

Big Bend Community Based Care Policy & Procedure

Series: 400: Child Welfare Services

Policy Name: Family Assessment

Policy Number: 413

Origination Date: 11/21/2004

Revised: Board Meeting of 12/13/2018

Regulation: 39.407, F.S.
65C-28.003, F.A.C.
CFOP 175-98

Referenced Document:

400-413 x 1, FSFN Family Assessment Form

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), that a family assessment will be completed to identify the strengths, resources and current risks that may impact child safety. The assessment process will be utilized throughout the provision of services to the family.

Procedure

- A. The Family Assessment Tool in the Florida Safe Families Network (FSFN) is to be utilized as it is the legal record of all case history and activity. Should FSFN be offline for any reason, the DCM will complete the FSFN Family Assessment Form and enter the assessment information into FSFN when the system comes back online.
- B. By completing the Family Assessment the DCM will be able to determine and document the following:
 - 1. Whether the child currently can live safely in their current in-home, relative or non-relative placement.
 - 2. Whether the parent or caregiver can provide a permanent and/or stable home in which the child can remain free from abuse or neglect.
 - 3. Identifies the changes, if any, the parent or caregiver will make to provide a safe home for the child.
 - 4. Identifies the needs the parent or caregiver has that hinder them in providing a safe and stable home for the child.
 - 5. Identifies the resources and strengths the family possesses that can be used to improve the child and family's well-being.
 - 6. Determine risk levels and frequency of home visits by the DCM.

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C. General Requirements.

1. All assessments will be conducted in a manner that is sensitive to the social, economic and cultural environment of the family.
2. Family members should actively be involved in identification of any significant issues and solutions to whatever problems may be discussed in the assessment.
3. The viewpoints of family members should be clearly reflected.
4. The Family Assessment will be completed upon initial contact with any family receiving Protective or Family Preservation Services and every six (6) months thereafter until the close of the case.
5. The Family Assessment will be updated for any family receiving Protective or Family Preservation Services any time there is a significant change in the family's situation that may affect the risk level to the child(ren).
6. All Family Assessments must be entered into FSFN and approved by the supervisor in FSFN.

D. Specific Requirements for Visits. Below is the minimum required number of visits based on the level of risk:

1. **Low:** Monthly face-to-face visit in the home with the child and caregivers and one visit in the community or by phone with child and/or caretaker.
2. **Intermediate:** Bi-monthly face-to-face visit in the home with all family members.
3. **High:** Weekly home visits with all family members.

E. Ongoing Assessment and Its Relationship to Safety Planning and Case Plan Updates.

1. The initial and updated Family Assessment has a direct relationship to Case Plan development. The strengths, resources, and the risks to child safety are examined so that interventions and supports can be matched to the family's needs.
2. The case plan is a record of the tasks and activities designed to change the conditions or the behaviors that case the child to be at risk of harm.
 - a. The tasks and activities are based on the strengths of the family, the child safety risk factors and needs of the family identified in the Family Assessment.
 - b. Continuous, ongoing assessment of the safety, strengths and needs will be completed.
3. After each Family Assessment the DCM will determine if the services and tasks in the case plan are still appropriate for the family.
 - a. Are they effective in reducing risk to the child?

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- b. Is the permanency goal still appropriate based on the Family Assessment and input from the family?
- c. Do the services, tasks and goals need to be revised based on changing needs, circumstances or risk level?

4. Family Assessments will include:

- a. A discussion of all services received by the family and any added services;
- b. An explanation of any changes, both improvement and deterioration, in the family, adult and child factors identified three months previous or at the time of the last assessment;
- c. A discussion of any new factors that affect family strengths or risk to the child as well as any changes in planned services or the permanency goal.

F. High Risk Cases and Assessment Updates.

- 1. The cases referred from PI or in the course of case management are identified as meeting the High Risk classification and will require an updated Family Assessment be completed immediately upon receiving the case and in the event of “critical junctures” or to reclassify the level of risk to intermediate or low.
- 2. If at any time after the CTS the DCM designates a case as High Risk, a High Risk Staffing will be completed immediately with the Case Management Supervisor and Program Director in accordance with *BBCBC OP 400-412, High Risk Tracking and Screening*.

G. Updates to the Family Assessment Prior to Reunification, Upon Any Modification of Placement, and at Termination of Services.

- 1. Family Assessments will be updated prior to reunification, upon modification of placement and at the termination of services in order to assess and document any risks, adjust the risk level and to assess the parent or caretaker strengths and needs.
 - a. The assessment will be documented by the completion of a Family Assessment in FSFN.
 - b. If any risk factors are noted during the assessment, these will be discussed thoroughly with family members and the DCM Supervisor and will be clearly noted for the Court of there is Court involvement.