

**Department of Human Resources  
Social Services Administration  
311 West Saratoga Street  
Baltimore, Maryland 21201**

**DATE:** December 6, 2001

**CIRCULAR LETTER:** SSA# 02-6

**TO:** Directors, Local Departments of Social Services,  
Assistant Directors for Services, Family Service  
Administrators, Supervisors, and Caseworkers  
Private Foster Care and Adoption Agencies

**FROM:** Linda E. Mouzon, Executive Director  
Social Services Administration

**RE:** Maryland's Safety Assessment for Every Child  
(SAFE-C) and Safety Plan

**PROGRAMS  
AFFECTED:** In-Home Services: Child Protective Services and  
Family Preservation  
Out of Home Placement Services: Kinship, Foster  
Care and Adoption

**ORIGINATING OFFICE:** Children and Family Services

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**PURPOSE:** The principle mission of all child welfare services is  
safety of children. The Maryland Safety Assessment  
for Every Child (SAFE-C) form (Attachment A) is a  
tool designed, to alert staff to situations that pose an  
imminent danger to children. Imminent danger  
describes, a situation that presents a serious threat to  
a child's physical and/or mental wellbeing and which  
demands: immediate intervention to protect the child.

The local department caseworker must act immediately when any child is found to be in an unsafe situation. The two immediate responses are: 1) develop a Safety Plan (Attachment 13) with the caregiver; or 2) remove the child from the unsafe environment. Children in agency custody determined to be unsafe must be moved to a safe placement.

The use of the Maryland SAFE-C should help local departments carry out their mission. The Social Services Administration (SSA) will continue to refine safety assessment and planning tools, using the experience and feedback from child welfare staff and supervisors.

**BACKGROUND:**

The Federal Adoption and Safe Families Act of 1997 (ASFA) and Maryland's HB-1093, Children in Out of Home Placements (1998) identified child safety as the primary consideration in decisions made by caseworkers and supervisors. Safety is the paramount concern when planning for children regardless of living arrangements. The safety assessment process allows for uniform documentation of factors that may indicate an immediate danger to a child and development of a plan by the local department and the caregiver to address that danger. If a child is found to be unsafe, the caseworker must develop a safety plan with the caregiver and child (where appropriate) or move the child to a safe environment. Maryland made the decision to develop a uniform safety assessment instrument.

Using a continuous quality improvement model facilitated by SSA, local departments of social services staff, key stakeholders, and national consultants participated in the development of the safety tools and guides. Forms were designed to guide the assessment and safety planning process for child welfare workers required to do case evaluation and monitoring.

**ACTION REQUIRED OF:**

Child Welfare staff, caseworkers, and supervisors who assess the safety of children in an open case.

**REQUIRED ACTION:**

Caseworkers are required to assess the safety of every child receiving services. The assessment is completed when the child lives in-home or is in an Out of Home placement such as kinship care, foster care, or adoption. Caseworkers will make a referral to protective services when child abuse/neglect is suspected. Each caseworker is responsible for assessing the safety of each child in his/her caseload with the information that is available. This will include not only assessing the child's safety in his or her current setting but also assessing a new setting in which the child is about to be placed. Caseworkers will document that safety was assessed for all children served through use of the SAFE-C instrument. In-Home Services staff may complete one SAFE-C form for each household. Out of Home Services staff will complete one SAFE-C form for each child in agency custody and a separate SAFE-C form for any children still residing with the parent. The SAFE-C form will be completed for families and children at regular intervals established in the Safety Assessment Process.

Supervisors are required to discuss safety with each caseworker, review the SAFE-C and the Safety Plan, and sign their approval. If approval cannot be given, the supervisor must assist the worker in developing a more appropriate safety assessment intervention.

When one or more of the safety influences #1 -16 is checked "Yes" on the SAFE-C, a caseworker is required to develop a Safety Plan (Attachment B), or remove the child if the child is in the home or, if reunification is being considered, delay that action. Removal of a child is the only option for a child in agency custody in Out of Home Care such as Kinship Care, Foster Care, and pre-Adoptive care who is found to be in immediate danger.

**SAFETY ASSESSMENT PROCESS**

Families and children should be assessed for safety at each of following points:

- Immediately following a face to face contact with an alleged victim and contact or attempted contact with the caregiver.

- Not more than 7 days prior to completion/closure of the CPS investigation/ initial assessment.
- Within 7 working days of case acceptance in Continuing Services.
- At the initial placement and each replacement.
- Within 10 working days of the assignment or transfer of the case to the assessor.
- Within 7 working days prior to beginning unsupervised visitation.
- Within 7 working days prior to returning a child home.
- Within 7 working days prior to court appearance/review OR where change in child's circumstances is being recommended.
- Within 7 working days prior to completing a case reconsideration.
- Not more than 7 working days prior to case closure in Continuing Services.
- When the case assessor discovers there is a significant change in the composition of the home.
- When circumstances suggest that the child's safety may be jeopardized.
- When the Safety Plan is re-evaluated.

Workers must determine if a parent or caregiver has the ability to keep the child from being harmed.

Factors to be considered include:

- Does the caregiver understand his or her role and responsibility to protect, nurture and provide for the wellbeing of a child?
- Does the caregiver have the ability to recognize and prioritize a child's needs?
- Does the caregiver understand child development as it relates to a child's vulnerability?
- Does the caregiver have the ability to recognize and anticipate harm or threats of harm to a child?
- Can the caregiver identify actions that are required to prevent harm or threats of harm?
- Does the caregiver have emotional bonds with a child that are expressed or, evidenced in interaction, and which suggest a willingness to protect the child?
- Does the caregiver take quick and effective action to protect a child from danger and threats of harm?

- ❖ To what extent do the observations of neighbors, relatives, school personnel, and others with direct knowledge of the family, support the caseworker's decisions about child safety and a caregiver's protective abilities?

The caseworker must see and conduct a developmentally appropriate interview for each child with regards to safety. A child too young to speak must be seen and, if possible, observed in interaction with the caregiver to determine the caregiver's responsiveness to the child, the nature of the child's responses to the caregiver, and the caregiver's ability to protect the child and meet the child's safety needs. The existence of a potentially harmful situation does not, in and of itself, place the child in immediate danger. Safety influences #1-16 address the caregiver's ability to protect a child from imminent danger, the child's vulnerability, and the elements of the dangerous situation itself. Sexual or physical abuse, mental injury, and neglect place a child in imminent danger. All forms of maltreatment present and past create danger for children.

For Safety influences #17-19 on the SAFE-C, the assessment process requires special handling that includes the following:

- If there is serious injury to a child, and the caregiver does not sufficiently explain what happened, or if service has been provided to the caregiver before for similar harmful behavior and there has been no change, the local department must staff the case immediately.
- If the agency has received reports from more than one source where there is alleged maltreatment involving the same caregiver or child, the case should be reviewed by a standing or ad hoc multidisciplinary team. See Circular Letter SSA# 99-4.

## **SAFETY DECISION PROCESS**

There are four types of safety decisions. A safety decision should be made after safety assessment interviews with all parties have been completed. The following is the preferred order of Safety Assessment Interviews: Recent -most direct source of information for reports of maltreatment (for CPS only); Professional collateral contacts when necessary and appropriate (e.g. police, medical, school, personnel); the Child; Siblings or other children living in the home; Primary Parent/Caregiver; Secondary Parent/Caregiver; Alleged Maltreater; and other adults living in the home. The timing of these interviews will depend on the facts of the case. An explanation of each decision must be included on the SAFE-C.

If a safety influence has not been checked "Yes" on the SAFE-C, the child is considered safe. A child is considered conditionally safe when any influence #1 -16 is checked "Yes", and there is a completed Safety Plan signed by all parties. If safety influence #17-19 is checked "Yes", the child is considered conditionally safe if all actions in a required case staffing are implemented, and there is a professional judgment that the child can remain safely at home.

A child would be considered unsafe if any influence #1 -19 is checked "Yes". Three situations in which a child would be unsafe are:

- A child in an out of home placement is in immediate danger. The child must be removed.
- A caregiver did not agree to a Safety Plan. Immediately discuss with supervisor since court intervention should be initiated by emergency petition and/or a request for an immediate review of all court ordered activities. A service/SOFAR case plan should coincide with this decision.
- Danger cannot be addressed by a Safety Plan. Immediately discuss with supervisor since court intervention should be initiated by

emergency petition and/or a request for an immediate review of all court ordered activities.

A SAFE-C is required whenever a potential placement is recommended. A child would be considered unsafe in a potential placement if any influence #1 -19 is checked "Yes" on the SAFE-C. This requires finding a different resource for the child. The service/SOFAR case plan should coincide with this decision.

### **SAFETY PLANNING PROCESS**

The Safety Plan is the document that demonstrates the caseworker's planning with the responsible caregiver to reduce the immediate danger to the child. Actions in a safety plan are specific, time limited, and must be re-evaluated. Re-evaluation is key for safety planning since it lets the caregiver know that there will be follow up. Supervisors (or appropriate designees) are expected to review, approve and sign safety plans within 24 hours or the next business day.

There will be times that the caregiver is unwilling to cooperate with safety planning. However, the worker should recognize the barriers to cooperation, explain the options to the caregiver in a non-threatening manner; and to take the appropriate action including removing the child. When a safety plan is in place, the case should be closely monitored for compliance, as well as for the effect of the safety plan with regard to the immediate danger to the child. Child welfare staff should be aware of the safety plan and document activities that were used to reduce or eliminate the behaviors that created imminent danger.

### **SAFE-C AND THE COURTS**

The agency attorney may present the SAFE-C and Safety Plan to the court when the agency's position is clearly stated and signed by the caseworker and supervisor. These forms will then be available for the court's consideration in matters involving the child's placement, visitation, and custody.

**TRAINING:**

The University of Maryland, School of Social Work provides training to all child welfare workers and supervisors on safety evaluations and safety planning. Key knowledge, skills and abilities needed to use SAFE-C and the Safety Plan have been identified and are the basis for the training. If a local department notifies SSA that further consultation, training or technical assistance is needed, SSA will provide such assistance to ensure mastery of the safety evaluation and planning process.

**DOCUMENTATION:**

The supervisor will review the SAFE-C to assure: 1) Timely completion at designated intervals; 2) that a worker's assessment reflects an accurate judgement of the situation; and 3) that the Safety Plan, where application strategically addresses all identified safety concerns. The signature of the supervisor signifies approval of the assessment and the safety plan. If the supervisor does not agree with the safety assessment or the Safety Plan, he/she must take immediate steps to resolve the disagreement with staff.

The SAFE-C and the Safety Plan are filed in the case record. Local policy should designate where these forms are filed in the in-home services records. The forms will be filed in Section 1 of the SOFAR record for children in foster care, kinship care, and adoptive placements. The carbon copy of the Safety Plan is to be given to the caregiver or parent.

The SAFE-C and the Safety Plan form should be shared with all child welfare workers with related active cases.

**EFFECTIVE DATE:**

All local departments are required to use the SAFE-C and the Safety Plan by December 31, 2001.

**RELATED ACTIVITY:**

A safety assessment tool for children in Out of Home residential and group care placements is in development.

In calendar year 2001, SSA is again using a continuous quality improvement process to redesign the risk assessment tool. The goal is to streamline risk assessment, improve its utility to caseworkers, and have the safety evaluation and risk assessment instruments permit a complementary and thorough analysis of children and family situations.

The SAFE-C and the Safety Plan will be included as automated documents in the development of MD CHESSIE.

12/6/01



<b>State of Maryland Child Welfare Services</b>				<b>A. DATE ASSESSMENT</b>	
<b>SAFETY ASSESSMENT FOR EVERY CHILD (SAFE-C)</b>				<b>BEGAN</b>	
<small>(Instructions on reverse side)</small>					
<b>B. NAME OF PRIBIARY CAREGIVER/POTENTIAL RESOURCE</b>		<b>I. TIMEFRAME FOR COMPLETION</b>		<b>OF A SAFETY ASSESSMENT (Check all that apply)</b>	
		<b>CPS INVESTIGATIONS</b>		<b>APPLIES TO ALL CHILD WELFARE SERVICES</b>	
		<input type="checkbox"/> At the initial face to face contact with the alleged victim and contact or attempted contact with the caretaker.  <input type="checkbox"/> At completion/closure of investigation		D Within 7 working days prior to case appearance/review OR where change in child's circumstances is being recommended.  U Within 7 working days prior to COMPLETING a case reconsideration.  Not more than 7 working days prior to case closure, in continuation of child welfare service. When the case assessor discovers there is a significant change to the composition of the home or when circumstances suggest that the child's safety may be jeopardized, the Safety Plan is re-evaluated.  Date of final Safety Plan	
<b>RELATIONSHIP</b> 0 Caregiver 0 Potential Resource	<b>D. CASEHEAD ID#</b>				
<b>E. CHILD'S NAME</b>					
<b>F. CHILD'S RELATIONSHIP</b> 13 FOSTER 04 ILLD 11 ADOPTIVE CHILD  13 NATURAL CHILD 0 KINSHIP CARE CHILD 0 VICTIM CHILD 0 OTHER		<b>IN HOME FAMILY SERVICES</b>			
		Q Within 7 working days of case acceptance for Continuing Services.			
<b>G. CHILD'S CASE NUMBER</b>		<b>OUT OF HOME SERVICES</b>			
<b>H. List the names of ALL children assessed. (except in residential facility)</b>		E1 At the initial placement and re-employment.  Q Within ten (10) working days of the assignment or transfer of the case to the assessor.  L2 Within 7 working days prior to beginning unsupervised visitation.  X1 Within 7 working days prior to renaming a child home.			
<b>NAME</b>	<b>a. DOB</b>	<b>b. Relationship to B.</b>			
<b>J. SAFETY INFLUENCES</b>					
1. A caregiver is unable or unwilling to protect the child from the alleged maltreatment.	Yes	No	10. There is no caregiver or substitute caregiver to adequately plan for the child's supervision, which places the child in immediate danger.	Yes	No
2. A caregiver has threatened to harm the child such that the child is in immediate danger.			11. Domestic violence poses an immediate threat to the child. (A separate protection plan for the child's victim may be necessary).		
3. There has been an act of maltreatment, in which a weapon or object (e.g. belt/spoon, gun, knife, cord, hanger, corporal punishment etc) was used to inflict or threaten harm, which suggests that child is in immediate danger.			12. Environmental hazards place the child in immediate danger because, for example there is no caregiver or substitute caregiver who is capable of obtaining resources to meet the child's immediate need for food, clothing, and/or shelter.		
4. A review of the department records (e.g. reports, investigations, open service cases) and/or personal observation, reveals that a caregiver or any adult residing in the home, or with frequent access to the child, has a history/pattern of violence towards others, sexual assault or any form of child maltreatment that places the child in immediate danger.			13. The child's whereabouts are unknown, the family refuses access to the child or other children in the household, or there is reason to believe the family will flee. 14. The child has special needs, behaviors, or medical concerns that the caregivers do not address such that the child is in immediate danger.		
A caregiver's extremely negative description of a child or behavior towards a child places the child in immediate danger.			15. The child's extreme anxiety or fear about the current placement or home environment indicates that the child is in immediate danger.		
6. A caregiver's suspected or observed drug or alcohol use places the child in immediate danger.			16. The child is under age six OR unable to protect self, and conditions in the home indicate immediate danger.		
7. A caregiver's lack of knowledge, skill, or motivation in parenting (e.g. having extremely unrealistic expectations), such that places the child in			17. A child in the home has sustained a serious injury that the caregiver does not sufficiently explain. (If yes, this case = be		

immediate danger.		a. & - - 4, tely.)	
8. A caregiver's behavior as a result of mental or physical illness or disability places the child in immediate danger.		18. Services provided to a caregiver to address harmful behavior resulted in no change, placing the child in immediate danger. (If yes, 9m caw n= be staffai wrnx4ati6)	
9. A caregiver's justification or denial of his/her own harmful behavior or the harmful behavior of others places the child in immediate danger.		19. There are multiple reports from the community. (If yes, discuss with Date of multidisciplinary meeting)	

**K. SAFETY DECISION (Select box 1, 2, 3, or 4)**

1.  **CHILD IS SAFE** 3.  **Child would be UNSAFE if placed with the Potential Resource (Any influence (INFLUENCES 1-19 MARKED NO) 1-19 was checked "Yes" and the plan is to place the child in out of home placement or return the child to the child's home.)**
2.  **CHILD IS CONDITIONALLY SAFE** (return the child to the child's home.)
- a.  Any influence 1-16 was checked "Yes" and there is a completed 4.  **CHILD IS UNSAFE - Any influence 1-19 was checked "Yes". Check one of the Safety Plan (DI-M/SSA 1576) that is signed by all parties. boxes below.**
- b.  Any influence 17-19 is checked "Yes", all actions in a required case a.  Child in an out of home placement is in immediate danger must be removed. staffing have been implemented, and professional judgment is that b.  A caregiver did not agree to a Safety Plan. children can remain safety at home. c.  Danger cannot be addressed via Safety Plan. (explain in cwnor section)

**L. COMMENTS - Attach additional sheets if needed.**

<b>M. ASSESSOR SIGNATURE</b> ID #	<b>N. DATE SAFETY DECISION COMPLETED</b>	<b>O. SUPERVISOR SIGNATURE (APPROVED) DATE</b>	<b>P. DEPARTMENT</b>
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DIPJSSA 1575 (Revised 11/01) Previous editions maybe used until supply is exhausted.

## INSTRUCTIONS

### Purpose:

The Safety Assessment for Every Child (SAFE-Q) supports the determination of safety for all children throughout the child welfare spectrum. It provides specific mandated timeframes for the assessment of safety. The process includes gathering identifying information and recording observations that lead to a safety decision.

The Safety Influences section of the form lists specific areas to consider in determining whether or not a child is in immediate danger. The results of this assessment are used in supporting two critical decisions: whether a child is safe/conditionally safe/unsafe, and whether placement is required. Children in

their own homes may be considered conditionally safe if services and changes that strategically reduce each source of danger can be implemented via 1, 2, or 3. Children living in their own homes, or children living in out-of-home placements, who are in danger must be placed in a safer environment. Supervisory approval of the contents of the safety assessment and the decision making related to safety and placement completes the process.

### Specific Instructions:

#### In Home Services

Complete one form for each household.

Consider the most vulnerable child in the household when answering each of the safety influences.

If a safety factor exists for any child in the household, the response to the specific influence is "YES".

#### Out of Home Services

Complete one form for each child in care.

In cases where there is a non-committed child residing with his or her committed parent in a licensed foster home, include the name of that child in

section H (e.g. child of a teenage parent).

When the natural caregiver has other children still remaining in his or her care, the assessor should complete the form the same as they would for

In-Home Services, name the child in Out of Home placement in section E and all other children assessed in section H.

# In cases when the Out of Home Caregiver has his or her natural children in the home at the time of the safety assessment, the assessor should complete the form the same as they would for In-Home Services, except name the Kinship/Foster/Adoptive child in section E.

Copies of the form can be placed in the files.

A. Date Assessment Began: This is the date the assessor began the safety assessment.

B. **Name of Primary Caregiver/Potential Resource:** You may discuss other caregivers and/or adults residing in the home in section L.

#### C. Check One Relationship

Caregiver: Any adult who is providing the daily care and supervision of the child (ren). This could be parent, foster parent, kinship caregiver, or relative.

Potential Resource: Any person with whom visitation or placement is being considered

D. Casehead ID#: For In-Home services, the casehead is the adult.

For Out of Home maltreatment, the casehead is the child.

E. Child's Name: List the name of the child who is the focus of the Abuse/Neglect report or the youngest child in the family-kinship / foster / adoptive home.

You must complete a form for each kinship / foster / adoptive child.

F. **Child's Relationship** to the caregiver/potential resource who was identified in section B.

G. Child's Case Number: for kinship care, foster care and adoption cases

H. **List the names of ALL children assessed:** List the names of those children in the household who were physically seen to complete this safety assessment,

except for assessment in residential facilities. Include the name of a non-committed child living with his or her committed parent in a licensed foster home.

Include the name of the child identified in section E. If additional space is needed attach another sheet. (The assessment is not considered complete

the children in the care of the alleged maltreater/caregiver safety have been assessed.)

a. **DOB- Date of Birth**

b. **Relationship to B-** Identify the child's relationship to Primary Caregiver/potential resource. Use codes identified in section G.

I - **Timeframe for Completion of a Safety Assessment:** There are four categories with coinciding mandated timeframes. In addition a SAFE-C should be

completed whenever a circumstance suggests that the child's safety may be jeopardized and whenever a Safety Assessment re-evaluation is needed.

Check all

that apply.

J. Safety Influences: See Safety Assessment Handbook (DHR/SSA 1577) for explanation/examples of influences 1-19. Each influence is meant to address the child's immediate and present danger or, in the case of a potential resource, the immediate danger to the child if placed with that resource.

K. Safety Decision: Only one of four decisions can be made. This decision should be made after the sequence for safety assessment interviews with all parties have been completed. The following is the preferred order of Safety Assessment Interviews: Recent - most direct source of information for reports of maltreatment (for CPS only); Professional collateral contacts when necessary and appropriate (e.g. police, medical, school, personnel); the Child;

Sibling/s or

other children living in the home; Primary Parent/Caregiver; Secondary Parent/Caregiver; Alleged maltreater, other adults living in the home (the timing of

the interview depends on the facts of the case) An explanation of each decision must be included in section L.

1. Child is **SAFE:** Influences 1-19 marked "No".

2. Child is **CONDITIONALLY SAFE:** This finding applies primarily to *IV- HOME REUNIFICATION CASES*

a. Any influence 1-16 was checked "Yes" and professional judgment suggests that contracted interventions allow the child to remain in the home.

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nude cn- 4fw dx assezor arrf kre; the i-a\_s5i-rnar, ektakips a &O&y dmyt5M&spa\*aa=nmiditDaz= vi &s0&yq'zhed\* and obtains signatures of aZI parties, agreeing to participate in this Safety Plan)

b. Any influence 17-19 is checked "Yes", all actions in a required case staffing have been implemented, and professional judgment is that children can remain safely in their own home.

3. Child would be **UNSAFE if placed with the Potential Resource:** Any influence 1-19 was checked "Yes" and the plan is to place the child in an out of home placement or return the child to the child's home. Immediately discuss with supervisor since court intervention and all court ordered activities

should be reviewed immediately. A service/SOFAR case plan should coincide with this decision.

4. Child is **UNSAFE:** Any influence 1-19 was checked "Yes". One of the following must apply and be checked.

a. Child in an out of home placement is in immediate danger must be removed.

b. Caregiver did not agree to a Safety Plan. Immediately discuss with supervisor since court intervention should be initiated. File emergency petition and/or all court ordered activities should be reviewed immediately. A service/SOFAR case plan should coincide with this decision.

c. Danger cannot be addressed via Safety Plan. (explain in explanation) Immediately discuss with supervisor since court intervention should be initiated. File, by emergency petition, and/or all court ordered activities should be reviewed immediately.

L. Comments: This section should explain any actions that took place. Discuss why the safety decisions were made. This section should also include follow-up information to any previous assessments and/or plans. (e.g. The d5dduws mnowdfi= the ham ly ciwrt onier.)

M. **Assessor Signature & ID Number-** The signature should be clear and legible. The Assessor can be any Child Welfare person.

N. **Date Safety Decision Completed:** This is the date the assessor made the safety decision.

O. **Supervisor's Approval, Signature and Date:** Upon approval of the assessment the Supervisor or his or her designee should sign and date the form.

P. **Department:** Where case is managed.

COMES- the original copy should stay in the case room & Additional copies can be shared with other Child Welfare services that are actively involved with the family. Send a copy of the safety assessment to social service; Administration

when in residential child care program, or a foster care home that is licensed by a private child placement agency has one or more safety influences that has been checked "Yes"



<b>SAFETY PLAN</b>					A DATE
FOR IN-HOME/REUNIFICATION CASES ONLY					
All actions must be specific steps towards maintaining safety for the specific issue identified.					
PRIMARY CAREGIVER NAME		c. CHILD'S NAME		d. CHILD'S CASE NUMBER/ CASEHEAD ID #	
<p><b>SAFETY RESPONSES-</b> Identify an appropriate response when deciding what action is required to complete the Safety Plan. When using one of the following responses, be very clear as to who or what resource will be supporting the family.</p> <p>1. Use family resources, neighbors, or individuals in the community as safety resources.</p> <p>2. Use community agencies or services as safety resources.</p> <p>3. The alleged perpetrator will leave the home, either voluntarily or in response to legal action.</p> <p>4. The non-maltreating caregiver will move to a safe environment with the child.</p> <p>5. The caregiver(s) will place the child outside the home (formal voluntary placement). Note: include explanation below regarding why responses 1-4 could not be used to keep the child (ren) safe.</p> <p>6. Other: PIPas(- explain in Action Required.</p>					
F. Safety Factor i	G. Safety Issue (Specifically identify individuals)	H. Action Required (See 6 Safety Responses listed in E and clearly identify resources and/or individuals.)	I. Date to be completed	J. Responsible Person	K. Re-evaluation date
<p><b>Note to the primary caregiver.</b> You are <i>required</i> to comply with this safety plan to provide for the safety of your child (ren). If you do not, the agency may go to court. The court may decide to remove the <i>child(ren)</i> from your care.</p>					
L. PRIMARY CAREGIVER SIGNATURE DATE			M. OTHER CAREGIVER SIGNATURE DATE		
N. CHILD'S SIGNATURE (When appropriate) DATE			O. OTHER SIGNATURE DATE		
P. OTHER SIGNATURE DATE			Q. LOCAL DEPARTMENT		
ASSESSOR'S NAME ID# PRINT TELEPHONE			S. SUPERVISOR'S NAME PRINT TELEPHONE		
T. ASSESSOR'S SIGNATURE DATE			U. SUPERVISOR APPROVAL SIGNATURE DATE		
V. Once the assessor and caregiver have signed this plan, go back to section K of the SAFE-C form- Child is Conditionally Safe.			W. If the caregiver refuses to sign this plan, go back to section K of the SAFE-C form- Child is Unsafe		

CASE RECORD COPY

PRIMARY CAREGIVER COPY

## INSTRUCTIONS FOR SAFETY PLAN

### THE SAFETY PLAN CAN ONLY BE USED FOR IN- HOME/REUNIFICATION SERVICES

A Safety Plan is required for any household where there is a " YES" answer to one or more of the safety influences 1-16 identified on the Safety Assessment for Every Child (SAFE-C) form. This plan is to be used in making the decision to allow a child to remain in the home.

- The Safety Plan addresses the specific details of and response(s) to each of the individual safety influences marked "Yes".
  - The Safety Plan should be as concrete as possible regarding the coordination, agreements and responsibilities of the caregiver, the child, DSS staff, other involved family members or friends, professional and non-professional community members.
- 60 This is not a service plan.

- A. **Date** the plan was initiated or revised.
- B. **Primary Caregiver Name-** Use the same name that is identified in section B of the SAFE-C.
- C. **Child's Name-** Identify one of the children from the Safety Assessment. You may also complete a safety plan for each of the children if there are different influences, issues and actions required.
- D. **Child's Case Number or the Casehead ID # -** Use the same number used on the Safety Assessment.
- E. **Safety Responses-** Are meant to be suggestions for the assessor. When using one of the following responses be very clear as to who or what resource will be supporting the family.

F. Safety Factor (Influences # 1-16 taken from the SAFE-C -section J)	G. Safety Issue (Specifically identify individuals)	H. Action Required (As an example use one of the 6 Safety Responses listed in section E (front page of Safety Plan) and clearly identify resources and/or individuals.)	Date to be completed	J Responsible Person	K. Re-evaluation Date
<p>This Factor should coincide with the Safety Assessment</p> <p>Each factor should have a completed section to address the issues that coincide with that factored influence.</p>	<p>Be specific about the identified safety issue. Identify specific details of the issue. Name the caregiver who is a threat to the child's safety.</p>	<p>As an example use one of the 6 Safety Responses listed in section E (front page of Safety Plan)</p> <p>Specific and measurable actions. List and clearly, identify resources and/or individuals. Written in simple language. Desired outcome. The child welfare assessor must involve the primary caregiver(s) support of and participation in the safety plan.</p>	<p>Use reasonable dates. Unlike the risk assessment the safety plan is meant to have very short time frames.</p>	<p>Who is responsible for the action to be carried out? The responsibility for re-evaluating the safety plan should be with the original assessor who initiated the safety plan, unless the supervisor approves another person.</p>	<p>What will the review date be? What date is the action due, to be reviewed with the family? The Safety Assessment re-evaluation should be done within a reasonable time period. ensure that the plan is still in place and to address additional needs that arise. Complete SAFE-C form.</p>

L. Once the safety issues have been documented and addressed with the caregiver, a mutually agreed upon and signed Safety Plan must be

implemented prior to a final safety decision being made on the Safety Assessment.

The primary caregiver's signature should be obtained to reflect this understanding and consent.

M. Other Caregivers signatures should be obtained if he or she has an active role in the Safety Plan.

N. The child's signature can be obtained if he or she has the capacity to understand what is being asked of him or her. It is not mandatory to obtain the

child's signature and the assessor should use sound clinical judgement when discussing the situation with the child.

O. Other persons that are involved with the plan may sign.

P. Same as O.

Q. Identify the Local Department, where the case is managed.

R. Clearly provide the assessor's name since the form will be left with the primary caregiver.

S. Clearly provide the supervisor's name since the form will be left with the primary caregiver.

T. The assessor should sign the form at the same time as the primary caregiver.

U. The supervisor or designee should review, approve and sign this Safety Plan within 24 hours or next business day of the completion by the assessor.

If the supervisor does not approve the Safety Plan, a new Safety Plan should be done with the family with a written explanation. The Supervisor should

document reason for disapproval of the Safety Plan.

v. Once the assessor and caregiver have signed this safety plan, go back to section K of the Safety Assessment form- and mark option 2 -Child is

Conditionally Safe.

w. If the caregiver refuses to sign the safety plan, go back to section K of the Safety Assessment form- and mark option 4- Child is Unsafe

**The Safety Plan must be signed prior to leaving the home.**

**In Cases involving domestic violence, the non-offending caregiver should sign the Safety Plan.**

**A copy of the Safety Plan should be sent to SSA for all child fatality/critical incident reports.**

**Example:**

F. Safety Influences (Influences # 1-16 taken from the SAFE-C -section J)	G. Safety issue (Specifically identify individuals)	H. Action Required (As an example use one of the 6 Safety Responses listed in section E (front page of Safety PLM) and clearly identify resources and/or names.)	I. Date to be completed	J. Responsible Person	IC Date
12	Ms. Jones, the mother of David, has no food in the house and no ___ in acquire food for 1. next week.	Ms Smith- the DSS assessor will obtain emergency food vouchers in the amount of \$50 dollars. Ms. Jones will call David's school counselor to sign up for free lunch. Ms Smith will give Ms. Jones the community list of resources of food kitchens. Ms. Jones will call the list of community resources given to her by Ms Smith Ms Jones and Ms. Smith will begin to develop a service plan to address underlying needs/issues,	Today (7-5-00) 7-6-00 7-6-00 7-6-00 7-6-00 7-8-00	Ms. Smith M; Jones	7-9-00