

## Initial Assessment Narrative

Case Name	Case Number
Date of Referral	Date Worker Assigned

<b>CHILD INFORMATION</b>	
Name – Child	Birthdate

<b>PARENT INFORMATION</b>	
Name – Parental Role	Birthdate

**I. CONTACT**  
 Document the interview protocol, contacts, and meetings related to the completion of the initial assessment.

**First Contact**

Date – First face-to-face contact with family member	Time – First face-to-face contact with family member
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**Contacts** (Include first contact listed above)

Date / Time	Participant	Note Type	Location	Result	Case Note ID

**II. NARRATIVE FIELDS**

**A. Maltreatment**

**Describe the Maltreatment and Surrounding Circumstances**  
 Describe the maltreatment that occurred. Be specific about the injuries and / or conditions. If the child(ren) received medical attention, describe the findings. Also, describe the surrounding circumstances accompanying or leading up to the maltreatment. Note: This narrative section should always include the parent's, facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment.

**B. Family Conditions**

**1. Child's Functioning**

Name – Child:   
 Describe the child's general functioning and effects of any maltreatment.

Name – Child:   
 Describe the child's general functioning and effects of any maltreatment.

**2. Adult's Functioning, Disciplinary Approaches, and Parenting Practices**

Describe each adult's general functioning, daily life management, mental health functioning and substance use. Describe each adult's history of abuse or neglect as a child. Describe the disciplinary approaches generally used by the parent and the typical context within which they are used. Describe the parents' general parenting practices (nurturing, limit setting, protectiveness, provision of basic care, etc.).

Name – Parent / Caregiver:

Name – Parent / Caregiver:

**3. Family's Functioning**

Describe the family's general functioning, strengths, and current stresses. Consider the family's cultural context.

**III. ASSESSMENT RESULTS**

- Comment [TM1]:** This field is pre-filled. This field is not editable on the template. The data can be updated in the Name field on the Maintain Case page.
- Comment [TM2]:** This field is pre-filled. This field is not editable on the template. The data cannot be corrected.
- Comment [TM3]:** This field is pre-filled from the date the Access Report was created. This field is not editable on the template. The data cannot be corrected.
- Comment [TM4]:** The Date Worker Assigned will not pre-fill until the assessment is approved. At the time of final approval this field will pre-fill with the date that the worker who approved the document was assigned to the case (the most recent assignment date). This field is not ... [1]
- Comment [TM5]:** This field is pre-filled. This field pre-fills from the Child Name field/s ... [2]
- Comment [TM6]:** This field is pre-filled. This field is not editable on the template. ... [3]
- Comment [TM7]:** This field is pre-filled. This field cannot be updated on the temp ... [4]
- Comment [TM8]:** This field is pre-filled. This field is not editable on the template. ... [5]
- Comment [TM9]:** This field is pre-filled. This field is not editable on the template. ... [6]
- Comment [TM10]:** This field is pre-filled. This field is not editable on the template. ... [7]
- Comment [TM11]:** This field is pre-filled. This field is not editable on the template. ... [8]
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- Comment [TM15]:** This field is pre-filled. This field is not editable on the template ... [12]
- Comment [TM16]:** This field is pre-filled. This field is not editable on the template ... [13]
- Comment [TM17]:** This field is pre-filled. This field is not editable on the template ... [14]
- Comment [TM18]:** This field is pre-filled. This field is not editable on the template ... [15]
- Comment [TM19]:** This field is pre-filled. This field is not editable on the template ... [16]
- Comment [TM20]:** This field is pre-filled. This field is not editable on the template ... [17]
- Comment [TM21]:** This field is pre-filled. This field is not editable on the template ... [18]
- Comment [TM22]:** This field is pre-filled. This field is not editable on the template ... [19]
- Comment [TM23]:** This field is pre-filled. This field is not editable on the template ... [20]
- Comment [TM24]:** This field is pre-filled. This field is not editable on the template ... [21]
- Comment [TM25]:** This field is pre-filled. This field is not editable on the template ... [22]
- Comment [TM26]:** This field is pre-filled. This field is not editable on the template ... [23]

Alleged Victim	Relationship to Victim	A / N Code	Description	Assessment Results

**IV. DISPOSITION**

**Case Closed**

- Child(ren) safe
- Child(ren) safe – referred to community services
- Clients unavailable or cannot be located
- Family refuses services – no court jurisdiction

**Case Opened**

- Case opened for on-going services: Voluntary
- Case opened for on-going services: Petitioned
- Case opened for non-CPS services
- Case currently open for on-going CPS services: Voluntary
- Case currently open for on-going CPS services: Petitioned

**V. CLOSING SUMMARY / SUPERVISOR COMMENTS**

Include any referral to community resources that were made.

**VI. CORRESPONDENCE**

**Mandated Reporter**

Not applicable (non-mandated reporter)

Date mandated reporter given feedback:

**Relative Reporter**

Not applicable

Documented request for information received from relative reporter:

Date – Letter Sent :  
OR

Date – Court Order Barring Disclosure:

**VII. SIGNATURES**

\_\_\_\_\_  
Name – Worker

\_\_\_\_\_  
SIGNATURE – Worker

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name – Supervisor

\_\_\_\_\_  
SIGNATURE – Supervisor

\_\_\_\_\_  
Date Signed

**Comment [TM27]:** This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: update the 'Alleged Victim' field on the Allegations tab of the Assessment page.

**Comment [TM28]:** This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: update the Allegations tab of the Assessment page.

**Comment [TM29]:** This field is pre-filled. This field is not editable on the template... [24]

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**Comment [TM38]:** This field is pre-filled. This field is not editable on the template... [33]

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**Comment [TM41]:** This field is pre-filled. This field is not editable on the template... [36]

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**Comment [TM43]:** This field is pre-filled. This field is not editable on the template... [38]

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**Comment [TM45]:** This field is pre-filled. This field is not editable on the template... [40]

**Comment [TM46]:** This field is pre-filled. This field is not editable on the template... [41]

**Comment [TM48]:** This field is pre-filled. This field is not editable on the template... [43]

**Comment [TM47]:** This field is pre-filled. This field is not editable on the template... [42]

**Comment [TM50]:** This field is pre-filled. This field is not editable on the template... [45]

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**Comment [TM51]:** This field is pre-filled. This field is not editable on the template... [46]

**Comment [TM52]:** The Name - Worker field will not pre-fill until the assessment is ap... [47]

**Comment [TM53]:** The Name - Supervisor field will not pre-fill until the assessment... [48]



This field is not editable on the template.

The data can be corrected as follows: update the Case Notes page, if the note has not yet been finalized. The case note Category must be Inital Assess Contact.

**Page 1: [13] Comment [TM16]                      Template Mapping                      5/19/2011 4:38:00 PM**

This field is pre-filled.

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The data can be corrected as follows: update the Case Notes page, if the note has not yet been finalized. The case note Category must be Inital Assess Contact.

**Page 1: [14] Comment [TM17]                      Template Mapping                      5/19/2011 4:38:00 PM**

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This field is not editable on the template.

The data can be corrected as follows: update the Maltreatment tab of the Initial Assessment – Narrative page.

**Page 1: [15] Comment [TM18]                      Template Mapping                      5/19/2011 4:38:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Participants tab of the Initial Assessment – Narrative page to add or remove a child. To update the child's name, update the Person Management page.

**Page 1: [16] Comment [TM19]                      Template Mapping                      5/19/2011 4:38:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Child Functioning tab of the Initial Assessment – Narrative page.

**Page 1: [17] Comment [TM20]                      Template Mapping                      5/19/2011 4:38:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Participants tab of the Initial Assessment – Narrative page to add or remove a child. To update the child's name, update the Person Management page.

**Page 1: [18] Comment [TM21]                      Template Mapping                      5/19/2011 4:38:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Child Functioning tab of the Initial Assessment – Narrative page.

**Page 1: [19] Comment [TM22]                      Template Mapping                      5/19/2011 4:38:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Participants tab of the Initial Assessment – Narrative page to add or remove a parent. To update the parent's name, update the Person Management page.

**Page 1: [20] Comment [TM23]                      Template Mapping                      5/19/2011 4:39:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Adult Functioning tab of the Initial Assessment – Narrative page.

**Page 1: [21] Comment [TM24]                      Template Mapping                      5/19/2011 4:39:00 PM**

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: update the Participants tab of the Initial Assessment – Narrative page to add or remove a parent. To update the parent's name, update the Person Management page.

**Page 1: [22] Comment [TM25]                      Template Mapping                      5/19/2011 4:39:00 PM**

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This field is not editable on the template.

The data can be corrected as follows: update the Adult Functioning tab of the Initial Assessment – Narrative page.

**Page 2: [24] Comment [TM29]                      Template Mapping                      5/19/2011 4:39:00 PM**

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This field is not editable on the template.  
The data can be corrected as follows: update the Allegations tab of the Assessment page.

**Page 2: [25] Comment [TM30]                      Template Mapping                      5/23/2011 7:58:00 AM**

This field is pre-filled. This field is not editable on the template. This data can be updated in the 'Description' field on the Allegations tab of the Assessment page.

**Page 2: [26] Comment [TM31]                      Template Mapping                      5/23/2011 7:58:00 AM**

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This field is not editable on the template.  
The data can be corrected as follows: update the Results tab of the Assessment page.

**Page 2: [27] Comment [TM32]                      Template Mapping                      5/23/2011 7:58:00 AM**

This field is pre-filled.  
This field is not editable on the template.  
The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [28] Comment [TM33]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [29] Comment [TM34]                      Template Mapping                      5/23/2011 7:58:00 AM**

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**Page 2: [30] Comment [TM35]                      Template Mapping                      5/23/2011 7:59:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [31] Comment [TM36]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [32] Comment [TM37]                      Template Mapping                      5/23/2011 7:59:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [33] Comment [TM38]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [34] Comment [TM39]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [35] Comment [TM40]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [37] Comment [TM42]                      Template Mapping                      5/23/2011 7:59:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [38] Comment [TM43]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [39] Comment [TM44]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [40] Comment [TM45]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [41] Comment [TM46]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [42] Comment [TM47]                      Template Mapping                      5/23/2011 7:58:00 AM**

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The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [43] Comment [TM48]                      Template Mapping                      5/23/2011 7:58:00 AM**

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This field is not editable on the template.  
The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page..

**Page 2: [44] Comment [TM49]                      Template Mapping                      5/23/2011 7:59:00 AM**

This field is pre-filled.  
This field is not editable on the template.  
The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [45] Comment [TM50]                      Template Mapping                      5/23/2011 7:58:00 AM**

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This field is not editable on the template.  
The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [46] Comment [TM51]                      Template Mapping                      5/23/2011 7:59:00 AM**

This field is pre-filled.  
This field is not editable on the template.  
The data can be corrected as follows: update the Summary tab of the Initial Assessment -Narrative page.

**Page 2: [47] Comment [TM52]                      Template Mapping                      5/23/2011 7:59:00 AM**

The Name - Worker field will not pre-fill until the assessment is approved. At the time of final approval this field pre-fills with the name of the worker who approved this assessment.

**Page 2: [48] Comment [TM53]                      Template Mapping                      5/23/2011 7:59:00 AM**

The Name - Supervisor field will not pre-fill until the assessment is approved. At the time of final approval this field pre-fills with the name of the supervisor who approved this assessment.