

Assessment Field Activity

Completing Assessment Tools

Learning Objectives

Field Activity: Completing Assessment Tools (2 hours)

Knowledge

K1. The trainee will be able to identify county protocols related to the use of the Structured Decision Making (SDM) assessment tools.

Skill

S1. The trainee will be able to apply SDM definitions and complete the following tools:

- a. Hotline Assessment Tool, Safety Assessment Tool, Substitute Care Provider Safety Assessment Tool, **OR** Reunification Assessment Tool

AND

- b. Family Risk Assessment Tool (Emergency Response), Family Risk Reassessment for In-Home Cases Tool (Family Maintenance), **OR** Reunification Reassessment Tool (Family Reunification)

Values

V1. The trainee will value following SDM policies and county protocols for the SDM assessment system.

Activity

Practice Area: Assessment

California Core Practice Model Practice Behaviors: 7 (a-f)

Estimated Time Required: 2 hours

Description of Activity:

Trainee will complete **one** of the following safety tools:

- Hotline Assessment Tool
- Safety Assessment Tool
- Substitute Care Provider Safety Assessment Tool
- Reunification Reassessment Tool

AND

The trainee will complete **one** of the following risk tools:

- Family Risk Assessment Tool (Emergency Response)
- Family Risk Reassessment for In-Home Cases Tool (Family Maintenance)
- Reunification Reassessment Tool (Family Reunification)

The activity must be completed using the SDM Policy and Procedure Manual. The trainee will select one of the following options for the activity:

- 1) **ACTIVE CASE:** Select an active case or referral to complete the SDM tools. **(Note: If the trainee is assigned or has reasonable access to a case for which an SDM Assessment is required, the trainee MUST choose this option.)**
- 2) **CASE REVIEW:** Select a case or referral to review. The trainee will review information in CWS/CMS and the physical case in order to complete the SDM tools. **(Note: This option is intended ONLY for trainees without access to a case for which an SDM Assessment is required.)**

Completion of SDM tools are critical to social work practice and the assessment of safety and risk. While not all social workers will be required to complete SDM tools as part of their day-to-day case management responsibilities, all social workers are responsible for understanding how decisions have been made in the case and the experience of families throughout the child welfare system. Safety is at the heart of all decisions made in child welfare. All social workers are assessing for safety no matter their assignment in the child welfare system.

Before the practice opportunity

Field Advisor Responsibility:

- ☐ Meet with the trainee and ensure the trainee has access to SDM documents and the SDM Policy and Procedure Manual.
- ☐ Provide information to the trainee about the importance of SDM assessments throughout the life of the case and how tool completion impacts decisions made by child welfare. Information from SDM assessments are utilized throughout the life of the case and become part of the case record.
- ☐ Determine with the trainee which option from the activity description above (active case or case file review) is most appropriate. Some considerations include: trainee's case/caseload assignment, trainee's position and job responsibilities within the agency.
- ☐ Work with the trainee to select a case for this field activity. If using option 1, ensure that the trainee will have an opportunity to meet with the family to gather information. If using option 2, ensure that the trainee has access to the physical case file and CWS/CMS documentation to gather information.
- ☐ Discuss with the trainee which SDM assessment tools will be used for the activity (based on the trainee's caseload):
 - Hotline Assessment Tool
 - Safety Assessment Tool
 - Substitute Care Provider Safety Assessment Tool
 - Reunification Reassessment Tool
 - Family Risk Assessment Tool (Emergency Response)
 - Family Risk Reassessment for In-Home Cases Tool (Family Maintenance)
 - Reunification Reassessment Tool (Family Reunification)

- ❑ Review any county specific procedures regarding completing assessment tools and answer any questions the trainee has about using the SDM tools.

Social Worker Responsibility:

- ❑ Ask any questions necessary to clarify the process for this activity or the use of SDM tools.
- ❑ If not able to access web SDM, work with the field advisor to obtain hard copies of the SDM tools needed and the SDM Policy and Procedure Manual.

During the practice opportunity

Social Worker Responsibility:

- ❑ Review the SDM tools that will be completed for the selected case.
- ❑ Collect information through conversation with the family or through case record review to complete the SDM tools.
- ❑ Complete the SDM tools using the SDM Policy and Procedure Manual. *Note: Pay special attention to the definitions provided in the SDM Policy and Procedure Manual and ensure thorough review of case information to determine which SDM definition(s) apply.*

Field Advisor Responsibility:

- ❑ Answer any questions the trainee has about using the SDM tools for the selected case.

After the practice opportunity

Field Advisor Responsibility:

- ❑ Review the completed SDM tools with the trainee.
- ❑ Verify that the information used by the trainee is accurate. This may be done by reviewing the case with the trainee and the completed SDM tool. The field advisor should go through each section of the completed SDM tool and the associated definitions from the SDM Policy and Procedure Manual with the trainee and have a discussion about each. Some questions for discussion:
 - Where did the information come from? Is this information documented in the case?
 - How do we know?
 - If the information is unknown, how/where can the information be obtained?
 - Does the information available meet the definition in the SDM Policy and Procedure Manual?
 - Were any overrides used? If so, why?

- Ask the trainee to identify potential situations, which would cause them to mark other information on the tool.
- If the tool as completed does not completely take the trainee through the full use of the tool (i.e.: No Safety Threat, Recommendation to Continue FR services therefore Skipping Reunification Safety Assessment) then pose questions or have the trainee work completely through the tool to get a full scope of how to navigate it.
- ❑ Discuss use of the tool with the trainee and any next steps for the trainee related to SDM tools.
- ❑ Complete the Field Advisor **Assessment Block Field Activity #1: Completing Assessment Tools**
 - https://dc-viawest.qualtrics.com/jfe/form/SV_9zSKTUBzw8fhjNP?Brand=berkeleyssw

Social Worker Responsibility:

- ❑ Reflect on how the SDM tools were completed. Did you use the definitions? Was there information that appeared to be missing after reviewing the completed tool? How will you go about collecting the needed information? How will you document the information that was obtained in the case file?
- ❑ Reflect on how the process of collecting information for completion of the tool may impact future decisions for the case and how information may be used in the future.
- ❑ Reflect on the final recommendation of the assessment tool. Is this consistent with your professional assessment of the situation? If not, consider why there may be a discrepancy. Discuss this with your field advisor.
- ❑ Complete the Social Worker **Assessment Block Field Activity #1: Completing Assessment Tools**
 - https://dc-viawest.qualtrics.com/jfe/form/SV_6VSbzgEwgnRX3HT?Brand=berkeleyssw