

Initial Assessment – Secondary or Non Caregivers

Case Name	Case Number
Referral Date	Date Worker Assigned

CHILD INFORMATION	
Child Name	Date of Birth

PARENT INFORMATION	
Parental Role Name	Date of Birth

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

Contacts (Include first contact listed above)

Date / Time	Participant	Note Type	Location	Result	Case Note ID

II. NARRATIVE FIELDS

Maltreatment
Describe the maltreatment that occurred. Be specific about the injuries and / or conditions. If the child(ren) received medical attention, describe the findings.

Surrounding Circumstances
Describe the surrounding circumstances accompanying or leading up to the maltreatment. **Note:** This narrative section should always include the facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment.

Child and Family's Response to Maltreatment
Document findings as required by the Investigation Standards for responding to reports of maltreatment in facilities, by secondary or non-caregivers. Generally, this information includes the child's response to the maltreatment, the parental reaction and the actions to provide protection and services, if needed, and the response on the part of the facility staff or other responsible adults.

III. ASSESSMENT RESULTS

Alleged Victim	Relationship of Alleged Maltreater 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)

- Comment [TM1]:** This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: Update the Name field on the Maintain Case page.
- Comment [TM2]:** This field is pre-filled. This page is not editable on the template. The data cannot be corrected.
- Comment [TM3]:** This field is pre-filled from the date the PS Report was created. This field is not editable on the template. The data cannot be corrected.
- Comment [TM4]:** This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date Worker Assigned is the actual date when the worker was assigned.
- Comment [TM5]:** This field is pre-filled. This field is not editable on the template. The data can be corrected by selecting the Child button and selecting the desired Child
- Comment [TM6]:** This field is pre-filled. This field is not editable on the template. The ... [1]
- Comment [TM7]:** This field is pre-filled. ... [2]
- Comment [TM8]:** This field is pre-filled. ... [3]
- Comment [TM9]:** This field is pre-filled. ... [4]
- Comment [TM10]:** This field is pre-filled. ... [5]
- Comment [TM11]:** This field is pre-filled. ... [6]
- Comment [TM12]:** This field is pre-filled. ... [7]
- Comment [TM13]:** This field is pre-filled. ... [8]
- Comment [TM14]:** This field is pre-filled. ... [9]
- Comment [TM15]:** This field is pre-filled. ... [10]
- Comment [TM16]:** This field is pre-filled. ... [11]
- Comment [TM17]:** This field is pre-filled. ... [12]
- Comment [TM18]:** This field is pre-filled. ... [13]
- Comment [TM19]:** This field is pre-filled. ... [14]
- Comment [TM20]:** This field is pre-filled. ... [15]
- Comment [TM21]:** This field is pre-filled. ... [16]
- Comment [TM22]:** This field is pre-filled. ... [17]
- Comment [TM23]:** This field is pre-filled. ... [18]
- Comment [TM24]:** This field is pre-filled. ... [19]
- Comment [TM25]:** This field is pre-filled. ... [20]
- Comment [TM26]:** This field is pre-filled. ... [21]
- Comment [TM27]:** This field is pre-filled. ... [22]
- Comment [TM28]:** This field is pre-filled. ... [23]
- Comment [TM29]:** This field is pre-filled. ... [24]
- Comment [TM30]:** This field is pre-filled. ... [25]
- Comment [TM31]:** This field is pre-filled. ... [26]
- Comment [TM32]:** This field is pre-filled. ... [27]
- Comment [TM33]:** This field is pre-filled. ... [28]
- Comment [TM34]:** This field is pre-filled. ... [29]
- Comment [TM35]:** This field is pre-filled. ... [30]
- Comment [TM36]:** This field pre-fills fr ... [31]
- Comment [TM37]:** This checkbox pre ... [32]

Date mandated reporter given feedback: []

Relative Reporter

Not applicable

Documented request for information received from relative reporter: []

Date Letter Sent : []

OR

Date of Court Order Barring Disclosure: []

Licensing Notification

Not applicable

Date Licensing / Regulatory Agency Notified: []

VII. SIGNATURES

Name – Worker

SIGNATURE – Worker

Date Signed

Name – Supervisor

SIGNATURE – Supervisor

Date Signed

Comment [TM38]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date can be updated in the 'Date Mandated Reporter Given Feedback' field on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Comment [TM39]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: This checkbox prefill can be updated in the 'Not Applicable' checkbox on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Comment [TM40]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: This checkbox can be updated in the 'Documented Request for Information Received from Relative Reporter' checkbox on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Comment [TM41]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The date can be updated in the 'Documented Request for Information Received from Relative Reporter' checkbox on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Comment [TM42]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: This checkbox can be updated in the 'Documented Request for Information Received from Relative Reporter' checkbox on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Comment [TM43]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date Letter Sent can be updated in the 'Date Letter Sent' field on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Comment [TM44]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date of Court Order Barring Disclosure can be updated in the 'Date of Court Order Barring Disclosure' [33]

Comment [TM45]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Not Applicable checkbox can be updated in the 'Not Applicable' checkbox on the Support Network tab of [34]

Comment [TM46]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date can be updated in the 'Date Licensing / Regulatory Agency Notified:' field on the Support Network [35]

Comment [TM47]: This field is pre-filled. This field is not editable on the template. The Name - Worker field will not pre-fill until the assessment is approved. The data can be corrected as follows: The Name of the worker can be updated on the Person Management page.

Comment [TM48]: This field is pre-filled. This field is not editable on the template. The Name - Supervisor field will not pre-fill until the assessment is approved. The data can be corrected as follows: The Name of the [36]

Page 1: [1] Comment [TM6]	Template Mapping	5/16/2011 3:13:00 PM
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This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date of Birth can be corrected in the Birth Date field on the Basic tab of the Person Management page

Page 1: [2] Comment [TM7]	Template Mapping	5/23/2011 7:41:00 AM
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This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Parental Role can be corrected by selecting the Parental Role button and selecting the desired Parental Role/s from the list of Case Participants on the Participants tab of the Initial Assessment – Secondary Non Caregivers page.

Page 1: [3] Comment [TM8]	Template Mapping	5/23/2011 7:41:00 AM
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This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date of Birth can be corrected in the Birth Date field on the Basic tab of the Person Management page.

Page 1: [4] Comment [TM9]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled. This field is not editable on the template. The data cannot be corrected on the existing case note. If the field does not pre-fill, a new case note must be created. The case note must have a Category of "Assessment Contact," a Type of "Initial Face-to-Face Contact," and a Face-to-Face Contact Result of either "Scheduled/Contact Occurred" or "Unscheduled/Contact Occurred". In addition, at least one contact's information needs to be documented in the Assessment Contact Information section of the Case Notes page.

Page 1: [5] Comment [TM10]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled. This field is not editable on the template. The data cannot be corrected on the existing case note. If the Time – First face-to-face contact with family member field does not pre-fill, a new case note must be created. The case note must have a Category of "Assessment Contact," a Type of "Initial Face-to-Face Contact," and a Face-to-Face Contact Result of either "Scheduled/Contact Occurred" or "Unscheduled/Contact Occurred". In addition, at least one contact's information needs to be documented in the Assessment Contact Information section of the Case Notes page.

Page 1: [6] Comment [TM11]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled.
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 Initl Assess Contact.

Page 1: [7] Comment [TM12]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled.
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 Initl Assess Contact.

Page 1: [8] Comment [TM13]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled.
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 Initl Assess Contact.

Page 1: [9] Comment [TM14]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled.
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 Initl Assess Contact.

Page 1: [10] Comment [TM15]	Template Mapping	5/23/2011 7:42:00 AM
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This field is pre-filled.
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

This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Date can be updated in the 'Date Licensing / Regulatory Agency Notified:' field on the Support Network tab of the Initial Assessment – Secondary Non Caregivers page.

Page 2: [36] Comment [TM48]	Template Mapping	5/23/2011 7:44:00 AM
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This field is pre-filled. This field is not editable on the template. The Name - Supervisor field will not pre-fill until the assessment is approved. The data can be corrected as follows: The Name of the supervisor can be updated on the Person Management page.