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TRAINING OBJECTIVES

Workers will


- Understand what the Family Services Assessment is and how these assessments are different than the standard child protection assessment.
- Be knowledgeable about what factors must be present for assigning a Family Service Assessment, when such assessment is warranted, as well as identify when a Family Service Assessment must be ruled out and when a Family Services Assessment needs to be reverted to a standard child protection assessment.
- Know what a Family Prevention Plan is and how they are created with a family, as well as identify what role the worker plays within the plan.
- Recognize when closure of a Family Service Assessment is appropriate as well as what documentation is required for the completion of a Family Services Assessment

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CAMERAS ON

- **2 CEUs** will be given to those who maintain cameras on and complete the evaluation (emailed through Qualtrics from CFSTC)
- A CEU completion certificate will then follow from CFSTC email und.cfstc@und.edu

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INTRODUCTION

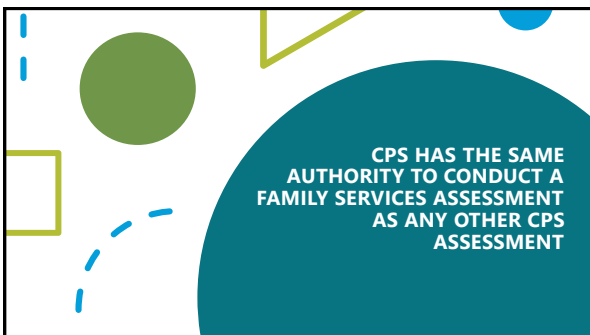
- While all CPS reports require a comprehensive assessment to assure that children are safe and protected, not all need a full child protection services assessment and a maltreatment determination for the family to receive services.
- Sometimes CPS assessment determinations may interfere with service provision by creating an atmosphere that feels adversarial for families and often doesn't make sense to them.
- To develop the most appropriate, most effective, and least intrusive response to "low risk" reports of child abuse or neglect, a Family Services Assessment response has been developed.

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NORTH DAKOTA LAW ALLOWS CPS TO CONDUCT A FAMILY SERVICES ASSESSMENT

- NDCC Chapter 50-25.1-02(14)"Family services assessment" means a child protection services response to reports of suspected child abuse or neglect in which the child is determined to be at low risk and safety concerns for the child are not evident according to guidelines developed by the department.

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CPS HAS THE SAME AUTHORITY TO CONDUCT A FAMILY SERVICES ASSESSMENT AS ANY OTHER CPS ASSESSMENT

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NDCC Chapter 50-25.1-05. Child protection assessment - Alternative response assessment - **Family services assessment.** (emphasis added)

1. The department or authorized agent, in accordance with rules adopted by the department, immediately shall initiate a child protection assessment, alternative response assessment, or **family services assessment** or cause an assessment, of any report of child abuse or neglect including, when appropriate, the child protection assessment, alternative response assessment, or **family services assessment** of the home or the residence of the child, any school or child care facility attended by the child, and the circumstances surrounding the report of abuse or neglect.

2. According to guidelines developed by the department, the department or authorized agent may initiate an alternative response assessment or **family services assessment** if the department or authorized agent determines initiation is appropriate.

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3 ASSESSMENT RESPONSE TYPES



▪ **Child Protection Assessment**
▪ Fact finding process designed to provide information that enables a determination of whether a child meets the definition of an abused or neglected child



▪ **Alternative Response Assessment**
▪ A child protection response involving a substance exposed newborn (<28days) designed to provide referral services to and monitor support services for the SEN and their caregivers; and to develop a plan of safe care for the SEN



▪ **Family Services Assessment**
▪ A child protection response to "low risk" reports that do not identify present or impending danger; safety concerns for the child(ren) are not evident

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What is a Family Services Assessment?



Family Services assessment is a type of assessment that recognizes that not all families need an "investigative" response.

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WHY FAMILY SERVICES ASSESSMENT?

Sometimes, families struggle with difficult situations and just need help and direction to solve family problems.

The Family Services Assessment is meant to prevent family problems from getting worse and to help strengthen families so that the child protection system does not need to be involved.

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WHAT IS DIFFERENT ABOUT THE FSA?

The CPS role focuses on **engaging** with a family to help identify and **connect** the family to supports or services they may need to **strengthen** the family so that further involvement with the child welfare system is not needed.

When a family is eligible and interested in participating in a Family Services Assessment, a **Family Prevention Plan** may be developed and implemented with the family.

No assessment decision is made regarding child abuse or neglect.

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WHEN CAN A REPORT BE ASSIGNED FOR A FAMILY SERVICES ASSESSMENT?

- Reports of suspected child abuse or neglect
- The child is determined to be at low risk of harm/maltreatment
- Safety concerns for the child are not evident
- According to guidelines

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REPORTS OF SUSPECTED CHILD ABUSE OR NEGLECT

- The initial report must meet criteria for a report of suspected child abuse or neglect
- Family Services Assessments are not completed for reports that would currently be Administratively Assessed or Administratively Referred



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THE CHILD IS DETERMINED TO BE AT LOW RISK

Initial report **must not** indicate suspicion of Present or Impending Danger

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EDUCATIONAL NEGLECT

UNSANITARY HOME CONDITIONS

CHILDREN NOT VULNERABLE

INADEQUATE SUPERVISION OF OLDER CHILDREN

CHINS

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RULE OUT FAMILY SERVICES ASSESSMENT

- Open Child Protection assessment
- Reported Present Danger or Impending Danger Threat
- Reports concerning a foster child, or a child placed in relative or kinship care, or with an alternate caregiver
- HSZ had prior custody of child living in the home and the case was closed within the last two years
- Reports of sexual abuse, sex trafficking, physical abuse (includes excessive physical discipline), medical neglect, near death and child fatalities
- Reported concerns involve manufacturing or distribution of illegal substances or involve an active drug raid
- Suspected child victim under age 5
- Report includes a weapon (gun, knife, or other potentially deadly weapon) and has been used to threaten or harm anyone in the home

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MORE RULE OUTS

- Any history of fatal abuse, fatal neglect, or unexplained / undetermined child fatality
- Subject of a previous Services Required / Confirmed CPS decision in the last two years (exception for maltreatment of Educational Neglect)
- Subject is currently listed on the Child Abuse and Neglect Index for physical or sexual abuse
- Subject of a previous Unable to Determine decision
- Multiple previous reports indicating an escalating pattern of abuse and neglect
- A current household member is a registered sex offender or offender against children.

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MORE RULE OUTS

- Suspected victim(s) have been the confirmed victim(s) in a child protection services assessment with a determination of 'Confirmed with an Unknown Subject'
- Child(ren) at risk of removal; active safety plan to control danger threats
- The family has previously refused to participate in services necessary for the safety of the child.
- The family currently declines to participate in the Family Services Assessment.
- The family was non-compliant with or did not successfully complete a previous Family Services Assessment within the last two years

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FAMILY SERVICES ASSESSMENT IS AN OPTION

NDCC Chapter 50-25.1-05. Child protection assessment - Alternative response assessment - Family services assessment, (emphasis added)

- 2. According to guidelines developed by the department, the department or authorized agent may initiate an alternative response assessment or family services assessment if the department determines initiation is appropriate.
- A Family Services Assessment is an option that may be offered when the guidelines are met.
- The family must agree to a Family Services Assessment and cooperate with efforts to create and follow a prevention plan; services and resources to meet identified needs or a CPS assessment must be done.

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WHAT HAPPENS WHEN A FAMILY REFUSES TO PARTICIPATE IN A FAMILY SERVICES ASSESSMENT

- N.D.C.C. 50-25.1-05. **Child protection assessment** - Alternative response assessment - Family services assessment. (emphasis added)
- 1. The department or authorized agent, in accordance with rules adopted by the department, **immediately shall initiate a child protection assessment**, alternative response assessment, or family services assessment or cause an assessment, of any report of child abuse or neglect including, when appropriate, **the child protection assessment**, alternative response assessment, or family services assessment of the home or the residence of the child, any school or child care facility attended by the child, and the circumstances surrounding the report of abuse or neglect.

When a family refuses to participate in a Family Services Assessment a standard child protection services assessment is completed.

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WHEN IS A FAMILY SERVICES ASSESSMENT USED?

- When the reported maltreatment is unlikely to create a state of danger, i. e. educational neglect, home conditions when the child is a teen, etc.
- All child victims in the home are age 5 and older
- Services and supports are available to assist the family in managing the problem
- Food, clothing, and shelter needs are inconsistently met by parents/caregivers (without a 'rule out')
- Parent / caregivers have sufficient protective capacities to assure basic child safety and supervision
- Family has successfully completed a Family Prevention Plan

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HOW IS A FAMILY SERVICE ASSESSMENT ASSIGNED?

A 'low risk' report may be assigned to a CPS Worker as a potential FSA to arrange an initial visit with the family.

When no present or impending danger is identified by the worker during the initial visit, and guidelines are met a Family Services Assessment may be offered to the family at that time.

Offering the FSA to the family may be postponed for consultation with a supervisor if the worker has concerns that the family is unwilling or unable to participate at the time of the initial visit.



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Family Services Assessment Guidelines

RULE OUT - REPORT	
Open Child Protection Assessment	Reported Present Danger or Impending Danger
Report includes a weapon that has been used to threaten or harm anyone in the home	Reported concerns involve manufacturing or distribution of illegal substances or involve a drug raid
Reported sexual abuse, sex trafficking, physical abuse (includes excessive physical discipline), medical neglect, near death and child fatalities	
RULE OUT - HISTORY	
History of fatal abuse, fatal neglect, or unexplained / undetermined child fatality	Multiple previous reports indicating an escalating pattern of abuse and neglect
	Previous non-compliance with services necessary for the safety of the child(ren)
RULE OUT - CHILDREN	
HSZ had prior custody of any child living in the home and the case was closed within the last 2 years	Under 5 years of age
Foster child or a child placed in relative or kinship care, or with an alternate caregiver	Victims of a 'Confirmed with an Unknown Subject' decision
At risk of out of home placement, active safety plan in place to control danger	
RULE OUT - SUBJECT	
Previous Services Required / Confirmed decision in last 2 years (except Ed Neglect)	Currently on the Index for physical or sexual abuse
Previous Unable to Determine decision	Household member is a registered offender
	Declines to participate in the FSA
FAMILY SERVICES ASSESSMENT IS USED WHEN:	
Reported maltreatment is unlikely to create a state of danger	Parent / caregivers have sufficient protective capacities to assure basic child safety and supervision
All child victims are age 5 and older	Services and supports are available to assist the family

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- A thorough assessment is necessary to identify and understand any impending danger threats that may **exacerbate or escalate** to the point of maltreatment.
- Still assessing for **impending danger threats, child functioning and vulnerability, adult functioning, discipline and parenting practices**, however, the tool for documenting the assessment is different.
- Interviewing, observing and assessing all household members
- Parent/caregiver protective capacities** need to be assessed in order to determine whether the parent/caregiver possesses **sufficient protective capacities to move forward with a plan on their own and benefit from community services.**

WHAT DOES THE CPS WORKER ASSESS IN AN FSA?

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HOW SHOULD A CPS WORKER START THE FSA?

- Just as in any CPS assessment, the **first contact is with the reporter**. The CPS worker may explore the FSA approach with the reporter, who may have knowledge or insight into the likelihood that the family may participate in a Family Services Assessment and **has the capacity to follow up with a service plan on their own**.
- After contacting the reporter, a Family Services Assessment is initiated by **contacting the caregiver within 72 hours to schedule a visit** with the caregiver, ideally in the family home. **All children in the home must be seen within the 14-day timeframe (unless a shorter time is assigned)**.

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When children are not alleged to be in danger, we do not need to respond by going to the school to interview them.



CONVIENIENCE

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WHAT HAPPENS AT THE INITIAL CONTACT?

- Let the family know who you are and why you are contacting them.
 - N.D.C.C. 50-25.1-19, "Child protective services duties - Training requirements" applies to the Family Services Assessment.
 1. The department or authorized agent, at the initial time of contact with an individual subject to a child abuse or neglect assessment, shall advise the individual of the specific complaints or allegations made against the individual.
- Ask the parent to set a time to meet with the parent and all members of the household, including all children in the home within the assigned response timeline.
- Be respectful and collaborative with the family. When possible, allow the family to decide when to meet, as long as it is reasonable and within your assigned timeframes.

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CAN I HAVE THE INITIAL MEETING IN THE OFFICE?

- The meeting should be held in the family home whenever possible but can occur elsewhere at the family's request unless the worker needs to assess the conditions of the home.
- Try very hard not to have this visit in your office.
- This is a place that represents your power and authority, and it may be difficult to engage the family using a family-engagement approach.

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WHAT IF I CAN'T GET IN TOUCH WITHIN 3 DAYS?

If a visit cannot be arranged within three days, the worker may need to make an unannounced visit.

Unannounced visits should be rare but when you make an unannounced visit to a home, the goals are the same as for the initial phone call.

Introduce yourself and ask to set up an appointment to meet with the family.	If they invite you in right then to meet with the family, that is ideal, but this is likely to be an exception, not the rule.
------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------

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WHAT IF I CAN'T MEET WITH EVERYONE AT ONCE?

- Try to schedule this initial face-to-face contact with the entire family. However, sometimes only part of the family is available to meet with you.
- You want to be flexible and work with that situation, but make sure you schedule to see all of the children within the assigned time period.
- If it is necessary to see one or more of the children in school:
 - Explain to the parent/caregiver that it is necessary that the worker see all of the children within the assigned time and ask whether the parent/caregiver can offer an alternative time or place to meet with the child.
 - The CPS Worker may meet the child at school, if necessary, just as in any other assessment

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WHAT HAPPENS AT THE INITIAL VISIT?

- Proceed with the visit by:
 - Establishing rapport with the family.
 - Discuss the issues that have brought them to the attention of CPS
 - Provide an opportunity for family members to talk about their family and to ask questions.
 - Explain the Family Services Assessment in more detail
 - ✓ Give the family the 'Family Services Assessment Parents Guide'
 - ✓ Ensure the family wants to participate in the Family Services Assessment and does not prefer the standard child protection assessment (may need to provide the 'What Happens Next' brochure' as well)
- Determine how the family prefers to communicate for future correspondence (phone, face to face, email, text, etc.)

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CPS Family Services Assessment Parents' Guide

What is a Family Services Assessment?
When Child Protection Services receives a report of suspected child abuse or neglect, state law requires that an assessment of the report be completed. The Family Services Assessment is a type of assessment that recognizes not all families need an "investigator" response. Sometimes, families struggle with difficult situations and just need help and direction to solve family problems. That is what the Family Services Assessment is all about. The Family Services Assessment is meant to prevent family problems from getting worse and to help strengthen families so that the child protection system does not need to be involved.

How is a Family Services Assessment different?
In a Family Services Assessment, the family caregiver is contacted, and an appointment is arranged to meet with a CPS Worker. The visit usually takes place in the family home with all household members present and it runs like a family meeting. The CPS Worker shares with the family about the concerns that were reported. While there is discussion about the report, there is also discussion about possible solutions and ways to address the concerns. Both parents and children, if any, may be present. The CPS Worker provides family members with helpful information about programs and services and resources that might be helpful to address the concerns being reported. If the family agrees to follow through with activities and helpful services to remedy family problems, a Family Intervention Plan may be developed. The plan helps everyone understand what is expected. In a Family Services Assessment, no information is made available to a caregiver about an investigator's role. The family simply completes services in order to strengthen their family.

Do All Families Have a Family Services Assessment?
Not every family is eligible to receive a Family Services Assessment; only those where the child abuse and neglect reports indicate there is low risk and there are no concerns for child safety. There are certain criteria that must be met in order to qualify for a Family Services Assessment. If it is determined during the time of a Family Services Assessment that present or impending danger is identified, or a family is not following the Family Intervention Plan as agreed, a family may become ineligible for Family Services Assessment.

WHAT HAPPENS NEXT?
A guide to NORTH DAKOTA CHILD PROTECTION SERVICES

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IS IT NECESSARY TO INTERVIEW EVERYONE INDIVIDUALLY?



- The initial meeting can begin by meeting with parents first or all family members together.
- The worker and supervisor should discuss this at assignment.
- The approach may vary depending on the information in the report, ages of the children, etc.
- The focus of the Family Services Assessment is to engage the family in a non-adversarial, non-legal, strengths-based partnership in order to identify needed services.
- Talk with the family about changes they would like to see to strengthen their family.

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WHAT IF I THINK A CHILD MAY NOT BE SHARING SOMETHING IMPORTANT?

- On occasion, the CPS Worker may need to meet with a child alone to meet response times or to assure child safety.
- When this occurs, explain to the parent why there is a need to speak with the child alone and seek the parent's agreement.
 - If the parent refuses, this may indicate that the parent is not willing or not able to participate in a Family Services Assessment.

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INFORMATION IS GATHERED IN THE FOLLOWING AREAS:

- **Suspected Maltreatment** (factfinding not necessary)
- **Family Strengths and Needs** (EA, childcare, transportation, respite)
- **Child Functioning and Vulnerability** (mental health, physical health, behavior challenges, adverse experiences, education, activities)
- **Adult Functioning** (i.e., behavioral patterns, stress management, problem solving, ability to take action)
- **Disciplinary Approaches** (what is used, consistency, purpose)
- **Parenting Practices** (style, perceptions, challenges, successes, history of protecting)
- **Supports and Services** available to the family

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TRAUMA SCREENING

N.D.C.C. Chapter 50-25.-05 Child protection assessment – Alternative response assessment – **Family services assessment**

7. The department or authorized agent **shall complete** an evidenced-based screening tool during a child protection assessment or a **family services assessment**

- The requirement for trauma screening is in state statute.
- In the Family Services Assessment, the trauma screening for the children **must be offered** to the caregiver(s).
- If caregiver declines, document that the trauma screening was offered but was declined.
- If the caregiver consents, document the trauma screening as in any other case.

****REMEMBER NOT TO ATTACH THE TRAUMA SCREENING TOOL TO THE ASSESSMENT!****

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WHAT KIND OF SERVICE NEEDS SHOULD I BE ASKING ABOUT?

- Service needs can vary widely depending on the family and how open they are willing to be with the CPS Worker.
- Families may be reluctant to identify needs based on impressions of authority or fear of government intrusion, discomfort with discussing family struggles with someone outside the family.
- It may be necessary for the CPS Worker to identify needs the family may not be aware of or may be reluctant to disclose, but which may have been observed or indirectly expressed.

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SERVICES TO ASK ABOUT


- Economic assistance programs
- Assistance with finding childcare
- Mental / behavioral health services for the children/adults/family
- School issues with a child
- Help with making, getting to appointments
- Child development, discipline, etc.
- Budgeting
- Nutrition/meal planning
- Problem solving, goal and task setting
- Home safety

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WHAT IF THE FAMILY INSISTS EVERYTHING IS 'FINE' AND IT ISN'T?


- The CPS Worker must make the following decisions and share the information with the parent/caregiver:
 - Whether there are any concerns about family behaviors, attitudes, motives, emotions, and/or situations that may escalate to the level of an impending danger, but which are not currently active.
 - How the concerning family behaviors, attitudes, motives, emotions, and/or situations are related to the parent/caregiver protective capacities (parent/caregiver role in the behaviors, attitudes, motives, emotions, and/or situations).
 - Offer resources and encourage parent/caregiver to engage in community services to address concerns and prevent escalation of areas of concern

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PRESENT AND IMPENDING DANGER

- When present danger or impending danger are identified (at any time during the assessment) a Family Services Assessment is no longer appropriate, and a **child protection assessment needs to be completed.**

 Before leaving the home ensure that any identified danger is addressed; safety plans need to be in place to control for danger

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FAMILY PREVENTION PLAN



When a family expresses an interest in problem solving or interest for a specific service or type of service, a Family Prevention Plan is appropriate.

A Family Prevention Plan is an informal document that lists concerns/problems identified by the family, services and resources available to address the issues, who will contact the resource and when.

This can be simply written on plain paper and signed by the family and the CPS Worker. Template is included.

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FAMILY PREVENTION PLAN EXAMPLE

- A simple table can be used in documenting a Family Prevention Plan
- A photographed copy can be attached to the assessment

Problem	Activity/Service/Resource	What to Do	Who will Do it	When
Temper tantrums when (child) doesn't get his way	Parenting class/Information about temper tantrums	Call the Parent Resource Center	Worker will make a referral. Mom will call and schedule for the next class on this topic and ask for information about tantrums.	Worker will call in the morning, Mom will call tomorrow afternoon. 555-555-5555

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Problem	Activity/Service/ Resource	What to Do	Who will Do It	When
Not going to school	Meet with the school counselor and teacher to plan how to catch up on missed schoolwork	Call the school counselor for an appointment	Mom and CPS Worker	Monday morning
Mom unable to get child to go to school	Parenting class recommended for managing strong-willed children	Call the Parent Resource Center	CPS Worker will make a referral. Mom will register for the class	CPS Worker – Monday morning. Will let Mom know when the classes are held
Grandma can't get child away from video games	If child refuses school, Mom will take the cable and game controllers to work	Put video cable and controllers in a box every night	Mom and Child	Every night starting tonight
Child fights about game controllers	Mom will turn off the wi-fi	Take wi-fi box to work	Mom	Every time child fights about game controllers
Mom needs Dad's support to follow through	Dad will call home each weeknight to support Mom	Talk to both Mom and child to reinforce the plan	Dad	Every weeknight starting tonight
Child plays video games instead of doing schoolwork	Child will do homework before Mom comes home from work with the video controllers	If homework is done, video games can be played until bed	Child	Every weeknight starting tomorrow

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Problem	Activity/Service/Resource	What to do	Who will do it	When

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WHAT IS THE CPS WORKER'S RESPONSIBILITY FOR THE FAMILY PREVENTION PLAN?


- The CPS Worker may participate in some of the steps in the Family Prevention Plan.
- For example, the CPS Worker may ease the family's anxiety about making a "cold call" to an agency or individual to arrange for assistance or make an appointment, but the family members and their supports are responsible for carrying out the plan.
- The CPS Worker does need to provide a period of monitoring the plan or "coaching" the family in the early steps.
- Ask the family to sign releases to any agencies/individuals participating in the plan so that the CPS Worker can make referrals and follow up.

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SERVICE REFERRALS

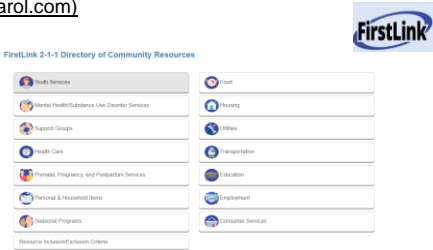
- N.D.C.C. 50-25.1-23. Family services assessment - Services.

1. In response to a family services assessment, the department **shall provide appropriate referral services** to the person responsible for the child's welfare and the children under the same care as may be necessary for the **well-being and safety** of the children.
2. The department may discharge the powers and duties provided under this section through an authorized agent.



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▪ **FirstLink 2-1-1 Directory of Community Resources (icarol.com)**



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▪ **Parents | Parents Lead**

It starts at home.
You play a powerful role in supporting the behavioral health of your kids. By providing a safe and supportive environment that promotes health and well-being your kids can be led down a path where they can grow, learn, and thrive.

What topic are you interested in?
[Select a topic](#)

What can I do?
These four skills can build a foundation for a strong parent-child relationship that promotes behavioral health and encourages safe and healthy decision-making for our kids.


- Talk**
Talk only and often. Be used to your child's feelings.
- Monitor**
Know when your child is safe. Be on top and not too close.
- Role Model**
Be a good example. You set the example for your child's behavior.
- Support**
Be willing to stand in your child's shoes. Be a good listener. Be a good role model.

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**PARENT EDUCATION | NDSU AGRICULTURE AND EXTENSION
PARENT RESOURCE CENTERS**

Extension Program

Parent Education



The Parent Education program provides prevention-focused parenting and family education opportunities for parents, families, professionals, and the community.

[Contact Us | NDSU Agriculture and Extension](#)


FEATURED COURSES

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FOLLOWING UP

- At the close of the initial visit, leave the family with local resources (names, phone numbers, handouts, local agencies to contact, etc.)
- Set a date, time and method for a follow up contact
- Contact the family at the agreed upon date, time and method
- Ask the caregiver for an update since the initial meeting
- Update the caregiver on any contacts you made on their behalf
- Ask about any barriers encountered and brainstorm solutions or offer resources to help with solutions

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HOW LONG DOES THE ASSESSMENT HAVE TO BE MONITORED?

- The CPS Worker should contact the caregiver 7-10 days following the visit to ask about progress on the plan. If the caregiver reports barriers, the CPS Worker should help 'troubleshoot' these barriers with the caregiver.
 - If any of the children are participating in the plan, the worker should also have contact with the child.
- The CPS Worker should also follow up with referral sources or family supports to confirm progress, or to be aware of any barriers to progress.
- These contacts may be completed by phone, text or email, whichever the family has indicated as their preference.

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SECOND FOLLOW UP?

- If the family appears to be struggling, offer a second follow up in 7-10 days.
- Set a date time and method for contact and follow up with the family a second time.
- If the family is still struggling at the time of a second follow up, the CPS Worker may need to schedule a time to meet with the family to discuss the need for more intensive services or consider whether a child protection assessment is needed.

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WHAT IF THE FAMILY DOESN'T COMPLETE THE PLAN?

- 50-25.1-22. Family services assessment - Compliance.
- If a family services assessment is initiated as a result of a report of child abuse or neglect, a decision that a child is confirmed abused or neglected may not be made if a person responsible for the child's welfare complied with the resulting referred services for the child. The department or authorized agent shall determine whether a person responsible for the child's welfare has complied with the referred services. If the department or authorized agent determines a person responsible for the child's welfare **has not complied** with the referred services for the child, a **child protection assessment of the initial report of child abuse or neglect may be completed**.

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WHAT IF THE FAMILY DOESN'T COMPLETE THE PLAN?

- When a Family Prevention Plan is in place and the caregiver has made no effort to follow the plan as agreed, a child protection services assessment must be completed unless sufficient information is available to determine that there is no maltreatment and no present or impending danger.
- The family will not be eligible for another Family Services Assessment for two years.
- When there is no maltreatment and no present or impending danger, the assessment can be closed as terminated in progress

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WHAT IF THE FAMILY HAS ONLY COMPLETED PART OF THE PLAN?

- The CPS Worker and CPS Supervisor will need to determine:
 - Whether the family has taken sufficient steps, to address issues which:
 - Could reasonably escalate to maltreatment or
 - Could reasonably escalate to present or impending danger for the children
- When the identified problems / concerns have been addressed, but the family has not completed all the activities, the CPS Worker and CPS Supervisor may decide to close the Family Services assessment.

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DOCUMENTATION

- Use the CPS Family Services Assessment (Tool 3.1) to document the Family Services Assessment

Other, Specify: Case History

Family Services Assessment

Case #	Case ID/Child ID	Assessment	Date Assessment #
Date Reported	Select date	Date Case Assessed	Select date
CPS Worker Name	First and last names	Supervisor Name	First and last names
Case Name	Case description		
Child	First and last names	DOB/Age	Gender
		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> M <input type="checkbox"/> F
E.M. or Abuse by Child	Check appropriate box	Substantiated	Support
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Concerns	First and last names	Substantiated	Support
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Abuse	First and last names	Substantiated	Support
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Case Staffing

Describe reported concerns:
 Child in danger
 Child in need of services
 Caregiver response to report
 Child in need of services

Immediate needs that were identified during the Family Services Assessment:
 Describe Family Prevention Plan and efforts made to connect the family with community-based resources and services
 Describe family services

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TOOL #3.1
CASE
STAFFING

Describe the reported concerns

Caregiver response to the report (includes caregiver capacity to carry out FPP)

Immediate needs that were identified during the Family Services Assessment

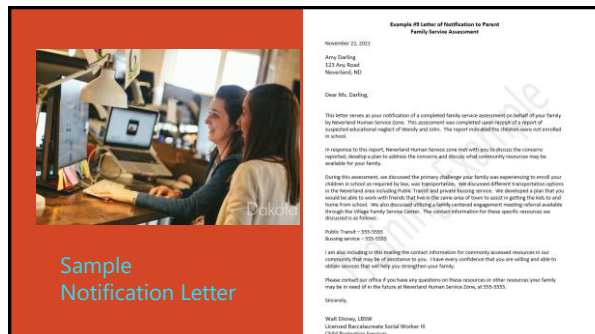
Describe the Family Prevention Plan and efforts made to connect the family with community-based resources and services

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CLOSING

- Staff the assessment with a CPS Supervisor after the initial follow up.
- If the worker, supervisor and family agree, the FSA can be closed
- When the assessment is to be closed, contact the family to let them know that you are closing their assessment.
- Assure that the family knows how to contact community resources.
- The worker should also offer the family to call if they have a question or need a resource in the future.
- Send a closure letter to thank the family for working with you. (Example FSA Notification Letter Provided)

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**Example #3 Letter of Notification to Parent
Family Service Assessment**

November 23, 2021

Amy Darling
123 Any Road
Bismarck, ND

Dear Ms. Darling,

This letter serves as your notification of a completed family service assessment on behalf of your family to the Bismarck Human Services team. The assessment was completed upon request as a report of suspected educational neglect of Wendy and Lily. The report indicated the children were not enrolled in school.

In response to this report, Bismarck Human Services (one call) will pay for discuss the concerns reported through a visit to address the concerns and discuss what community resources may be available for your family.

During this assessment, we discussed the primary challenge your family was experiencing to enroll your children in school as reported by you, and transportation. We discussed different transportation options in the Bismarck area including bus, taxi and private driving services. We discussed a plan that you would be able to work with Wendy that led in the same area of town to avoid getting the kids to and from their school. We also discussed offering family centered engagement regarding referral available through the Village Family Service Center. The related information for these specific resources are discussed as follows:

Public Transit - 555-5555
Bismarck area - 555-5555

I am also including in this mailing the contact information for community accessed resources in our community that may be of assistance to you. I have every confidence that you are willing and able to obtain services that will help you strengthen your family.

Please contact our office if you have any questions on these resources or other resources your family may be in need of in the future at Bismarck Human Services, at 555-5555.

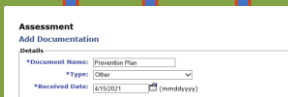
Sincerely,

Wendy Thomas, LICSW
Leadwood Bismarck Human Services Social Worker III
Bismarck, ND

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ATTACH DOCUMENTS TO THE ASSESSMENT – DOCUMENTS

- The SFN 960 – Intake
- Tool #3.1 – Family Services Assessment
- Releases of Information
- Family Prevention Plan
- Any other documents gathered during the assessment
- Notification Letter



Assessment
Add Documentation

Details

*Document Name:

*Type:

*Received Date:

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STAFFING NOTES - FRAME



Document if a Family Services Assessment was discontinued and reverted to a child protection services assessment and the reason for this change.



If no referrals are made on behalf of the family document how it was determined that referrals were not appropriate to the situation.



Document the closing status of any Family Prevention Plan.

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FRAME - ASSESSMENT DECISION

- Document the assessment decision by selecting "Family Services Assessment" from the Decision dropdown in FRAME.
- Select "No-Family Services Assessment" for Maltreatment(s)

Decision

Subject	*Case Decision
Captain Hook	Family Services Assessment
Tinker Belle	Family Services Assessment

Subject: Captain Hook	*Maltreatment
Suspected Maltreatment	No - Family Services Assessment
Educational neglect	No - Family Services Assessment
Add Maltreatment	

Subject: Tinker Belle	*Maltreatment
Suspected Maltreatment	No - Family Services Assessment
Educational neglect	No - Family Services Assessment
Add Maltreatment	

Buttons: Save, Cancel, Print, Update

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FAMILY SERVICES ASSESSMENT PILOT

- The Family Services Assessment was pilot tested in Cass and Burleigh Human Service Zones in March 2021, Buffalo Bridges and North Star Human Service Zones were added in September 2021
- 19 Family Services Assessments have been completed
- Primary report – Educational Neglect
- An FCE was utilized in at least one FSA to gather the family, school, and resources to the table and brainstorm solutions to the identified family problems
- FSA has been used for reports of unruly children and parents in need of direction to access services to meet the child's needs

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VOICE FROM THE FIELD

- Brian Jessen
- Burleigh County Human Service Zone
- How is this the same / different then what we do now?
- Is this more work?



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QUESTIONS?



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