



# Rapid Safety Feedback & Secondary Case Review Instrument

## Child Protective Investigations

*This document contains the case review items, core concepts, instructions and considerations, and rating criterion which critical child safety teams will use to assess open investigations of children under four years of age meeting the criteria described on page 3.*



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## INTRODUCTION

The child welfare practice model for child protection is a continuum of interventions that begin when a child abuse or neglect report is received by the agency and concludes when a case closes, and children are in a safe and permanent home. The effectiveness of this system of services is contingent on all stages of service working together to achieve these outcomes. As a family proceeds through certain steps or decision-making points across stages of service, the safety of the child remains paramount.

The single most critical function of child welfare Critical Child Safety Expert (CCSPE) is the complex process of assessing investigation decision making related to child safety at every stage. The CCSPE's assessment and case consultation is crucial to addressing a child's immediate safety through a thorough understanding of the CPI safety analysis and Safety Plan. The role of the CCSPE is to critically assess the investigative activities to ensure the CPI is assessing the safety of children. These reviews must be completed with a sense of urgency to reduce and prevent child deaths, serious injuries or egregious incidents related to maltreatment or insufficient child welfare case practice.

The sample will be selected using the business objects report entitled "Daily V4MK Child Investigations and Special Conditions Listing" and is available within the FSFN Public Florida. Case reviews are stratified as follows:

### Tier One

CCSPE-QA Managers should pull the cases meeting criteria. Consultations on Tier 1 cases should include the Operations Manager and/or Program Administrator when needed; however, are required to include the CPI and Supervisor.

1. Youngest victim aged 0-3, AND
2. Allegations of Family Violence Threatens Child and/or Intimate Partner Violence Threatens Child, AND
3. Allegations of any type of Substance Misuse (Substance Misuse, Substance Misuse-Alcohol, Substance Misuse-Illicit Drugs, Substance Misuse-Prescription Drugs), AND at least one of the following:
  - (a) Bone Fracture, or
  - (b) Burns, or
  - (c) Internal Injuries, or
  - (d) Sexual Abuse, any form (Sexual Abuse, Sexual Abuse-Sexual Battery, Sexual Abuse-Sexual Exploitation by Parent, Sexual Abuse-Sexual Molestation).

### Tier Two

1. There is at least one prior report on the child victim, another child victim in the home, or a caregiver in the home, AND
2. Youngest victim aged 0-3, AND
3. An allegation of Family Violence Threatens Child and/or Intimate Partner Violence Threatens Child, AND
4. Allegations of any type of Substance Misuse (Substance Misuse, Substance Misuse-Alcohol, Substance Misuse-Illicit Drugs, Substance Misuse-Prescription Drugs).

### Tier Three

1. There is at least one prior report on the child victim, another child victim in the home, or the alleged caregiver responsible, AND
2. Youngest victim is under 12 months of age, AND
3. Allegations of any type of Substance Misuse (Substance Misuse, Substance Misuse-Alcohol, Substance Misuse-Illicit Drugs, Substance Misuse-Prescription Drugs), AND
4. Allegations of physical injury maltreatment.

### Tier Four

All children under 12 months regardless of maltreatment.

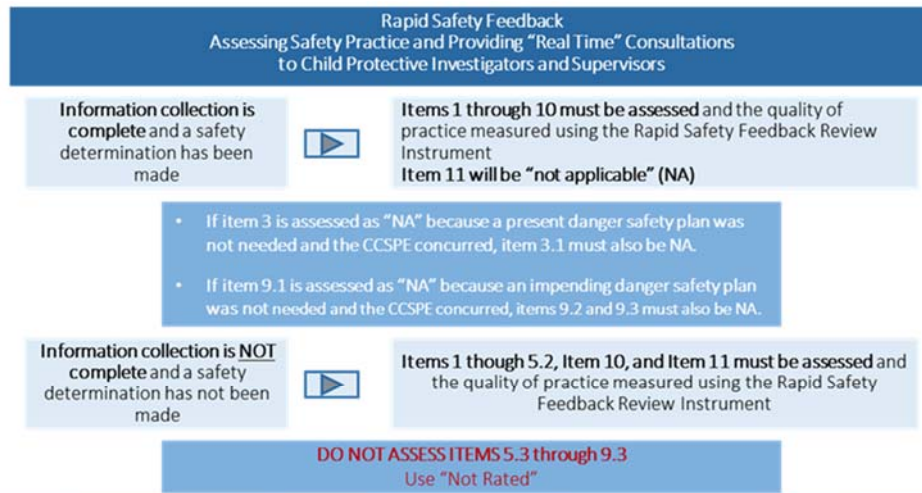
**Tier Five**

1. All children 12 months of age but less than four (4) years of age AND
2. Allegations of Family Violence Threatens Child and/or Intimate Partner Violence Threatens Child AND
3. Allegations of any type of Substance Misuse (Substance Misuse, Substance Misuse-Alcohol, Substance Misuse-Illicit Drugs, Substance Misuse-Prescription Drugs), AND
4. Allegations of physical injury maltreatment.

**Tier Six**

1. All children 12 months of age but less than four (4) years of age with Family Violence Threatens Child and/or Intimate Partner Violence Threatens Child, OR Substance Misuse Maltreatment.
2. At least one prior report on the child victim, another child victim in the home, or a caregiver in the home.

Refer to Windows into Practice for additional stratification and instructions on completing a Request for Action (RFA). An RFA must be submitted by the CCSPE any time they believe there is a critical child safety concern that needs immediate action.



Item Number	Description
1	Are prior child abuse and neglect reports, prior services, and criminal histories accurately summarized and used to assess patterns, potential danger threats, and the impact on child safety?
2	Does the Present Danger Assessment support present danger or the absence of present danger?
3	Did the CPI implement a Present Danger Safety Plan that was sufficient to control the present danger threats identified?
3.1	Is the present danger safety plan effectively managed and monitored by the CPI?
4	Blank
5.1 - 5.6	The CPI collected sufficient information to inform the decision making process related to the presence of impending danger threats, child vulnerability, and caregiver protective capacities? 5.1 Extent of Maltreatment 5.2 Nature of Maltreatment 5.3 Child Functioning 5.4 Adult Functioning 5.5 Parenting General 5.6 Parenting Discipline
6	Did the CPI correctly identify impending danger threats at the conclusion of the Family Functioning Assessment?
7	Is the assessment of caregiver protective capacities supported by information?
8	Does the Family Functioning Assessment drive the correct safety decision?
9.1 - 9.3	9.1 Does safety planning and analysis clearly support the type of safety plan developed? 9.2 Is the safety plan sufficient to control for the identified danger threat? 9.3 Is the safety plan effectively managed and monitored by the CPI?
10	Is the CPI supervisor providing consultation, support, and guidance to ensure sufficient information is collected to support a quality assessment and appropriate decision making?
11	When the investigation is ongoing and information collection is NOT COMPLETE: Is the case on the right track? Did the CPI identify information that is needed and does the CPI have a plan to acquire the information in a reasonable time frame that aligns with case dynamics?

The CCSPE must submit a **REQUEST FOR ACTION** in FSFN or in the supervisory consultation module when the CCSPE assessment is "no" to any of following items:

- Item 3 - Did the CPI implement a Present Danger Safety Plan that was sufficient to control the present danger threats identified?
- Item 8 - Does the Family Functioning Assessment drive the correct safety decision?
- Item 9 - Does safety planning and analysis clearly support the type of safety plan developed?

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*Item 1***ASSESSMENT OF PRIOR CHILD ABUSE AND NEGLECT REPORTS, PRIOR SERVICES, AND CRIMINAL HISTORY****1.0 Are the prior child abuse and neglect reports, prior services, and criminal histories accurately summarized and used to assess patterns, potential danger threats, and the impact on child safety?**

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Yes  No

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*Core Concepts:* In every investigation, the investigator must assess the immediate safety and short and long-term risks to each child and identify the safety service needs for each child and family. One of the most important activities involves assessing household members' and frequent visitors' criminal histories and prior involvement with the child welfare system and using this information to assess patterns, potential danger threats, and the impact on child safety.

*Instructions and Considerations:* The CCSPE's task is to determine how effectively the background information is used to assess patterns, potential danger threats, and the impact on child safety.

- The CCSPE should consider how the investigator used the background history of frequent visitors to assess safety and safety service needs. CCSPEs should carefully consider if the supervisor consultation provided guidance to the investigator and was it considered in the assessment.
- The CCSPE must assess if the information obtained through these checks appropriately drove pre-commencement activities and proper identification of danger threats, parent protective capacities, and child vulnerability.
- Some factors that should affect decisions related to assessment of child safety and danger threats include violent criminal acts, multiple reports of abuse and neglect involving the same perpetrator, or same type of maltreatment, reports documenting prior or current domestic violence, ongoing substance abuse and/or mental health concerns, or any combination thereof.

The following information is provided to give additional guidance to the CCSPE when there are additional household members and/or frequent visitors.

- Additional family or household members. Upon learning there are additional family or household members, the investigator must request criminal background checks be conducted on those people and include the findings in the overall assessment. If there are criminal histories, prior reports of abuse or neglect or prior case management services provided to the child and family, the investigator must consider the entirety of this history during the course of the investigation.
- Frequent Visitor. Abuse history and criminal records checks shall be requested by the child protective investigator on all adult household members not screened by the Florida Abuse Hotline at the time the report was accepted. The criminal records check shall be initiated within 24 hours of the individual's identity and presence in the home becoming known to the investigator. Records checks shall also be completed on any adult visitor to the home who provides care or supervision of the child outside the parent's immediate presence while visiting the home. If the family has lived in another



state within the past five (5) years, the child protective investigator shall contact the appropriate law enforcement and child protection agencies in the state where the family resided and request a criminal, including local, and abuse history check on all subjects and household members of the report (reference FAC 65C-29.003(1)(e)).

CCSPEs must determine if there is evidence or a determination is made that an individual provides care or supervision of the child outside the parent's immediate presence while visiting the home.

Information to consider when deciding if an individual is a frequent visitor:

- Does the visitor spend any unsupervised time in the home with the child?
- Is the visitor ever left in a caregiver role?
- How does the child define the frequent visitor?
- How do collaterals define the frequent visitor? In relation to the information provided by the family?

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and must provide rationale for the rating in the comments section.

- ❑ The CCSPE will consider the following for “Yes” ratings,
  - 1) The investigator provided a justification as to why the prior abuse and criminal history does not pose a threat of harm to the child.
  - 2) The investigator linked observed behaviors to the individuals’ prior abuse and criminal history.
  - 3) The investigator assessed how prior reports and criminal history affects parental behaviors.
  - 4) The investigator assessed for current /future patterns in behaviors based on abuse priors and criminal history to help identify danger threats, caregiver protective capacities and child vulnerability.
  - 5) The investigator engaged the family on various occasions to understand the individuals’ behaviors.
  - 6) The investigator has taken action to ensure the safety of the child while continuing the assessment of the family.
  
- ❑ The CCSPE will consider the following for “No” ratings,
  - 1) A note is in the file indicating only a review of prior abuse and criminal history.
  - 2) Prior abuse and criminal history being contained in the file with no indication of review by the investigator.
  - 3) There is no indication that the background screening information drove pre-commencement activities and the proper identification of danger threats, parent protective capacities, and child vulnerability.
  - 4) A safety plan was made with someone whose criminal history and priors could affect child safety.
  - 5) Missing criminal history and priors due to not identifying the correct focus of household participants and frequent visitors.

**Reference:** CFOP 170-5, Chapter 6, *Pre-Commencement Activities*, dated April 2016.

*Item 2***PRESENT DANGER ASSESSMENT****2.0 Does the present danger assessment support present danger or the absence of present danger?**

Yes  No

*Core Concepts.* Present danger is most often identified at the onset of an investigation; however, can occur at any point in time. Present danger refers to immediate, significant and clearly observable harm or threat of harm occurring to a child in the present time, requiring **immediate protective actions** on the part of the CPI. Assessing for present danger is an ongoing process as family and individual circumstances are dynamic and not static in nature. Even when there is a safety plan in place, at any point during an investigation or an ongoing services case, a new danger threat may be occurring.

*Instructions and Considerations:*

The CCSPE must be very knowledgeable of the danger threats and examples outlined in CFOP 170-5, 13-2. The CCSPE must document in their notes why the present danger assessment accurately supports present danger or the absence of present danger.

Present Danger shall be assessed on the household in which the abuse is alleged to have occurred. If the CPI does not focus the investigation on the correct household, the focus of the Family Functioning Assessment will be lost. Pursuant to CFOP 170-5 “An ‘In-Home’ investigation is an intake in which the child’s parent, legal guardian (i.e., both permanent guardianship through s.39.6221 and temporary custody of a minor through Chapter 751), paramour (residing or frequenting the home) and/or other adult household member with significant caregiver responsibility for care and protection of the child is the alleged person responsible for the maltreatment. The child victim may reside in the household on a full or part-time basis. If the child’s parents or legal guardians have established separate households through divorce or separation, only the household in which the abuse is alleged to have occurred is assessed for danger threats and family functioning.”

The CCSPE must assess the Present Danger Assessment to determine if the investigator appropriately identified which danger threat is occurring. While the general definition for each danger threat is specific in nature, it is critical that an investigator use the full definitions and descriptions provided in the Safety Methodology Desk Reference Guide in determining whether the information collected meets the threshold criteria for each threat. Present danger can be identified by one or more of the eleven danger threats listed below and included in the Safety Methodology Desk Reference Guide. Except as noted, nine of these threats can also represent impending danger in the home; however, within a different context from present danger.

Careful consideration when determining present danger should be made when assessing domestic violence and family violence. Parent/legal guardian or caregiver may not be actively violent in the presence of the worker; however, the domestic violence dynamics within the household could be active. In addition, there should be consideration of information that indicates that a child and spouse are being mistreated. Concerns are heightened when abuse of a child and spouse are both occurring.

**Refer to the full description of Danger Threats in Appendix 1.**

The CCSPE must understand that In present danger, the dangerous situation is in the process of occurring which means it is happening right in the presence of the investigator (e.g., *an infant is left unattended in a*

*parked car) or it might have just happened (e.g., a child presents at an emergency room with a serious unexplained injury) or it happens “all the time” (e.g., young children were left alone last night and are likely to be left home alone again tonight).*

- The child welfare professional is in the midst of the danger the child is subject to and the threatening family condition is happening now and requires an immediate response.
- The threatening family condition may be readily apparent, or it may be an allegation of significant harm that if true requires protective actions. Examples may include:
  - Serious injuries to an infant with no plausible explanation and/or the perpetrator is unknown
  - Allegations of child sexual abuse
- The family condition is dramatic, graphic or notable in its damaging and harmful effect on the child.

During the case consultation, the CCSPE must be prepared to probe in the following areas:

1. The investigator is required to assess present danger in accordance with CFOP 170-5, Chapter 13.
2. Present danger threats are usually identified at initial contact by an investigator; however, can occur during the course of an investigation or while the family is receiving case management services. Serious harm will result to the child without prompt response and interventions.
3. The investigator will identify present danger using the following criteria:
  - a. “Immediate” for present danger means that danger in the family is happening during the time that the CPI is in the home. The dangerous family condition, child condition, individual behavior or act, or family circumstances are active and operating. What might result from the danger for a child could be happening or occur at any moment. What is endangering the child is happening in the present, it is actively in the process of placing a child in peril.
  - b. “Significant” for present danger qualifies the family condition, child condition, individual behavior or acts, or family circumstances as exaggerated, out of control, extreme. The danger is recognizable because what is happening is onerous, vivid, impressive, and notable. Significant is anticipated harm that can result in pain, serious injury, disablement, grave or debilitating physical health conditions, acute or grievous suffering, impairment or death. What the CPI or case manager encounters becomes the dominant matter that must be addressed immediately.
  - c. “Clearly observable” as what is happening or in the process of happening is very transparent. The case manager will see and experience it in obvious ways. There is no guesswork; if the worker must interpret what is going on to be present danger it is not present danger. Usually, when Present Danger exists because of extreme family conditions, a child’s condition, individual behavior or acts, or family circumstances, the CPI will know even without conducting interviews. There are clearly observable actions, behaviors, emotions, or out-of-control conditions in the home that can be specifically and explicitly described which directly harm the child or are highly likely to result in immediate harm to the child.

4. When present danger is not immediately apparent, special consideration needs to be given to the following:
  - a. If what is alleged could be true, does it equate to present danger (e.g., *serious unexplained injuries or sexual abuse allegations*)?
  - b. Is any child in the home vulnerable to the identified threat? (In essence, a threat only exists in tandem with a vulnerable child).
  - c. Does the investigator need to respond to the threat immediately?
5. A CPI will not leave a home when a child is in present danger without establishing a safety plan that goes into effect immediately.

FSFN Documentation. The investigator will utilize the Present Danger Assessment in FSFN to document their assessment. The supervisor will document their consultation with the child welfare professional using the supervisor consultation page in FSFN.

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and must provide rationale for the rating in the comments section. Policy requirements related to assessing present danger is in CFOP 170-5, Chapter 13, and "Assessing Present Danger."

- The CCSPE will consider the following for "Yes" ratings,
  - 1) The investigator described the present danger threat in detail.
  - 2) The investigator linked how the family condition is dangerous to the child and how it immediately affects the child's safety.
  - 3) The investigator describes how the danger threat meets the criteria for present danger.
  - 4) The investigator has taken action to ensure the safety of the child while continuing the assessment of the family.
- The CCSPE will consider the following for "No" ratings,
  - 1) The investigator did not identify present danger upon assessment with the family when the family conditions indicated present danger. A REQUEST FOR ACTION IS REQUIRED.
  - 2) The investigator did not apply the present danger criteria accurately.
  - 3) The CCSPE does not agree with the present danger assessment.

**References:** CFOP 170-5, Chapter 13, *Assessing Present Danger*, dated April 2016.

*Item 3***INITIATION OF A PRESENT DANGER SAFETY PLAN****3.0 Did the CPI implement a present danger safety plan that was sufficient to control the present danger threats identified?**

Yes  No  NA a present danger safety plan was not needed and CCSPE concurs

**3.1 Is the present danger safety plan effectively managed and monitored by the CPI?**

Yes  No  NA a present danger safety plan was not needed and CCSPE concurs

*Core Concepts.* Where there is present danger, a protective response is developed in detail and implemented with the family through a Present Danger Safety Plan. Because family and individual circumstances are dynamic and not static in nature, present danger can be manifested at any point throughout the investigation. Development and implementation of a Present Danger Safety Plan during this initial, very early involvement with the family creates a “safety bubble” around the children in the home. This allows the investigator enough time to collect sufficient information on the family to inform the safety decision; however, the present danger plan shall not be in effect for more than 14 days without a staffing being held to assess the safety plans ongoing effectiveness to protect the child and to discuss and remove any barriers to completing the FFA-investigation.

*Instructions and Considerations:*

Requirements pertaining to the development of the safety plan must meet the following:

- The safety plan controls the behavior, emotion or condition that results in the child being unsafe
- The effect of a safety plan is immediate, and/or continues to protect the child every day

ANYTIME THE CCSPE IDENTIFIES PRESENT DANGER AND A PRESENT DANGER SAFETY PLAN HAS NOT BEEN DONE, A REQUEST FOR ACTION (RFA) MUST BE DONE.

The CCSPE must be knowledgeable of the child welfare practice model. This includes the following requirements:

1. When an investigator encounters a child in present danger, **the investigator must implement a present danger plan prior to leaving the child.**
2. Initial Supervisory Consultation that affirms:
  - a. The investigator has clearly described the child, caregiver(s) and home condition(s) observed during the initial contact with the family.
  - b. The investigator identified present danger and the danger is described to be immediate, significant, and clearly observable.
  - c. The present danger plan is effective in managing the present danger threat.
  - d. The investigator’s decision to take action immediately to assure the protection of the child.
  - e. Supervisors are required to review present danger safety plans within 24 hours of the CPI developing the plan.
  - f. Supervisors are required to request a 2<sup>nd</sup> Tier Consultation for all present danger safety plans in which the child either remains in the home or a Family Arrangement is used.

FSFN Documentation

- 1) The child welfare professional and their supervisor are responsible for ensuring that the safety plan in FSFN is the current, active version of the safety plan in place.
- 2) When a survivor safety plan is developed in cases where a perpetrator is responsible for domestic violence, the survivor plan will be uploaded to the file cabinet and identified as “Survivor Safety Plan.”

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and must provide rationale for the rating in the comments section.

When applying the rating criterion, the CCSPE is looking at the sufficiency of the present danger plan to control the present danger threats identified.

- The CCSPE will consider the following for “Yes” ratings,
  - 1) The investigator identified the appropriate safety services to control and manage the threats of safety with the home.
  - 2) The investigator identified the appropriate safety service providers to help manage the plan.
  - 3) The family was engaged in development of the safety plan.
  - 4) The investigator is sufficiently managing the safety plan with a minimum of weekly contact with all safety service providers.
- The CCSPE will consider the following for “No” ratings,
  - 1) The Investigator did not implement a safety plan.
  - 2) The investigator did not implement a safety plan timely.
  - 3) The development of the safety plan did not include the family.
  - 4) The safety services identified were promissory in nature.
  - 5) The investigator is not managing the safety plan with a minimum of weekly contact with all safety service providers.
  - 6) A safety plan was developed but the safety actions are not sufficient to manage the present danger to the children.
  - 7) There is not a confidential “survivor safety plan” which is still centered around the actions to keep the child(ren) safe and circumstances of the case fall within the statutory requirement.
- The CCSPE will rate this item as NA when a present danger safety plan was not needed and CCSPE concurs.

**Reference:** *Safety Planning:* ss. 39.301(9)(a) 6.a., F.S.; CFOP 170-7, *Develop and Manage Safety Plans*, dated June 2016.

*Item 4*

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*Item 5***SUFFICIENCY OF INFORMATION COLLECTION****5.0 The CPI collected sufficient information to inform the decision-making process related to the presence of impending danger threats, child vulnerability, and caregiver protective capacities as documented in 5.1-5.6.**

ITEM	Yes, sufficient information	No, Insufficient Information	Not Rated
5.1 Extent of the alleged maltreatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2 Nature of maltreatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.3 Child functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.4 Adult Functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.5 Parenting general	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.6 Parenting discipline/ behavior management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Core Concepts.* The six information domains provide the substantive basis for the components which comprise the safety decision making process: (1) the presence of impending danger threats; (2) if a child is vulnerable to the identified threat; and (3) whether there is a non-maltreating parent or legal guardian **in the household** who has sufficient protective capacities to manage the identified danger threat in the home. The sufficiency of this information and interaction of these components are the critical elements in the determination of a child being safe or unsafe. Information gathered and assessed in the domains is essential in order to understand what is occurring in the family day in and day out and to effectively assess child safety and family risk.

Information collection and analysis, including information validation and reconciliation, occurs best by implementing a systematic and structured approach to interviews. During pre-commencement planning, the investigator shall plan the sequencing of interviews and consider the following factors to facilitate the collection of information. Establishing a working relationship with the family to facilitate information gathering requires the investigator spend sufficient time establishing and building rapport with the child's parents/caregivers.

*Instructions and Considerations:* Refer to the full description of the six information domains in Appendix 2. The CCSPE will assess if the information contained within the six domains is sufficient. This assessment is based on documentation in the case and, in the absence of documentation, information provided by the CPI or CPI supervisor during the case consultation with the CCSPE. Information is considered **sufficient** when the information:

- a. Fully describes what has or is happening in each domain, providing a clear picture and accurate understanding of the domain
- b. Is relevant to that domain only (for example, aspects of child functioning are not described in the adult functioning domain, etc.)
- c. Is essential to gaining a full understanding or complete picture of the domain (e.g., "child has numerous healthy peer relationships" is relevant; providing names of friends is not relevant)
- d. Covers the core issues associated with the domain (e.g., Extent of Maltreatment – there is information on severity, maltreatment history, description of specific events, behaviors, emotional and physical symptoms, and identification of maltreating parent, etc.)
- e. Adequately describes the role of other persons in the home or the family resource network in the context of their relationship with the parent/legal guardian



- f. Provides a clear rationale for the decision and provides confidence that the correct conclusion was reached.
- g. Supports the impending danger threshold criteria Supports protective capacity assessment

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this and must provide rationale for the rating in the comments section. CCSPEs will be required to document information gaps explored during consultation, assess if the CPI/CPIS recognized the gaps and their plan for obtaining needed information and needed investigative actions to conclude the investigation and any support provided by the CCSPE to help co-construct action steps around information gaps.

NR when information collection is ongoing and no safety determination has been made. **If any one of items 5.1 - 5.6 are "not rated" all of 5.3-5.6 and Items 6, 7, 8, 9 must be "not rated."**

#### 5.1 and 5.2 Nature of Maltreatment/Circumstances Surrounding:

- The CCSPE will consider the following for "Yes" ratings,
  - 1) Information collected allowed the CCSPE to assess/ identify potential danger threats and understand the family condition
  - 2) Information collected informs:
    - o Type of maltreatment,
    - o Severity,
    - o Description of specific events,
    - o Child's emotional and physical symptoms,
    - o Identification of victim and maltreating caregiver.
  - 3) Condition of child/ parent after the maltreatment. Information collected informs:
    - o Duration of maltreatment
    - o History of Maltreatment
    - o Pattern of caregiver functioning leading to or explaining the maltreatment
    - o Caregivers explanation for maltreatment and family conditions
    - o Unique aspects of maltreatment
    - o Caregiver Intent, acknowledgement, and attitude about the maltreatment.
- The CCSPE will consider the following for "No" ratings,
  - 1) Information collected does not explain what occurred around or leading up to the maltreatment
  - 2) Information is insufficient and could not be ascertained via consultation.
  - 3) Consultation reveals that the investigation is ongoing, information collection is not complete at the time of review and current investigative activities are **not** aligned with appropriate case actions (i.e., lacking urgency on the case with large gaps in activity, or information collection along the wrong course, pertinent contacts or relevant records not obtained).

#### 5.3 Child Functioning:

- The CCSPE will consider the following for "Yes" ratings,
  - 1) If information collected allowed the CCSPE to identify/assess the child's vulnerability.
  - 2) The information sufficiently supports the presence or absence of the identified danger threat regarding the child's emotional and behavioral needs.
- The CCSPE will consider the following for "No" ratings,
  - 1) Information domains where not developed separately for each child.

- 2) The child was not interviewed timely Information is insufficient and could not be ascertained via consultation.
- 3) Consultation reveals that the investigation is ongoing, information collection is not complete at the time of review and current investigative activities are **not** aligned with appropriate case actions as it relates to the information collection within this domain (i.e....children have not been observed and/or interviewed to make an assessment at the time of the review and consultation.).

#### 5.4 Adult Functioning:

- The CCSPE will consider the following for “Yes” ratings,
  - 1) Information collected allowed the CCSPE to assess/ identify potential danger threats and understand the family condition.
  - 2) The CCSPE can identify who that adult is outside of being a parent.
  - 3) Information collected supports the functioning of **all** the significant caregivers within the household.
  
- The CCSPE will consider the following for “No” ratings,
  - 1) Developed separately for each caregiver.
  - 2) The adults were not interviewed within a reasonable time to allow for an accurate assessment of danger threats.
  - 3) Information is insufficient and could not be ascertained via consultation.
  - 4) Consultation reveals that the investigation is ongoing, information collection is not complete at the time of review and current investigative activities are **not** aligned with appropriate case actions as it relates to the information collection within this domain (i.e., significant caregivers or maltreating caregivers have not been interviewed).

#### 5.5 and 5.6 Parenting General/ Parenting Discipline:

- The CCSPE will consider the following for “Yes” ratings, if information collected allowed the CCSPE to assess/ identify parenting beliefs and behavior management techniques within the home.
  
- The CCSPE will consider the following for “No” ratings:
  - 1) Information domains were not developed separately for each parent caregiver.
  - 2) Information is insufficient and could not be ascertained via consultation.
  - 3) Consultation reveals that the investigation is ongoing, information collection is not complete at the time of review and current investigative activities are **not** aligned with appropriate case actions as it relates to the information collection within this domain (i.e., significant caregivers or maltreating caregivers have not been interviewed).

**Reference:** CFOP 170-5, *Child Protective Investigations*, dated April 2016.

*Item 6***IDENTIFICATION OF DANGER THREATS RELATED TO IMPENDING DANGER****6.0 Did the CPI correctly identify impending danger threats at the conclusion of the Family Functioning Assessment?**

Yes  No  Not Rated

*Core Concepts.* “Impending danger” refers to a child being in a continuous state of danger due to caregiver behaviors, attitudes, motives, emotions and/or situations posing a specific threat of severe harm to a child. Impending danger is often not immediately apparent and may not be active and threatening child safety upon initial contact with a family. Impending danger is often subtle and can be more challenging to detect without sufficient contact with families.

Impending danger threats can best be described as a pervasive “state of danger.” Impending danger threats result from persistent and ongoing out-of-control negative family conditions in the home. Impending danger places a child in a continual, imminent, but not present position of being seriously or severely maltreated.

The danger threshold criteria must be considered and applied to identify impending danger. All five aspects of the threshold criteria must be present for impending danger to exist:

- A family condition is out of control.
- A family condition is likely to result in a severe effect.
- The severe effect is imminent.
- The family condition is observable and can be clearly described and documented.
- There is a vulnerable child.

*Instructions and Considerations:*

Refer to the full description of Danger Threats in Appendix 1. The CCSPE must determine if the CPI correctly identified the danger threat at the conclusion of the Family Functioning Assessment.

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and provide rationale for the rating in the comments section.

NR when information collection is ongoing, and no safety determination has been made. **If any one of items 5.1 - 5.6 are “not rated” Item 6 must be “not rated.”**

- The CCSPE will consider the following for “Yes” ratings,
  - 1) The investigator identified the correct danger threat and described the threat in detail.
  - 2) The investigator linked how the family condition is dangerous to the child and how it has or will likely affect the child in the near future.
  - 3) The investigator identified how the danger threat has crossed the threshold criteria for Impending danger.
- The CCSPE will consider the following for “No” ratings,

- 1) The investigator did not clearly identify impending danger threats occurring within the home at the completion of the FFA.
- 2) The investigator did not identify impending danger threat correctly.
- 3) The investigator did not apply the threshold criteria accurately.
- 4) The investigator did not accurately identify the person in the household who provide significant care and protection for the child to include them in the Family Functioning Assessment.
- 5) The investigator did not identify impending danger when impending danger exists

CCSPEs will be required document information gaps explored during consultation, assess if the CPI/CPIS recognized the gaps and their plan for obtaining needed information and needed investigative actions to conclude the investigation and any support provided by the CCSPE to help co-construct action steps around information gaps.

**Reference:** CFOP 170-5, *Child Protective Investigations*, dated April 2016.

## Item 7

### ASSESSING CAREGIVER PROTECTIVE CAPACITIES

#### 7.0 Is the assessment of caregiver protective capacities supported by information?

Yes  No  Not Rated

**Core Concepts.** Caregiver protective capacities are personal behavioral, cognitive and emotional characteristics that can be specifically and directly associated with being protective of one's child. Caregiver protective capacities are personal qualities or characteristics that contribute to vigilant child protection. Caregiver protective capacity is a concept that applies specifically to the adult who lives with a child and is responsible for the primary care of a child. This does not include people who care for a child temporarily such as relatives caring for a child from time to time, day care providers, other institution providers, babysitters, etc. A caregiver protective capacity is a specific quality that can be observed and understood to be part of the way a parent thinks, feels and acts that makes him or her protective. This includes demonstrated behavior over time.

There is also cognitive, behavioral, and emotional caregiver protective capacities related to adult functioning. This refers to personal characteristics that are apparent about a person regardless of whether he or she is a parent. These are characteristics that are typical of how the person (as an adult) functions on a daily basis.

- **Cognitive Protective Capacities Related to Parenting** - Caregivers are more likely to be protective when they understand their protective role. They recognize when their child's safety is threatened. They have an accurate perception of their child. They accurately recognize their child's needs. They possess adequate knowledge about child development, parenting, and protection, and have realistic expectations for their child.
- **Emotional Protective Capacities Related to Parenting** - Caregivers are more likely or motivated to be protective when they demonstrate love toward their child. They are sensitive toward their child. They have empathy for their child. They are emotionally bonded to their child. They feel a positive attachment to their child.
- **Behavioral Protective Capacities Related to Parenting** - Caregivers are more likely to be protective when they have a history of being protective. They control their impulses in parenting situations. They are successful at setting aside their own needs.

**Instructions and Considerations:**

Caregiver protective capacities are to be assessed only for the parent(s)/legal guardians and other persons in the household with significant responsibility for the care and protection of child(ren). The investigator will determine, based on information gathered, if the parent or legal guardian can and will protect a child based on an assessment of specific caregiver protective capacities. These capacities may be behavioral, cognitive, or emotional attributes that demonstrate the individual's degree of adequacy in fulfilling caregiving responsibilities, using resources necessary to meet the child's basic needs, or setting aside personal needs in favor of a child.

Protective capacities are personal and caregiving behavioral, cognitive, and emotional characteristics that specifically and directly can be associated with being protective to one's children. Protective capacities are personal qualities or characteristics that contribute to vigilant child protection.

1) Criteria for Determining Caregiver Protective Capacities

- a. The characteristic prepares the person to be protective
  - b. The characteristic enables or empowers the person to be protective
  - c. The characteristic is necessary or fundamental to being protective
  - d. The characteristic must exist prior to being protective
- 2) When the dynamics of domestic violence are present, the protective capacity assessment will be completed by the child welfare professional as follows:
- a. The survivor and the alleged perpetrator, when the alleged perpetrator is a significant caregiver, will both be assessed when they are members of the household that is the focus of the investigation.
  - b. When the alleged perpetrator is a parent in a different household than the child, only that household will be assessed for protective capacities unless it is learned during the course of the investigation that the parent is also responsible for acts of maltreatment in the home where the child resides.
  - c. In all cases, information from the parent who is the survivor (not the perpetrator) will be gathered and will inform all of the information domains as well as the final safety summary and analysis.
- 3) The investigator will determine whether each of the caregiver protective capacities exists which is supported by information gathered.

All 19 protective capacities contained in the FFA-Investigation need to be assessed by the investigator in light of overall functioning, independent of the maltreatment incident itself and actual maltreatment findings. The investigator must make a decision about a caregiver's ability to protect his or her child from a danger threat in the home. The parent either does or does not have sufficient protective capacity to protect the child. Vulnerability and protectiveness are not measured by degree, but by determining the variable being considered is present or absent.

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and provide rationale for the rating in the comments section.

NR when information collection is ongoing, and no safety determination has been made. **If any one of items 5.1 - 5.6 are "not rated" Item 7 must be "not rated."**

- The CCSPE will consider rating "Yes" if, information within the domains clearly describes the adequate or inadequate functioning associated with each protective capacity.
- The CCSPE will consider rating "No" if information within the domains did not clearly describe the adequate or inadequate functioning associated with each protective capacity.

CCSPEs will be required document information gaps explored during consultation, assess if the CPI/CPIS recognized the gaps and their plan for obtaining needed information and needed investigative actions to conclude the investigation and any support provided by the CCSPE to help co-construct action steps around information gaps.

**Reference:** Assessment and Present Danger and Protective Capacity: s. 39.301 (9) 5 & 6, CFOP 170-5, Child Protective Investigations, dated April 2016.

## Item 8

### FAMILY FUNCTIONING ASSESSMENT AND SAFETY DECISIONS

#### 8.0 Does the Family Functioning Assessment (FFA) drive the correct safety decision of safe or unsafe?

Yes  No  Not Rated

**Core Concepts.** The Family Functioning Assessment (FFA) is a comprehensive assessment conducted by the investigator using information from all six information domains to identify impending danger based on three fundamental safety constructs: danger threats, child vulnerability, and the absence of caregiver protective capacity to manage danger threats. The interplay of these three critical safety constructs results in an overall determination of safe or unsafe, and in the case of unsafe, the need for an impending danger safety plan to manage the identified threats while allowing case management services to initiate.

**Instructions and Considerations:**

Children and Families Operating Procedures require that the investigator provide sufficient information in each information domain in order to adequately identify and establish the existence of impending danger and inform caregiver protective capacities. The investigator must establish that there is impending danger based upon the identification of **all threshold criteria**.

The CCSPE should seek to understand the following:

- How long has the family condition been concerning or problematic?
- How often is the negative condition actively a problem or affecting caregiver performance?
- What is the extent or intensity of the problem and how consuming is it to caregiver functioning and overall family functioning?
- What stimulates or causes the threat to child safety to become active?
- How is the child vulnerable to the threat?

The CCSPE must determine the sufficiency of the safety analysis:

- 1) Does the documentation associated with the six assessment areas in the FFA sufficiently answer the six assessment questions?
  - a. Are there “gaps” in information?
  - b. Is there need for further clarification regarding documented information?
  - c. Are family, caregiver, and child functioning sufficiently understood?
- 2) Do you understand how impending danger is occurring in the family?
  - a. Does documentation in the FFA support the identification of impending danger?
  - b. Is it obvious how threats to child safety are operating in the family?
  - c. Is impending danger justified, clearly and precisely described in the FFA and safety analysis?
  - d. Is further information needed to understand the safety determination?
- 3) Can the family adequately control and manage for the child’s safety without direct assistance from Department ongoing intervention?
  - a. Does documentation support the decision that the family can sufficiently manage safety on its own? Sustainability?

- b. Is there an adequate basis for determining that a non-maltreating caregiver has the capacity and willingness to protect?
- c. Is further clarification indicated?
- 4) Is there a need for further clarification and supervisory consultation?
  - a. Does the safety plan analysis confirm the need for children to remain in placement outside of the home?
  - b. Is there a need for further clarification regarding the decision to place?
  - c. Have you summarized the conditions for return if children are out of home placement? What needs to change related to the five criteria for in home safety plan; what needs to change related to behavior, associated DANGER threats, and associated diminished CPCs for kids to go home with in-home safety plan?
- 5) Identification of Caregiver Protective Capacities
  - a. Does documentation identify specific strengths associated with the caregiver role?
  - b. Is there need for clarification regarding caregiver protective capacities?
  - c. Consider what possibilities may exist for discussing and using caregiver protective capacities during the ongoing family functioning assessment process.

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and provide rationale for the rating in the comments section.

NR when information collection is ongoing, and no safety determination has been made. **If any one of items 5.1 - 5.6 are "not rated" Item 8 must be "not rated."**

- The CCSPE will consider rating "Yes" if,
  - Information domain areas are sufficiently described in order to identify family conditions and danger threats to inform the safety decision.
  - Safety analysis summary presents why the child is determined to be safe, or unsafe.
- The CCSPE will consider rating "No" if,
  - The safety decision was inaccurate. - **RFA REQUIRED**
  - Child was deemed safe due to the caregiver protective capacities of a caregiver who resides within another household.
  - Information domain areas **not** are sufficiently described in order to identify family conditions and danger threats.
  - Safety analysis summary does not justify why the child is determined to be safe, or unsafe.

CCSPEs will be required document information gaps explored during consultation, assess if the CPI/CPIS recognized the gaps and their plan for obtaining needed information and needed investigative actions to conclude the investigation and any support provided by the CCSPE to help co-construct action steps around information gaps.



**Reference:** CFOP 170-5, Child Protective Investigations, dated April 2016.

## Item 9

### INITIATION A SAFETY PLAN *(note: This item refers to the impending danger safety plan)*

ITEM	Yes	No	Not Rated
9.1 Does safety planning analysis and justification clearly support the type of safety plan developed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.2 Is the safety plan sufficient to control for the identified danger threat?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.3 Is the safety plan effectively managed and monitored by the CPI?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Core Concepts.** A safety plan is established in order for the agency to assume responsibility for protecting a child when a parent is unavailable, unable or unwilling to protect their child. A safety plan will be established in response to impending danger. A safety plan will be based upon a specific parent/legal guardian's behavior, emotion, or condition that results in a child being unsafe using the least intrusive means appropriate. A safety plan will be in effect as long as a case remains open with a case plan goal of "strengthen and maintain" or "reunification" and parents do not have the protective capacity necessary to protect the child from identified danger threats.

#### *Instructions and Considerations:*

It is essential for all individuals to know and understand how the safety actions will manage the identified danger threats in the home. While the development of the plan is collaborative in nature, it is not a democratic process ruled by the majority. The investigator is responsible for determining the elements required in the plan to ensure child safety. Caregivers have a right to reject a protective action but must be helped to understand their decision to reject protective action, as an option, will require the investigator to seek legal intervention. Caregivers do not have to agree the protective action is necessary; however, must be willing to accept the protective action when the investigator determines the action is required to ensure child safety.

**Note:** For children on court-ordered protective services supervision or in the custody of the Department, Section 39.604(3), F.S. requires the child's attendance in the program to be a required action in the safety plan or the case plan. An exemption to participating in the licensed early education or childcare program five days per week may be granted by the court.

The CCSPE must determine the sufficiency of the safety analysis. Can an in-home safety plan sufficiently manage impending danger?

- a. Does the safety planning analysis documentation clearly support the decision to use an in-home safety plan?
- b. Do identified safety plan actions match up with how impending danger is manifested in the family to control the danger while treatment services are initiated for behavior change?
- c. Does the in-home safety plan provide a detailed and sufficient level of effort to control threats and augment parent/caregiver protective capacities?
- d. Is it clear who is responsible for providing what safety action?

- e. Is the CPI/case manager clear on what safety management will entail with each safety service provider (natural supports, informal or formal provider)?
- f. Are there gaps in the safety plan information and safety actions that require immediate follow-up actions?

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and provide rationale for the rating in the comments section.

NR when information collection is ongoing, and no safety determination has been made. **If any one of items 5.1 - 5.6 are "not rated" Item 6 must be "not rated."** If Items 5.1-5.6 are rated yes/no, "not applicable" can be applied when a safety plan was not needed and CCSPE concurs. If 9.1 is NA, 9.2 and 9.3 must be NA.

- The CCSPE will consider rating "Yes" if,
  - 1) The investigator identified the appropriate safety services to control and manage the threats of safety with the home.
  - 2) The family was engaged in development of the safety plan.
  - 3) The safety plan was sufficiently managed by the CPI with at a minimum of weekly contacts with the child(ren) and all safety service providers to monitor the effectiveness of the safety actions until case transfer.
  
- The CCSPE will consider rating "No" if,
  - 1) The Investigator did not implement a safety plan when needed. - **RFA REQUIRED**
  - 2) The investigator did not implement a safety plan timely.
  - 3) The development of the safety plan did not include the family.
  - 4) The safety services identified were promissory in nature.
  - 5) The investigator did not use the information gathered to help manage and modify the existing safety plan.
  - 6) A confidential *survivor* safety plan is statutorily required and there is not one.
  - 7) The CPI was not effectively managing the safety plan. There were not weekly contacts with the child(ren) and all safety service providers to monitor the effectiveness of the safety actions until case transfer.
  - 8) The Investigator implemented a safety plan that was not supported by the safety planning analysis or justification. Ultimately resulting in the incorrect type of safety plan for case dynamics. - **RFA REQUIRED**

CCSPEs will be required document information gaps explored during consultation, assess if the CPI/CPIS recognized the gaps and their plan for obtaining needed information and needed investigative actions to conclude the investigation and any support provided by the CCSPE to help co-construct action steps around information gaps.

**Reference:** *Safety Planning*: ss. 39.301(9)(a) 6.a., F.S.; CFOP 170-5, Child Protective Investigations, dated April 2016

## Item 10

### SUPERVISORY CONSULTATION AND GUIDANCE

**10.0 Is the CPI supervisor providing consultation, support, and guidance to ensure sufficient information is collected to support a quality assessment and appropriate decision making?**

Yes  No

*Core Concepts:* Quality and sufficiency refer to enough depth and breadth in all information collection to: a) provide a reasonable understanding of family members and their functioning, and b) support and justify decision-making. Information is specific, behaviorally stated, precise, relevant and comprehensive. There is evidence of sufficient supervisory support and guidance throughout the investigation.

*Instructions and Considerations:*

The supervisor and investigator must both be aware of the information needed and why. The investigator must consult with the supervisor to review the observed family condition and discuss what was observed and why the child was assessed to be safe, there is evidence of Impending Danger, or there is evidence to support Present Danger. The supervisory consultation should focus on whether the investigator's information and observations are sufficient to support the investigator's conclusion. When the investigator determines there is present or impending danger, the supervisor must explore all aspects of the family condition and ensure the information obtained is reconciled with the core concepts of each. The supervisory consultation should not reflect a list of actions the investigator was directed to complete.

The CCSPE should look for evidence the investigator was encouraged to critically analyze the information obtained, observations made, and what is known and unknown about the family. The follow-up planned should address those factors known and unknown and the actions planned by the investigator to address the present or impending danger concerns when applicable.

When present danger is assessed, is the assessment, decision making, and supervision consistent with:

1. An understanding of the implications of the prior abuse history of reports and investigations.
2. Information collected from completed contacts.
3. Conditions believed to endanger the child.
4. Child's condition and whether it is consistent with the definition of present danger.
5. Caregiver's condition and whether it is consistent with the definition of present danger.
6. An active current danger based on the investigator's description.
7. An active threat to child safety based on the investigator's description of the family's circumstance or an aspect of the caregiver's functioning.
8. A need to take action immediately to assure the child's protection.
9. A Present Danger" Safety Plan that includes a sufficient strategy to control danger threats and a specific plan for ensuring accountability for how all safety actions will be monitored, by whom, for how long, and the process for reporting challenges or changes.

When impending danger is assessed, is the assessment, decision making and supervision consistent with a state of danger in which family behaviors, attitudes, motive, emotions, and/or situations pose a threat that is not currently active, but can be anticipated to have severe effects on a child at any time?

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and provide rationale for the rating in the comments section.

Supervisors are required to record the essential elements of the initial supervisory consultation discussion within two business days from the point of completion and any follow up supervisory consultations related to ongoing case review discussion within two business days of completion emphasizing elements of the safety methodology decision-making process.

The CCSPE will consider answering “Yes” if,

- 1) Guidance was clear and facilitated critical thinking.
- 2) Guidance occurred at critical junctures within the case.
- 3) Guidance was appropriate.
- 4) Guidance encouraged reconciliation and validation.
- 5) Guidance explored the sufficiency of information.
- 6) Guidance explored family strengths and weaknesses through review of information sufficiency.
- 7) Guidance explored the sufficiency of the safety plan if a danger threat was identified.

The CCSPE will consider answering “No” if,

- 1) Guidance was not provided to the investigator.
- 2) Guidance was checklist oriented.
- 3) Guidance was insufficient and did not identify safety threats.
- 4) Guidance did not occur at critical case junctures.
- 5) Guidance did not occur timely within the investigation.
- 6) Guidance was maltreatment focused.

CCSPEs will be required document information gaps explored during consultation, assess if the CPI/CPIS recognized the gaps and their plan for obtaining needed information and needed investigative actions to conclude the investigation and any support provided by the CCSPE to help co-construct action steps around information gaps

**Reference:** *Initial consultation:* s. 39.301(4), F.S.; & 65C-29.003 (6) (b), F.A.C.; CFOP 170-5, Child Protective Investigations, dated April 2016

## Item 11

### INVESTIGATION IS ON TRACK

**11.0 Investigation is ongoing and information collections is incomplete; however, the case is on the right track and the CPI has identified needed information and has a plan to acquire the information in a reasonable time frame that aligns with case dynamics? Must be rated “yes” or “no” when any one of items 5.1-5.6, 6, 7, 8, or 9 are “not rated.”**

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Yes  No  NA (NA is applied when Items 5.1-5.6, 6, 7, 8, and 9 are rated “yes” or “no”)

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*Core Concepts:* Prior to case closure or transfer, a child protective investigator must collect sufficient information to complete a Family Functioning Assessment (FFA) that identifies impending danger based on three fundamental safety constructs: danger threats, child vulnerability, and the absence of caregiver protective capacity to manage the danger threats. The interplay of these three critical safety constructs results in an overall determination of safe or unsafe.

*Instructions and Considerations:* When an investigation is reviewed at 30-days there will be times when sufficient information is still being gathered to inform the FFA and decision making. In these cases, the CPI and/or supervisor must understand the gaps in information needed to help determine danger threats, caregiver protective capacities, safety determinations, etc. and articulate the plan to obtain all necessary information.

*Rating Guidance:* CCSPEs are to use their professional judgment when rating this item and provide rationale for the rating in the comments section.

- The CCSPE will answer “Yes” if the CPI and/or supervisor understand the gaps in information needed to help determine danger threats, caregiver protective capacities, safety determinations, etc. and have a plan to obtain all necessary information **in a reasonable time frame that aligns with case dynamics.**
  
- The CCSPE will answer “No” if the CPI or supervisor does not understand the gaps in information needed to help determine danger threats, caregiver protective capacities, safety determinations, etc. and there is not a plan to obtain all necessary information and/or the investigation is not progressing with the appropriate sense of urgency regarding investigation activities that could result in child safety issues. **-RFA REQUIRED**

*Item 12*

**WAS THE CHILD SHELTERED DURING THE COURSE OF THE INVESTIGATION?**