guidance.

- b. The parent, guardian, or custodian has been interviewed. See separate policies, [4.4 Required Interviews](#) and [4.10 Interviewing the Parent, Guardian, or Custodian](#) and [Related Information](#) for further guidance,

**Note:** The FCM should complete a Permanency and Practice Support (PPS) Investigator 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 \(SF53243\)](#) is developed (if needed) and approved by the FCM Supervisor. See separate policy, [4.19 Safety Planning](#) for further information,
      - d. Contact notes, which establish safety, are entered in MaGIK,
      - e. The [Initial Safety Assessment](#) is completed in MaGIK, 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.

3. Upload each approved [Safety Plan \(SF43243\)](#) to the MaGIK case file; and
        4. Continue to staff the assessment during [clinical supervision](#) until it is closed or transfers to a permanency worker. See separate 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 [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 \(SF43243\)](#), discuss any needed revisions to ensure the child's safety, and sign the approved plan. See separate policy, [4.19 Safety Planning](#) for further guidance;
5. Ensure each approved [Safety Plan \(SF43243\)](#) and all contacts and actions taken are entered in MaGIK;
6. Ensure the [Safety Staffing \(SF56567\)](#) form is completed and uploaded to MaGIK 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 (see above) 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 [clinical supervision](#) until it is closed or transfers to a permanency worker.

#### PRACTICE GUIDANCE

N/A

#### FORMS AND TOOLS

1. [Safety Plan \(SF43243\)](#)
2. [Safety Staffing \(SF56567\)](#)

#### RELATED INFORMATION

##### **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.

##### **Clinical Supervision**

Clinical supervision is a process in which an individual with specific knowledge, expertise, or skill provides support while overseeing and facilitating the learning of another individual. The focus of clinical supervision is on the practice that directly impacts outcomes for families.