Initial Assessment – Narrative

Note: In order to create an Initial Assessment – Narrative, an assignment to the case is needed.

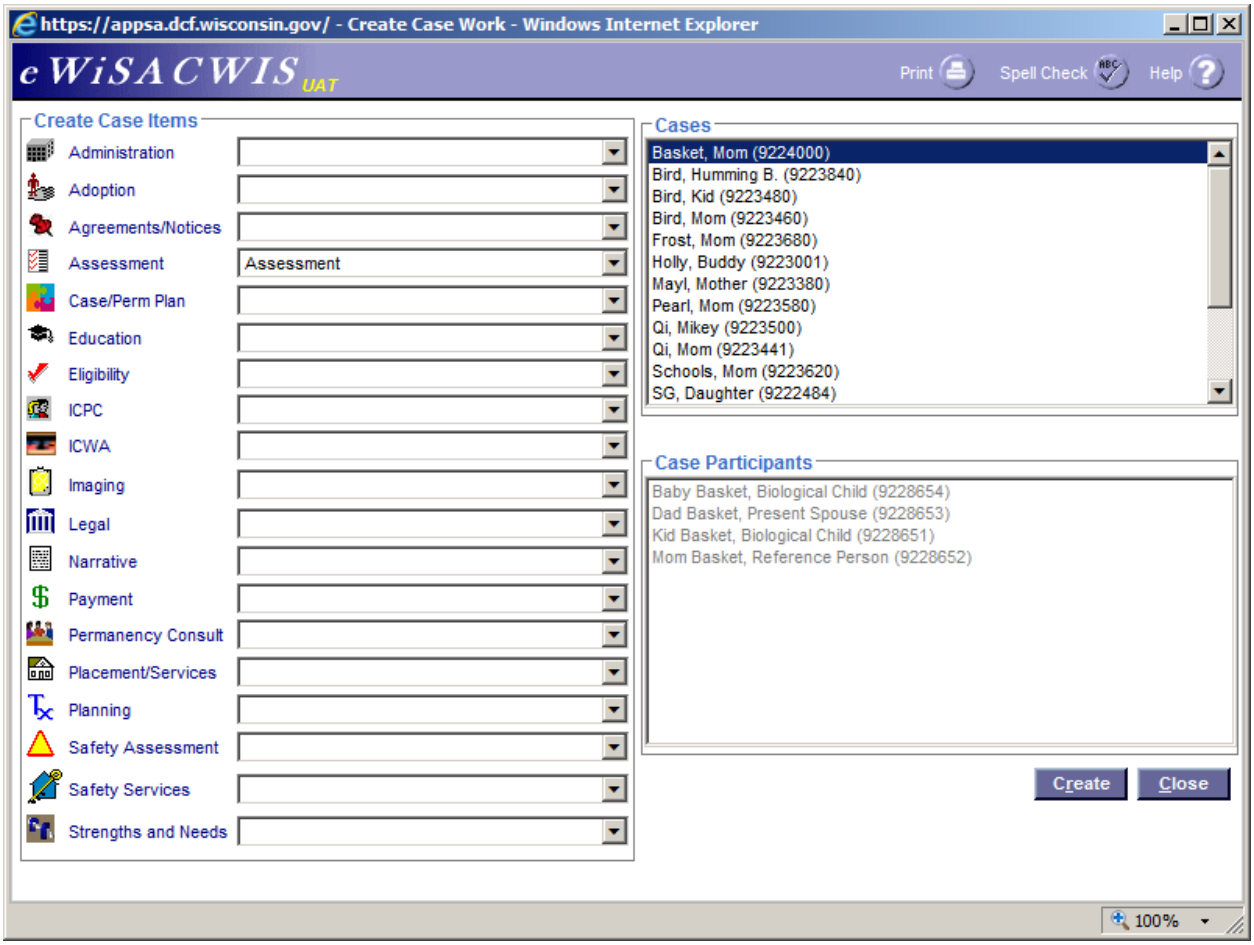
Related Quick Reference Guides:

Documenting ICWA
Initial Face-to-Face Contacts
Notification & Review Process for Substantiated Maltreaters
Serious Incident (Act 78)

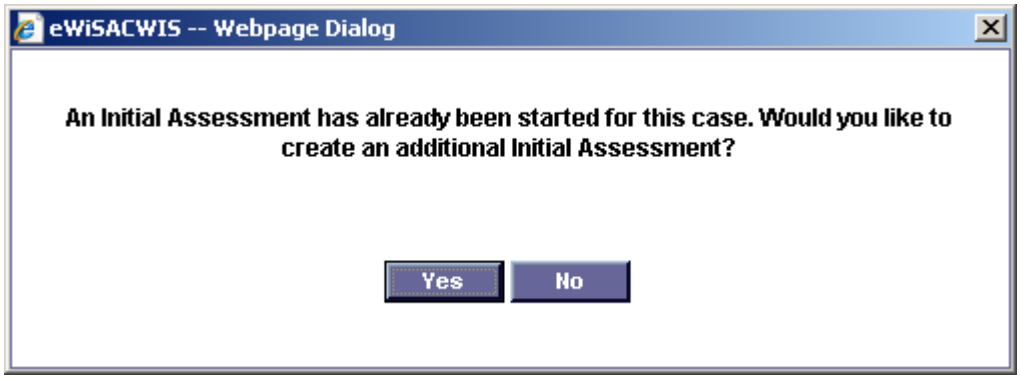
1. From the desktop, click Create > Case Work or click the Case Work hot button

. This will open the Create Case Work page.

2. On the Create Case Work page, select Assessment from the Assessment drop-down, and then select the family from the Cases group box. Click Create.

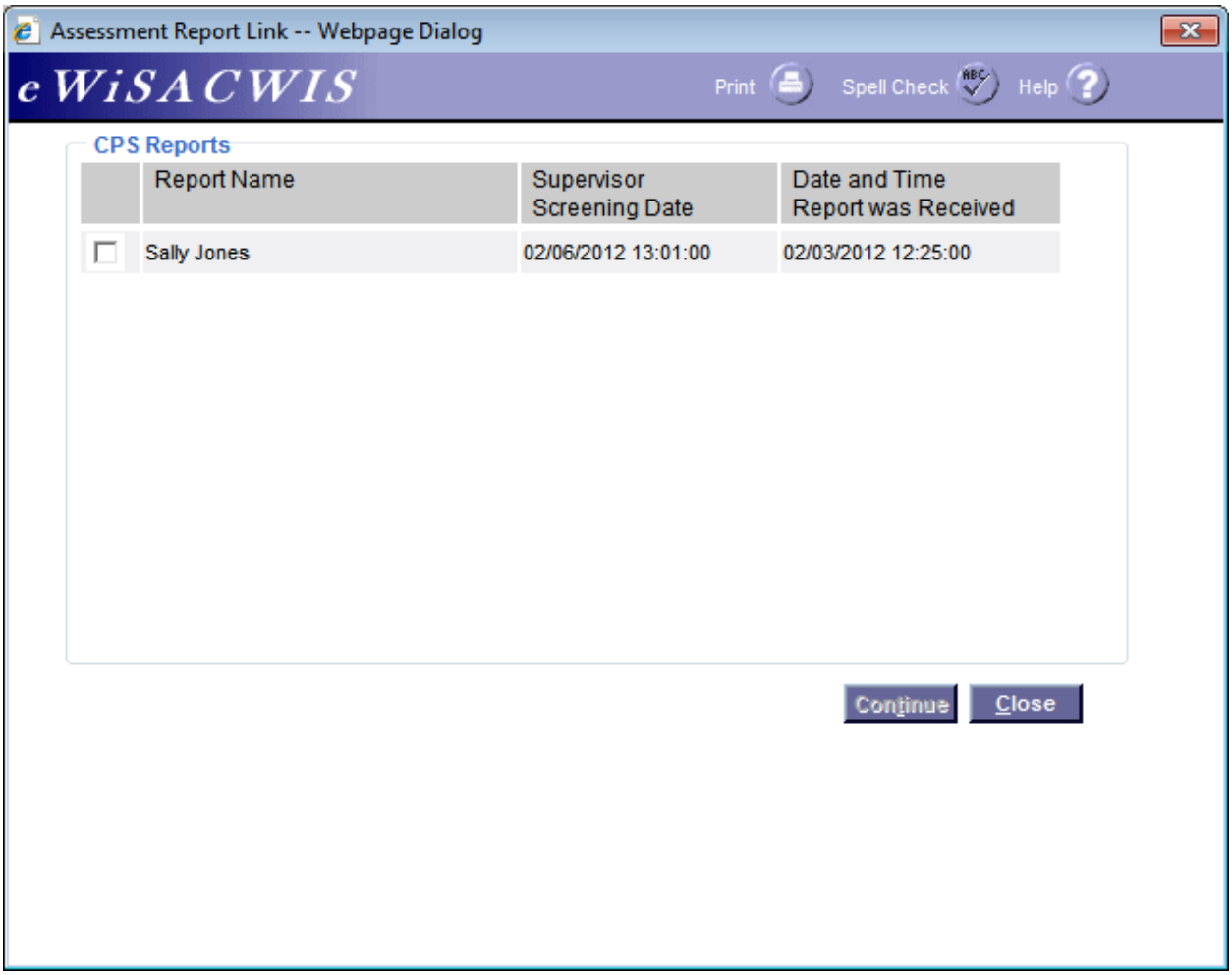


3. If a pending assessment exists, the following message will display:



Click Yes to open the Assessment Report Link page. Click No to close the message and return to the desktop.

4. If a pending assessment does not exist, the Assessment Report Link page opens and shows all screened-in CPS Reports available to be linked to the Assessment. Select the checkbox next to the CPS Report(s) to be linked to the Assessment and click Continue to open the Assessment page.

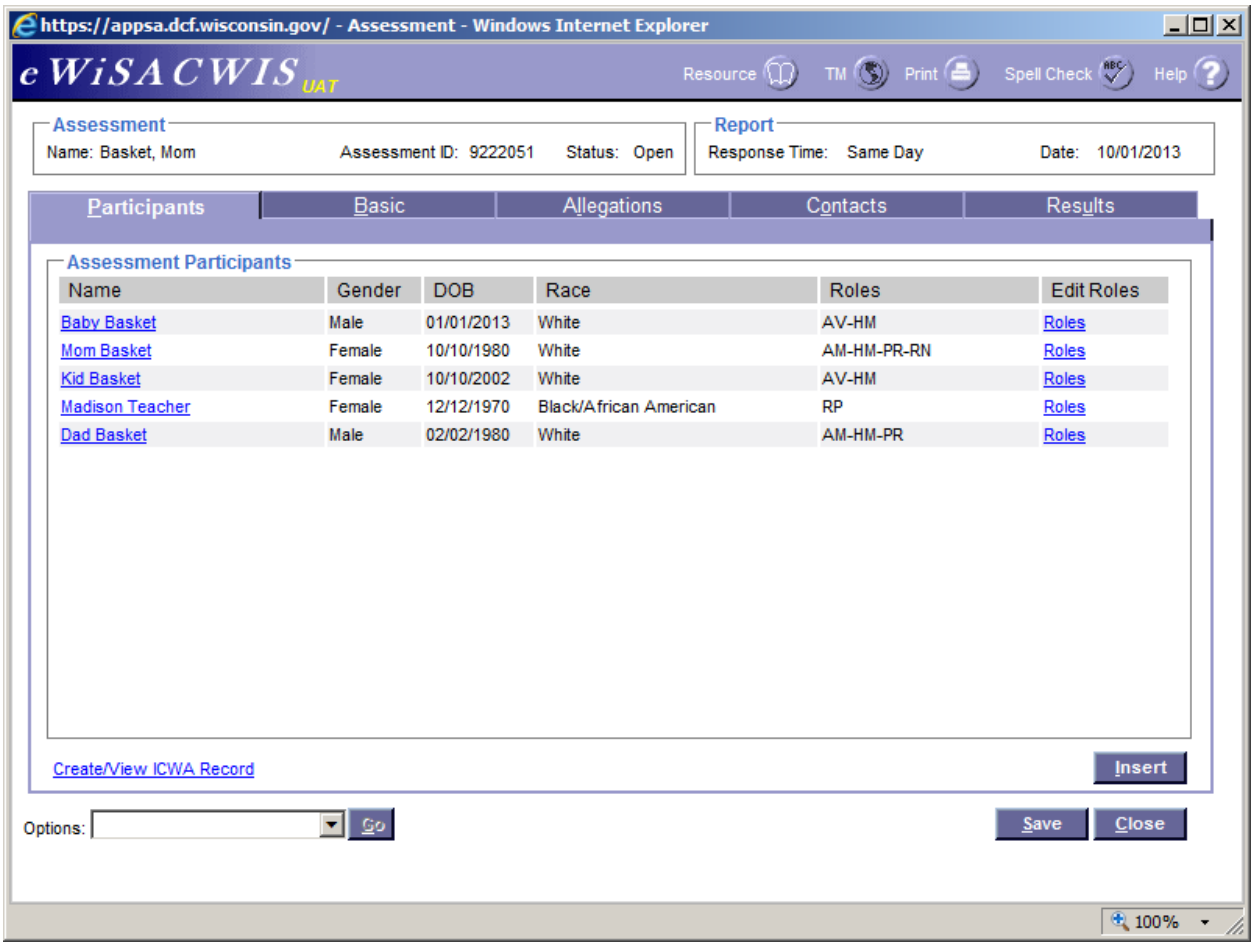


Assessment- Participants Tab

5. The Assessment page opens to the Participants tab. Click the Roles hyperlink to add the role of Alleged Maltreater to the appropriate participant(s).

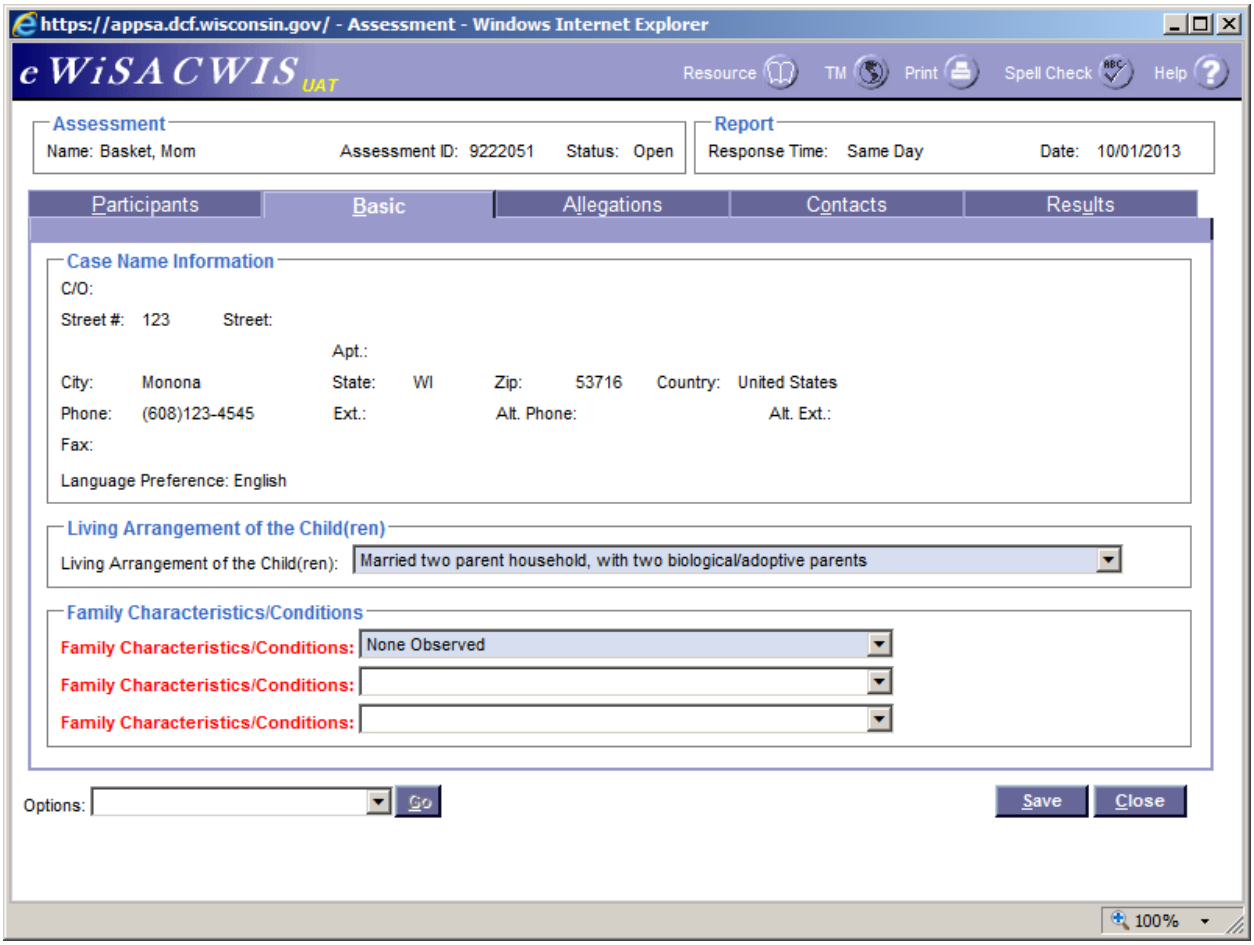
   - Additional active case participants can be added by clicking Insert.

   - Select the Create/View ICWA Record hyperlink to complete the Child's ICWA record. See the ICWA Quick Reference Guide for more information.



Assessment- Basic Tab

6. Next, click the Basic tab and select the appropriate Living Arrangement of the Child(ren) option and up to three Family Characteristics/Conditions. The first drop-down is required. If there are no applicable characteristics or conditions, select 'None Observed.'



Assessment- Allegations Tab

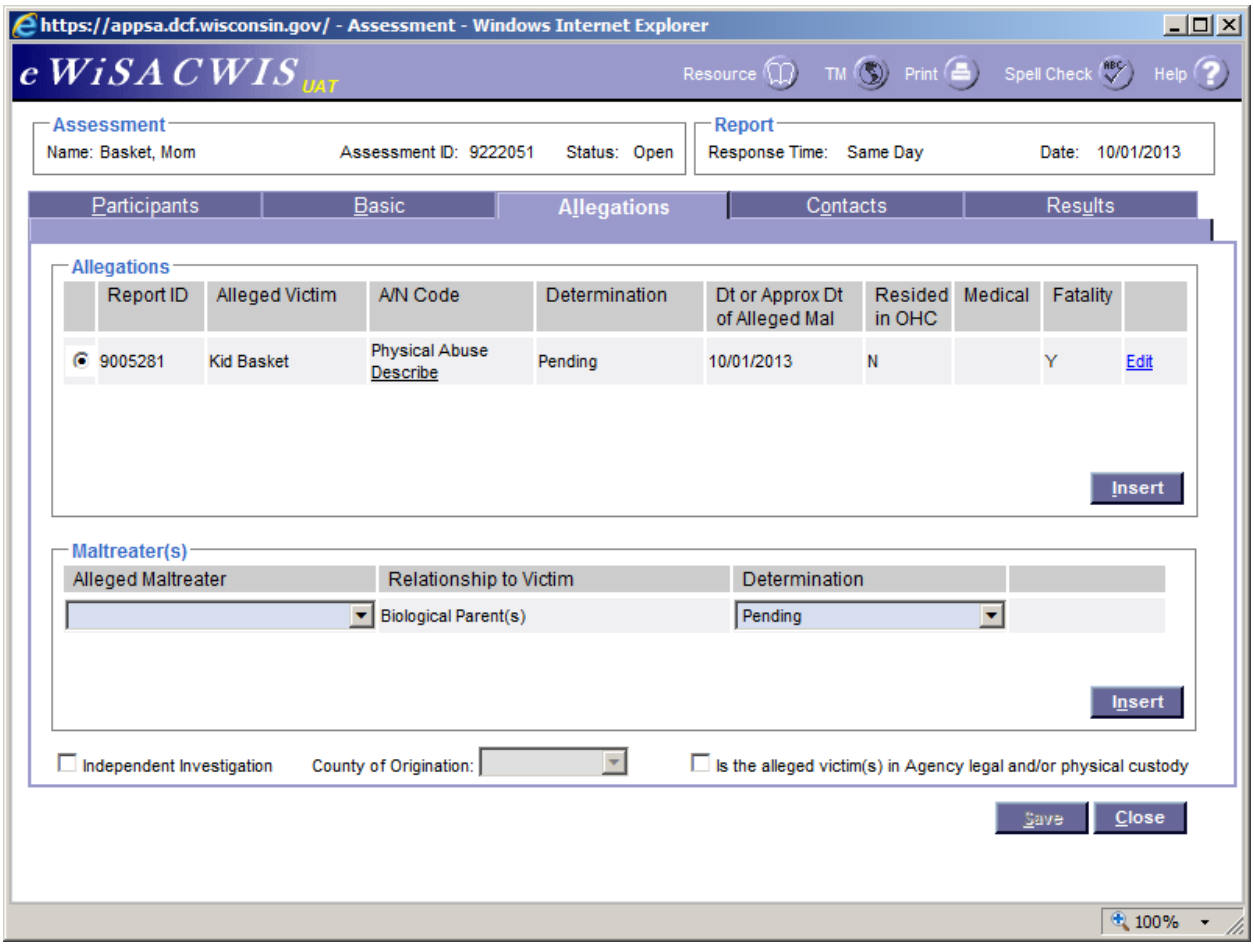
7. The Allegations tab will pre-fill with the allegations documented on the CPS Report.

   - Complete the allegation(s) by selecting the Edit hyperlink, which will open the Allegation (Assessment) page. When completing an existing allegation that was entered on the Access Report page, enter a maltreatment determination, date of maltreatment, answer the medical treatment question, and if the allegation is a serious incident identify the type of serious incident. Select the maltreatment determination.

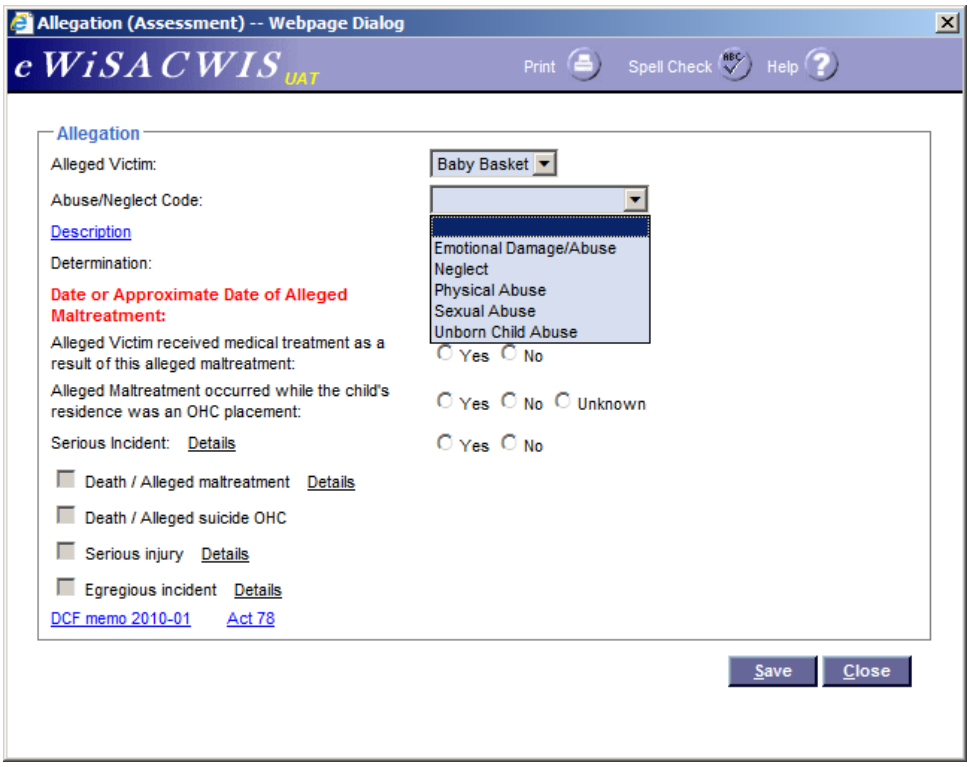
Note: If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

Note: If allegations rise to the level of a serious Incident, Wisconsin Act 78 requires county agencies and the Bureau of Milwaukee Child Welfare (BMCW) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) Quick Reference Guide for more information.

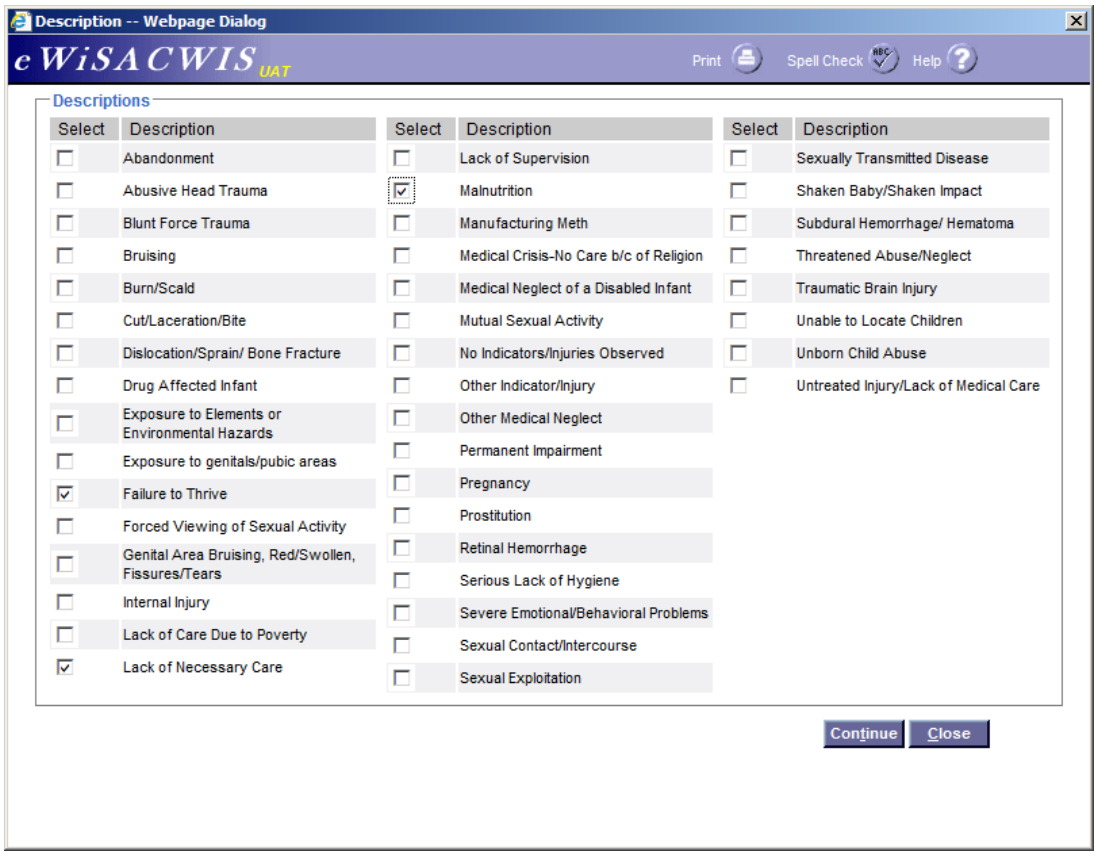
8. Additional allegations can be added. Click the Insert within the Allegations group box to open the Allegation (Assessment) page.



9. When inserting a new allegation, select an Alleged Victim from the drop-down. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

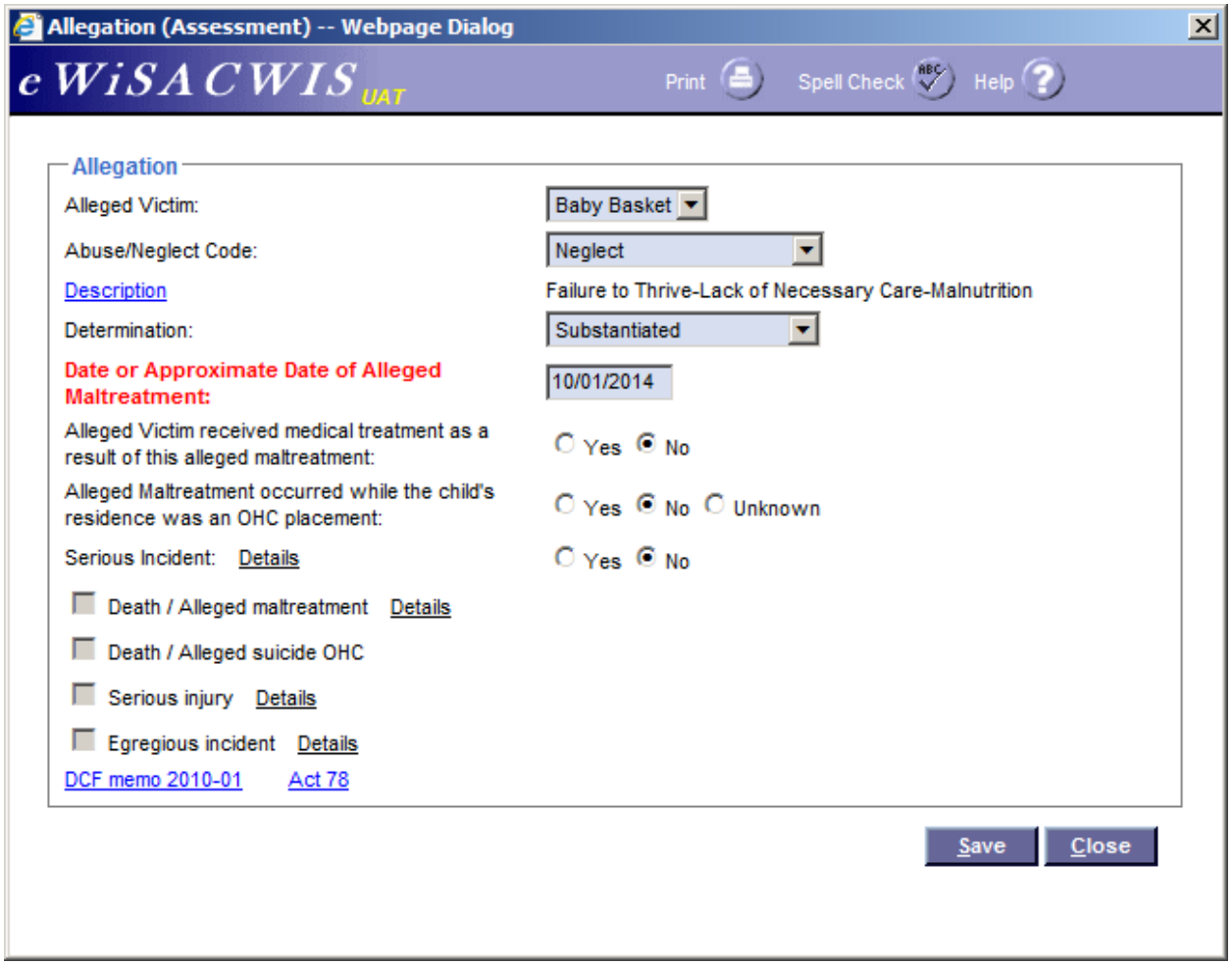


10. Next, click the Description hyperlink to open the Description page. Select up to three values that apply and click Continue to return to the Allegation (Assessment) page.



11. Enter the Date or Approximate Date of Alleged Maltreatment.

12. Select the appropriate radio buttons for the remaining questions.



Serious Incidents

- If 'Yes' is selected for Serious Incident, select the appropriate checkboxes related to the Serious Incident.

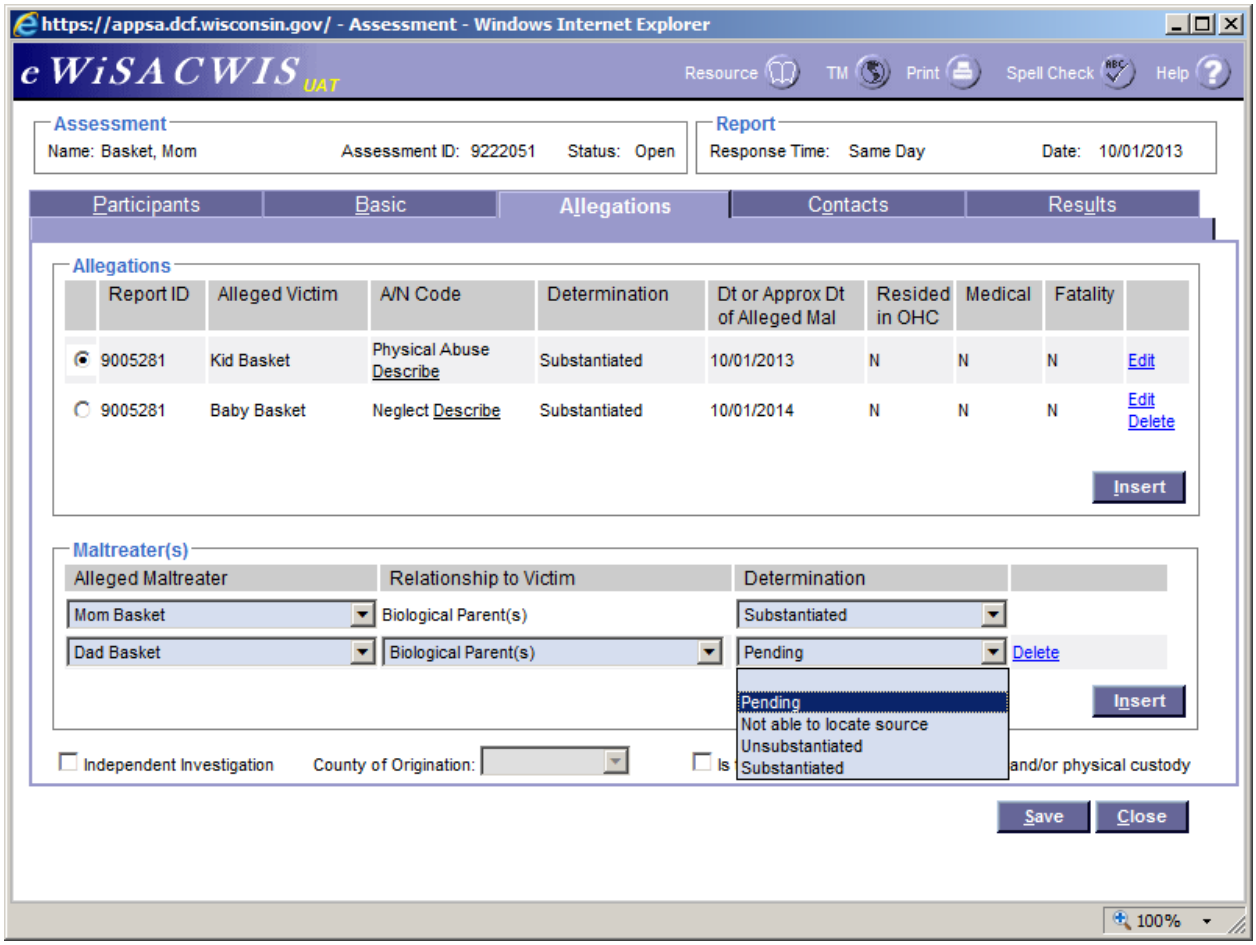
- If allegations rise to the level of a serious Incident, Wisconsin Act 78 requires county agencies and the Bureau of Milwaukee Child Welfare (BMCW) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) Quick Reference Guide for more information.

- Click the DCF memo 2010-01 and Act 78 hyperlink to access the memo and act regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78.

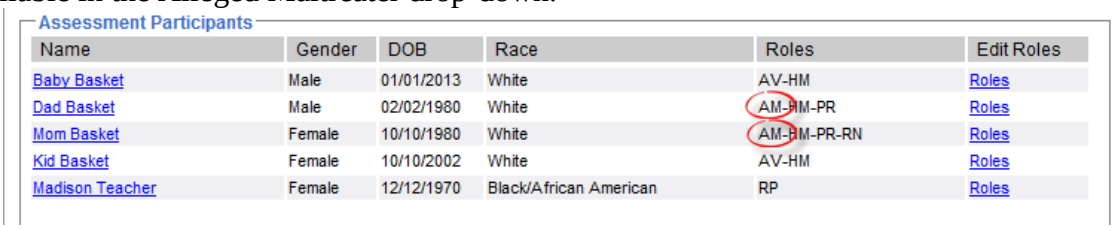
Note: If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

13. Click Save when completed. Click Close to return to the Assessment page.

14. Next, complete the Maltreater(s) group box on the Allegations tab.



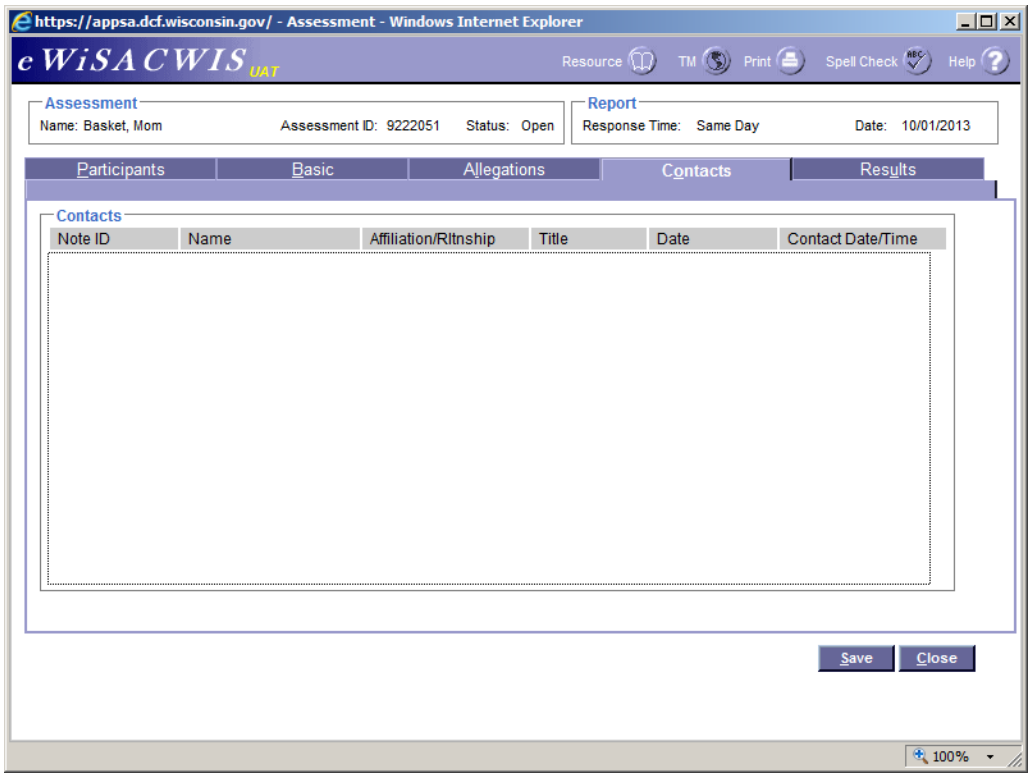
- Only individuals with the role of 'AM' (Alleged Maltreater) on the Participants tab will be available in the Alleged Maltreater drop-down.



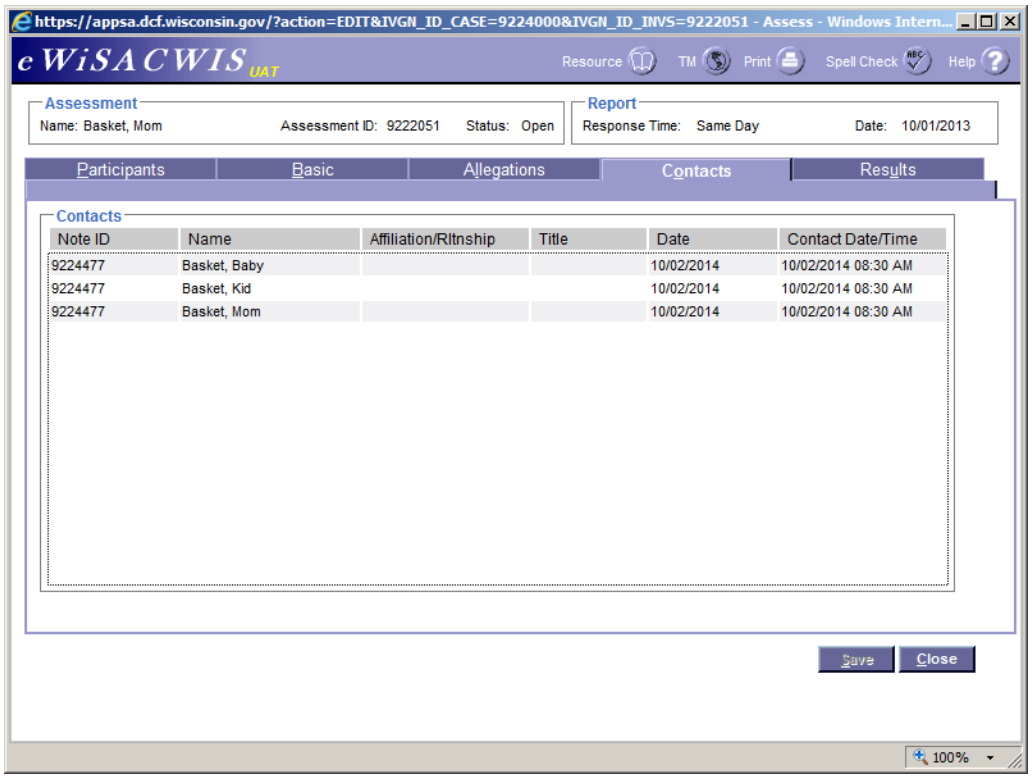
- Each allegation may have different maltreaters. Select the radio button next to the allegation to view the maltreater(s) for that allegation.
- Click Insert within the Matreater(s) group box to add a maltreater for an allegation. For example, when both parents are alleged maltreaters, only one maltreater row will exist from the access report. Insert an additional row for the second parent.
- There must be at least one substantiated maltreater when the maltreatment has been substantiated.
- If maltreatment is unsubstantiated, all maltreaters will default to unsubstantiated.

Assessment- Contacts Tab

15. The Contacts tab is view only, displaying any linked Assessment Contacts. If, at this time, no contacts have occurred/ been entered to eWiSACWIS, this may be blank.



Once entered, each contact will display:

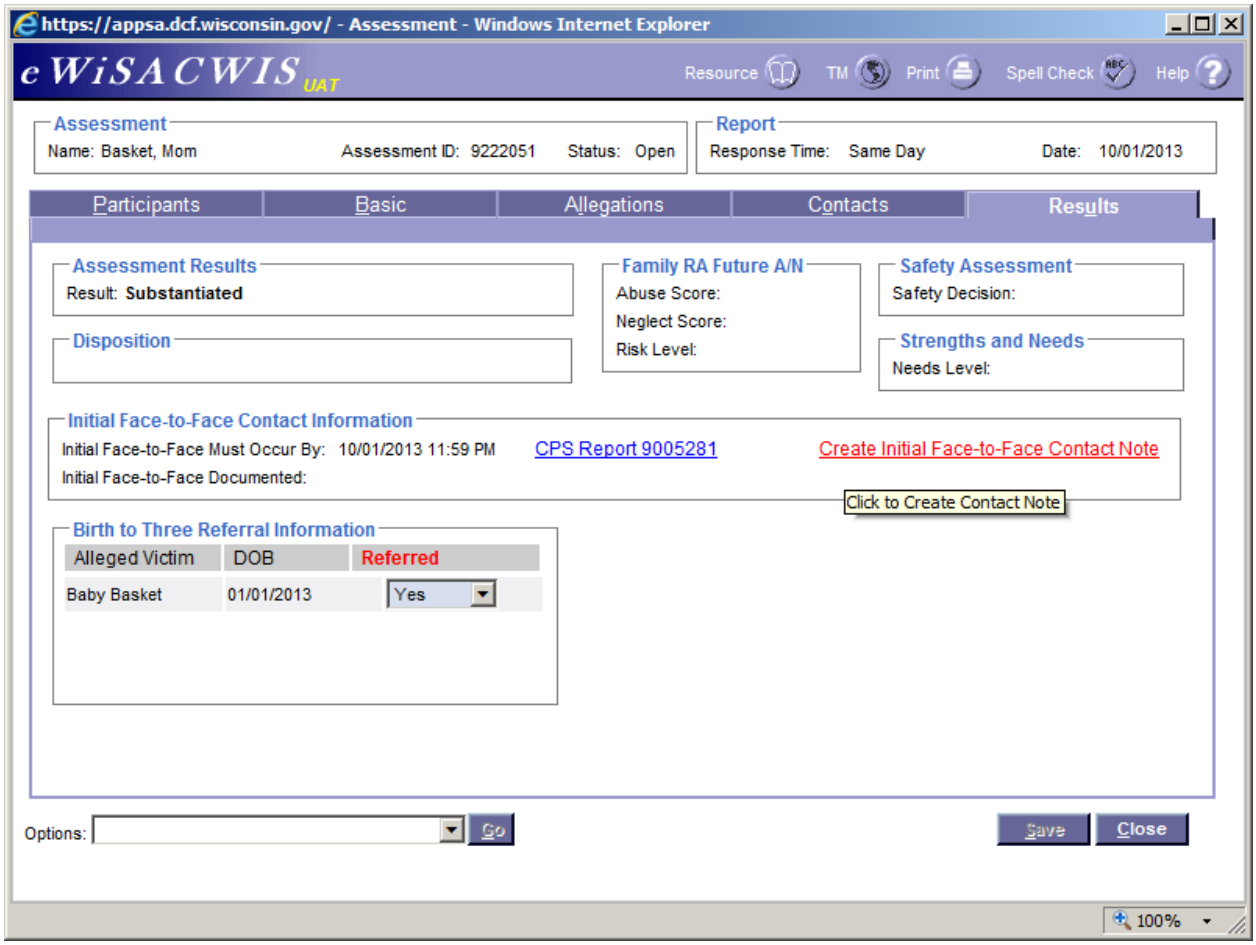


Assessment- Results Tab

16. The Results tab is mostly view only, prefilling from the Assessment and Safety Assessment, Analysis and Plan when completed.

    - If the child is under three years old and has a substantiated allegation(s), their name will appear in the Birth to Three Referral Information group box. The Referred drop-down must be answered in order to approve the Assessment.

    - Select the Create Initial Face-to-Face Contact Note hyperlink to open the Case Notes page.

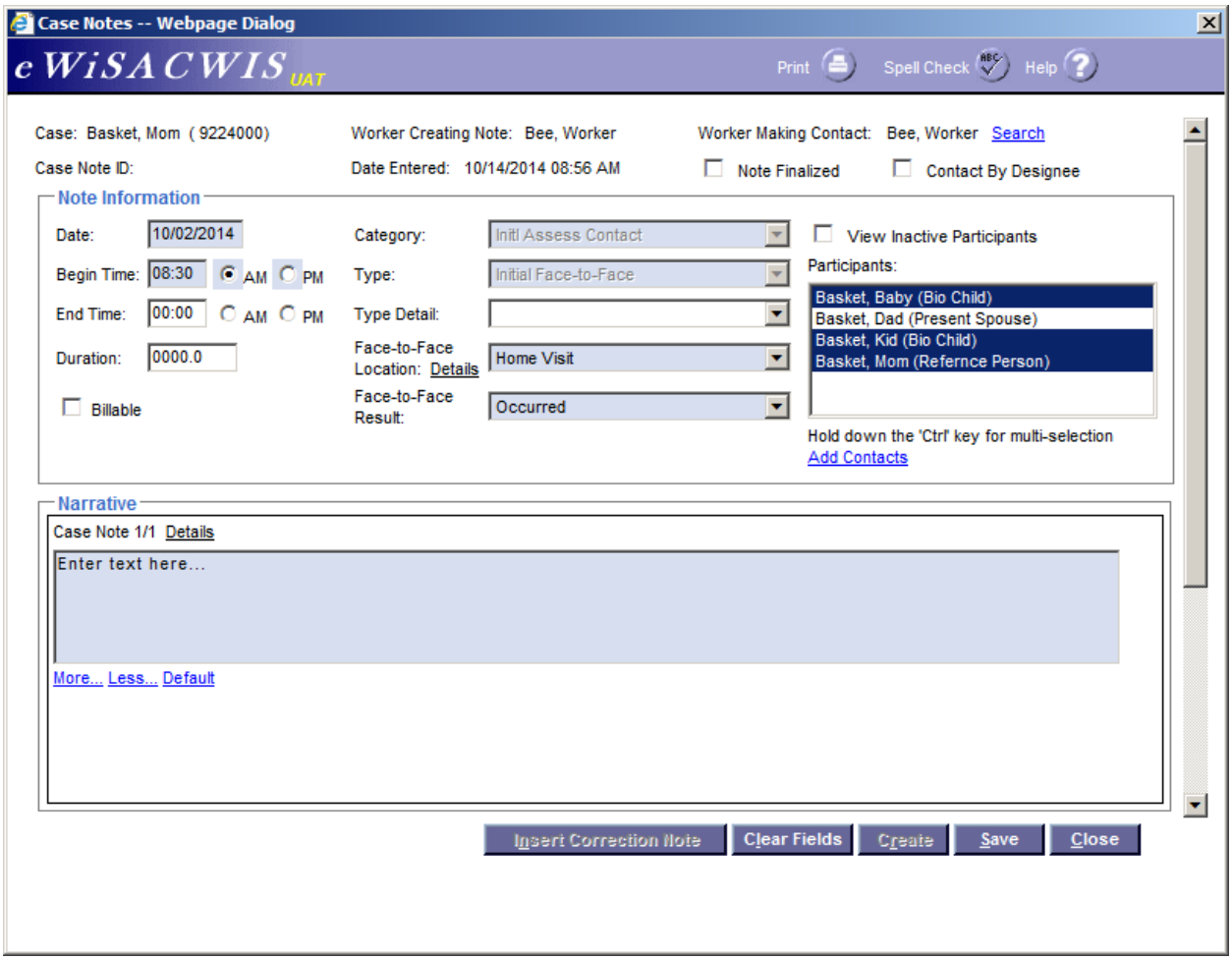


Note: After the page is saved, the Initial Face-to-Face Contact Information automatically calculates when the Initial Face-to-Face Must Occur By.

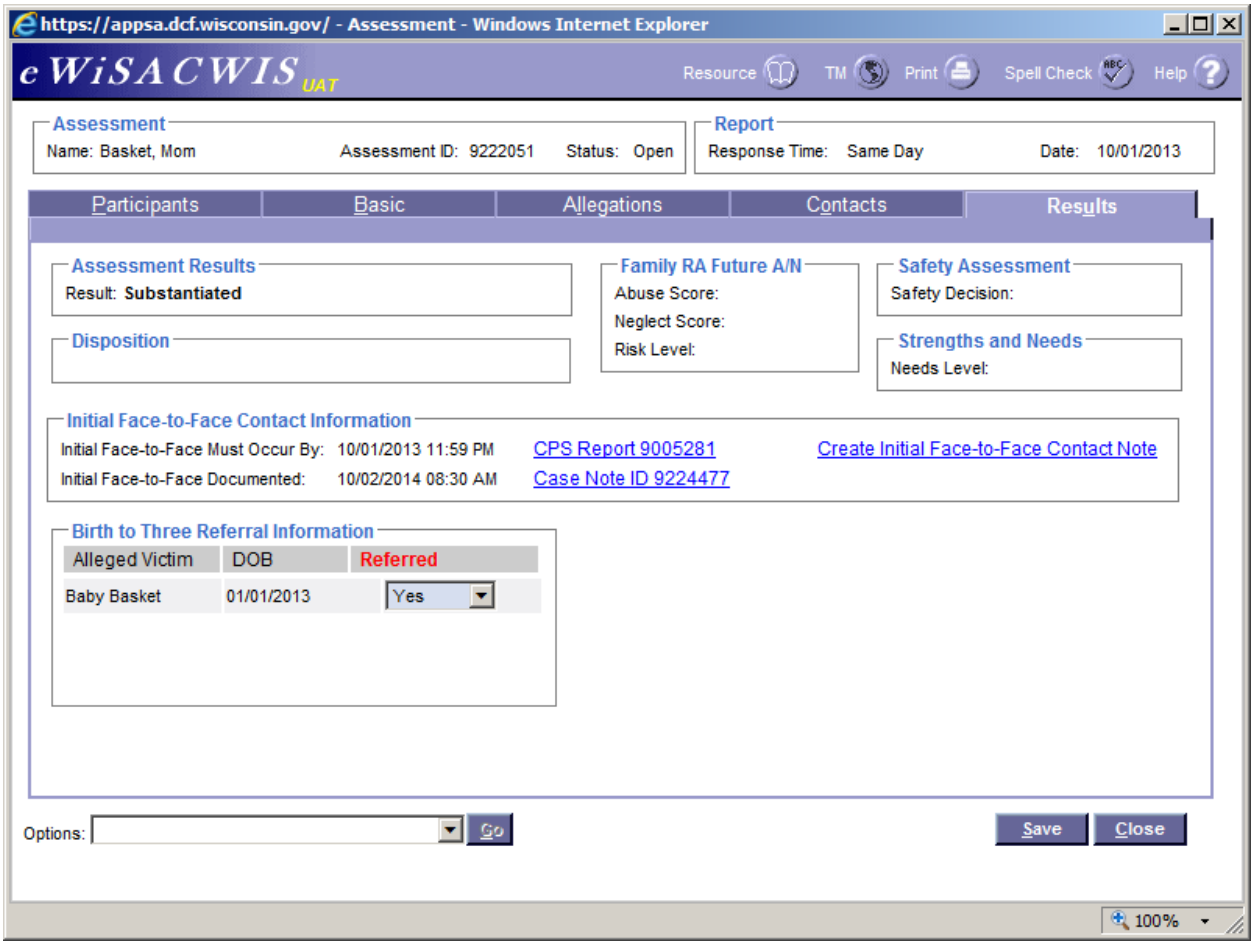
17. When created from the Results tab of the Assessment, the Case Note Category will pre-fill as 'Initial Assessment Contact' and Type as 'Initial Face-to-Face'. Enter the appropriate information and narrative. Once completed, click the Save button.

Note: For more information on this process see the Initial Face-to-Face Contacts Quick Reference.

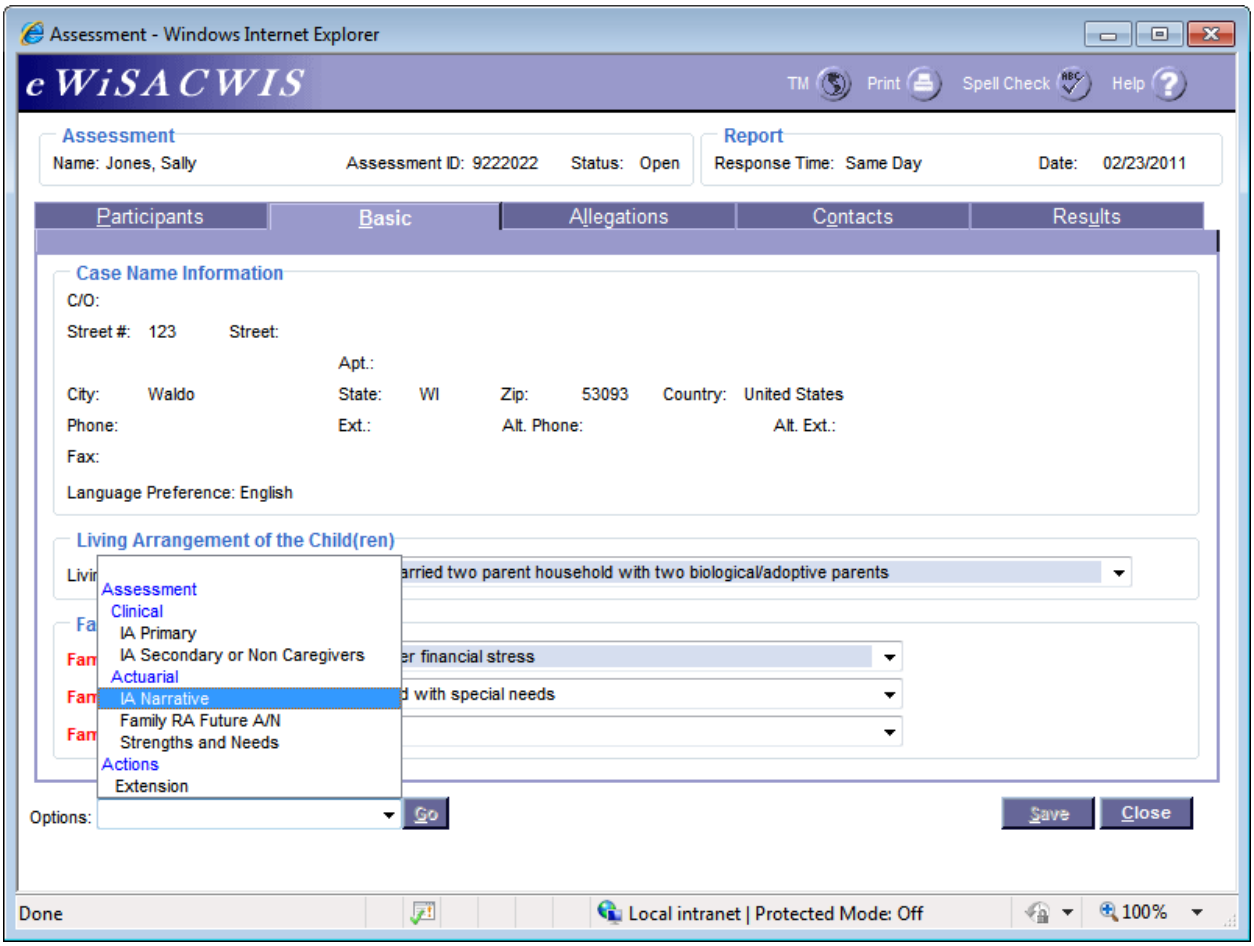
18. Click Close to return to the Results tab of the Assessment page.



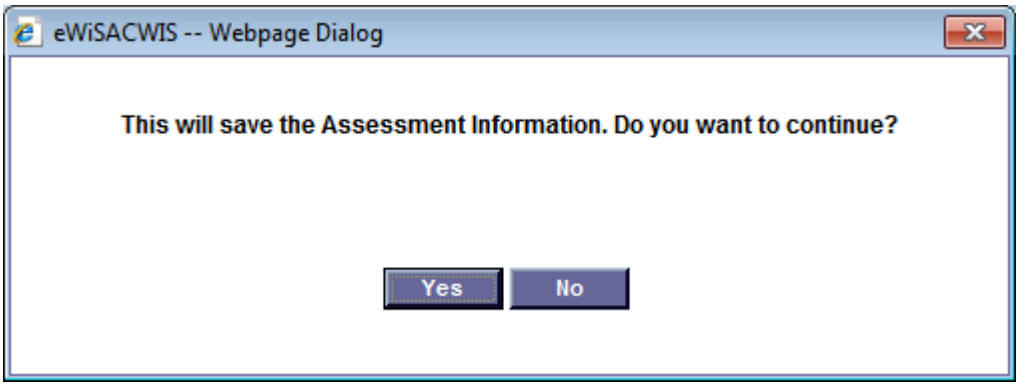
19. On the Assessment page, the date the Initial Face-to-Face Documented date and time prefill. The Case Note ID number prefills and is a hyperlink to the case note.



20. Return to the Basic tab. From the Options drop-down, select 'IA Narrative' and click Go.

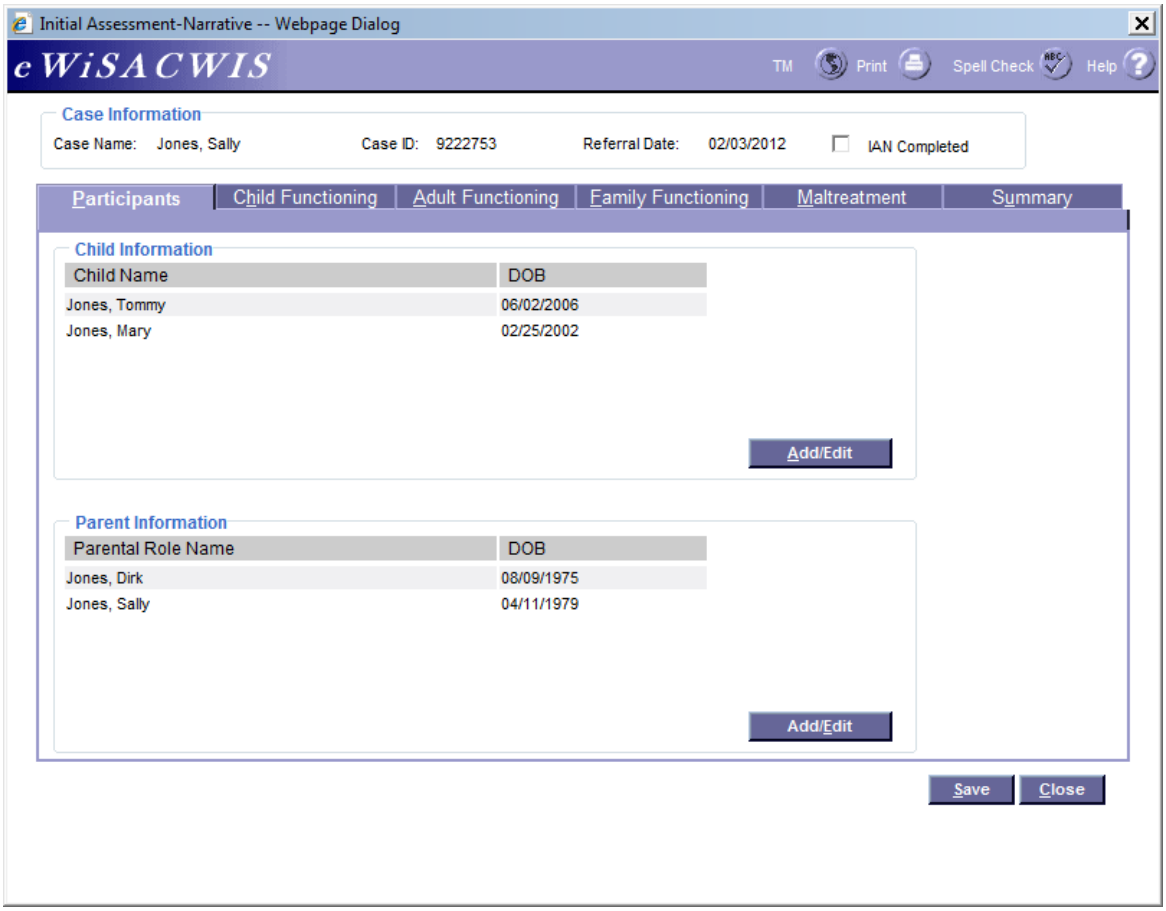


21. The following message will appear. Click Yes to continue to the IA – Primary or No to return to the Assessment page and not save.

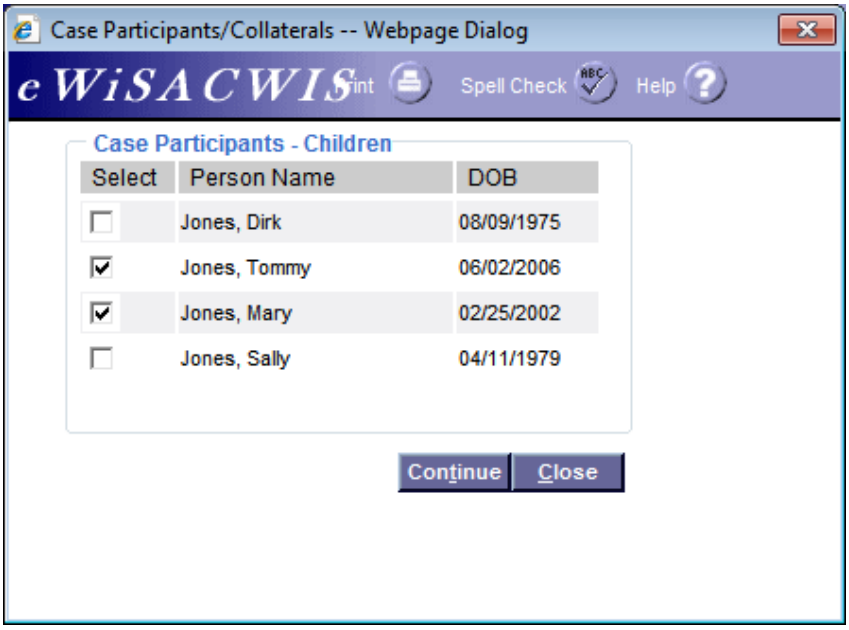


IA Narrative – Participants Tab

22. On the Initial Assessment - Narrative page, first identify the participants by clicking the Add/Edit button within the appropriate Child or Parent Information group box. When clicked, the Case Participant/Collaterals page opens.

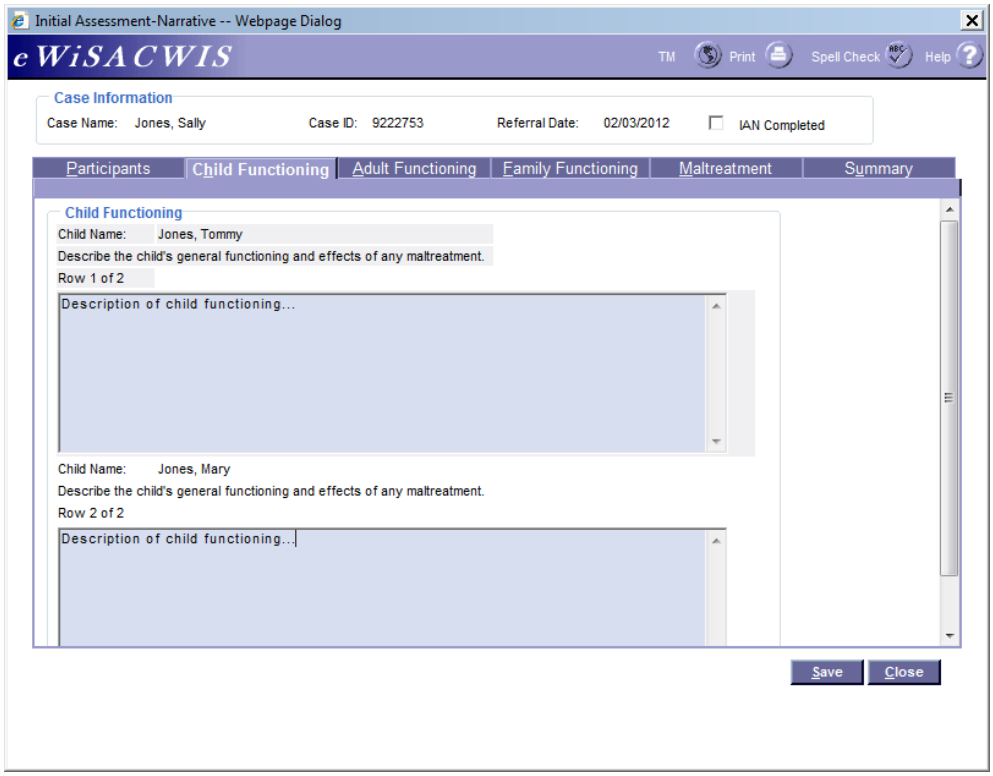


23. Select the checkbox next to the participant to be added to the assessment. Select Continue to add the participant and return to the Participants tab.



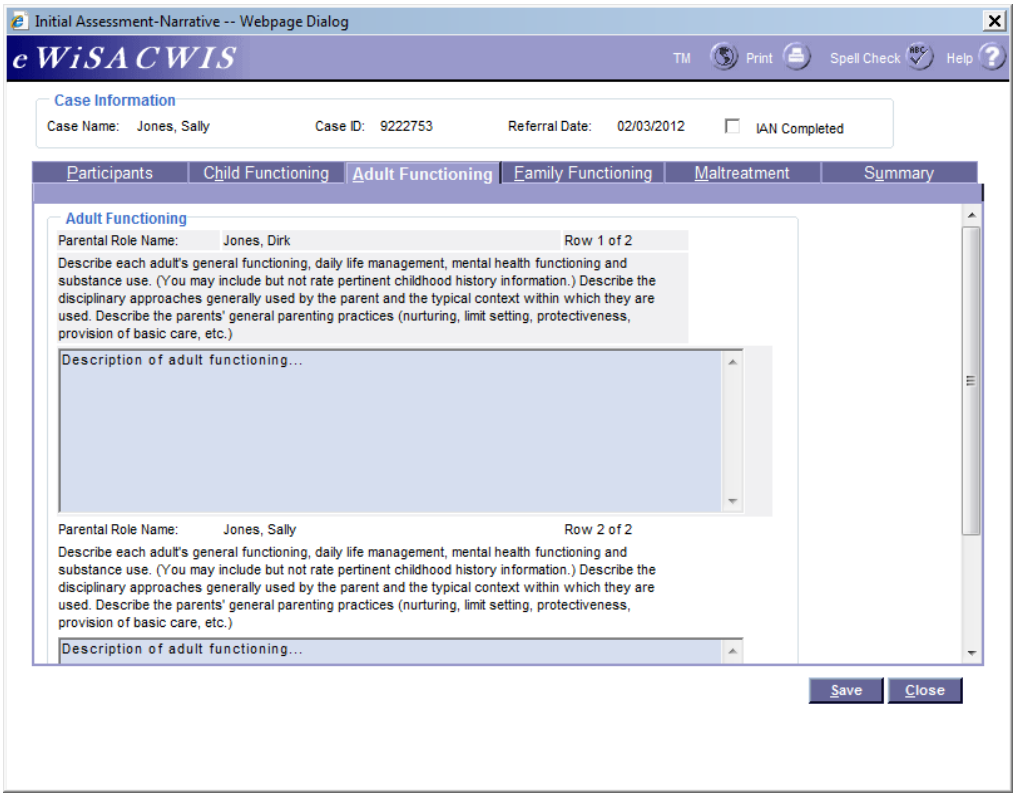
IA Narrative – Child Functioning Tab

24. Next, answer the safety questions and complete the narrative on the Child Functioning tab. Each child identified on the Part. Info tab will have a required narrative section.



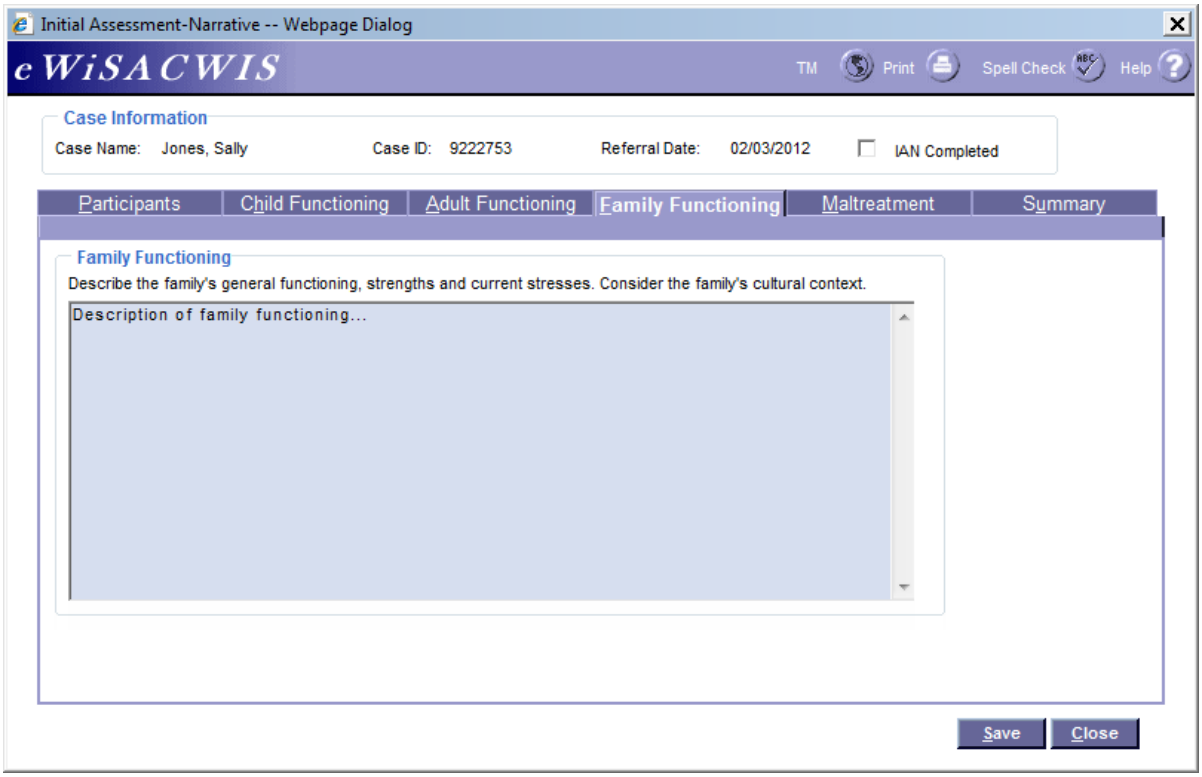
IA Narrative – Adult Functioning Tab

25. On the Adult Functioning tab, complete the required narrative for each adult identified on the Participants tab.



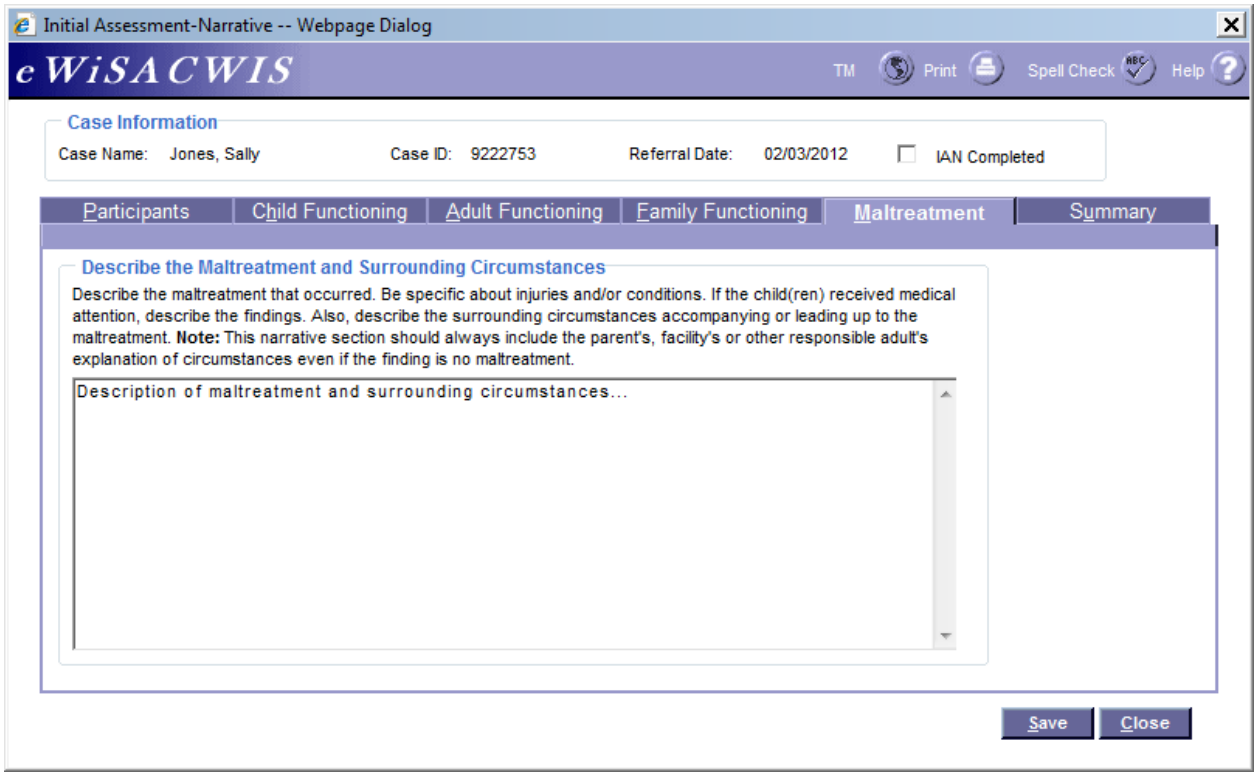
IA Narrative – Family Functioning Tab

26. Complete the required narrative text on the Family Functioning tab.



IA Narrative – Maltreatment Tab

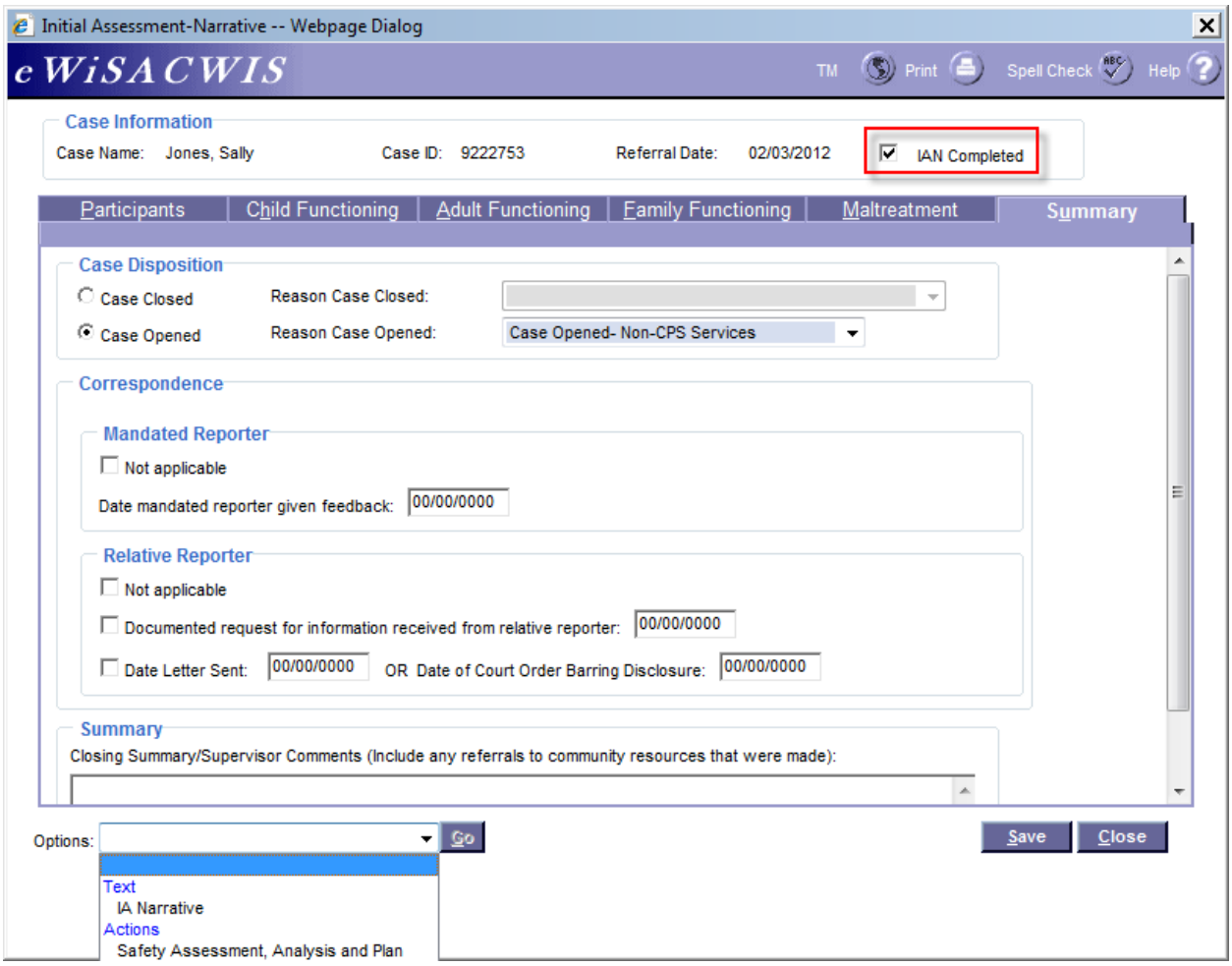
27. Complete the narrative section on the Maltreatment tab.



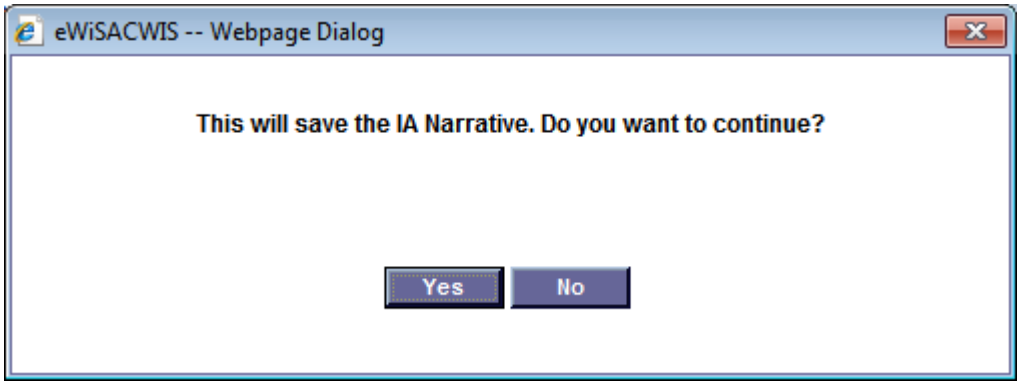
IA Narrative – Summary Tab

28. The Summary tab is the last tab of the Initial Assessment – Narrative page. Complete the Case Disposition group box. The Correspondence group box includes the Mandated Reporter and Relative Reporter group boxes. These text templates are available via the Options drop-down on the Assessment page. The Summary group box contains case closing and/or supervisor comments.

29. When the Initial Assessment – Narrative is complete, open the text template from the Options drop-down. Next, check the IAN Completed checkbox and click Save.

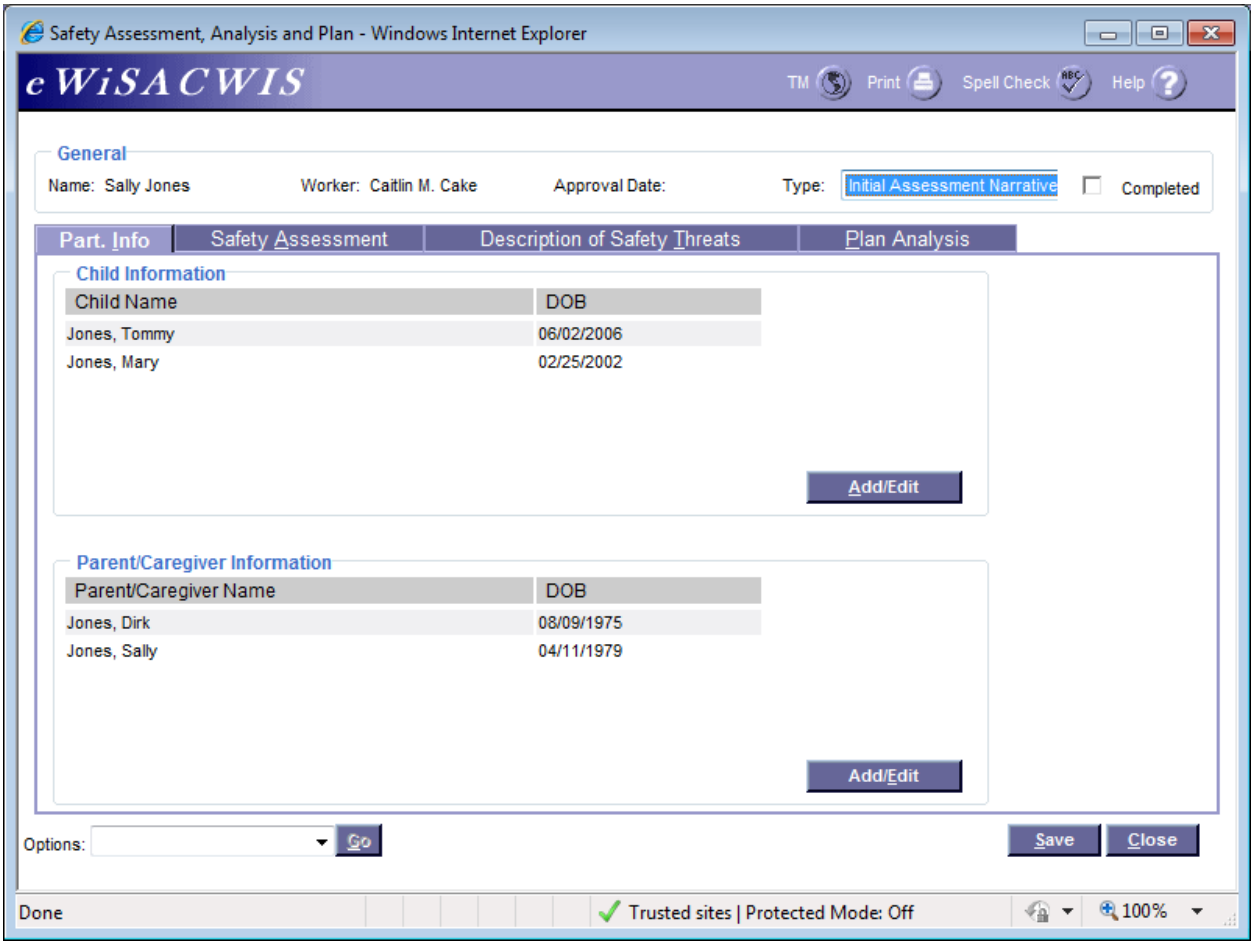


30. Under Options, select Safety Assessment, Analysis and Plan and click Go. You will receive the following message. Click 'Yes' to save the Assessment and continue to the Safety Assessment, Analysis and Plan. Click 'No' to return to the Initial Assessment – Narrative page.



Safety Assessment, Analysis and Plan – Part. Info (Participant Information) Tab

31. On the Safety Assessment, Analysis and Plan page, select Initial Assessment Narrative from the Type drop-down. The Part. tab will pre-fill with the same participants identified on the Participants tab of the Initial Assessment – Narrative. Select Add/Edit if changes need to be made regarding the identified participants.

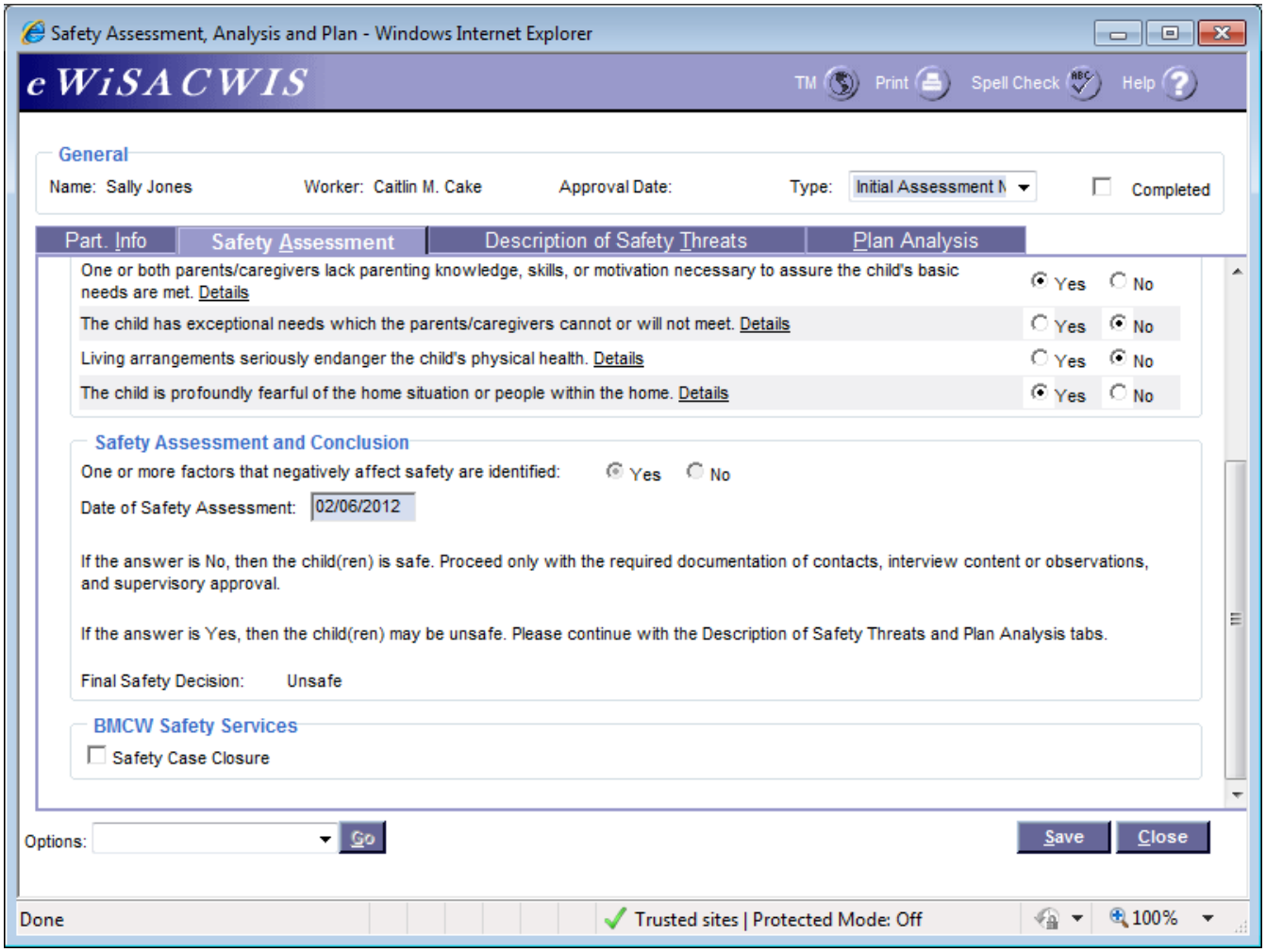


Safety Assessment, Analysis and Plan – Safety Assessment Tab

32. The Safety Assessment tab contains 11 Safety Threats. Answer the questions and scroll down to the Safety Assessment and Conclusion group box. Enter the Date of Safety Assessment. The BMCW Safety Services group box does not apply.

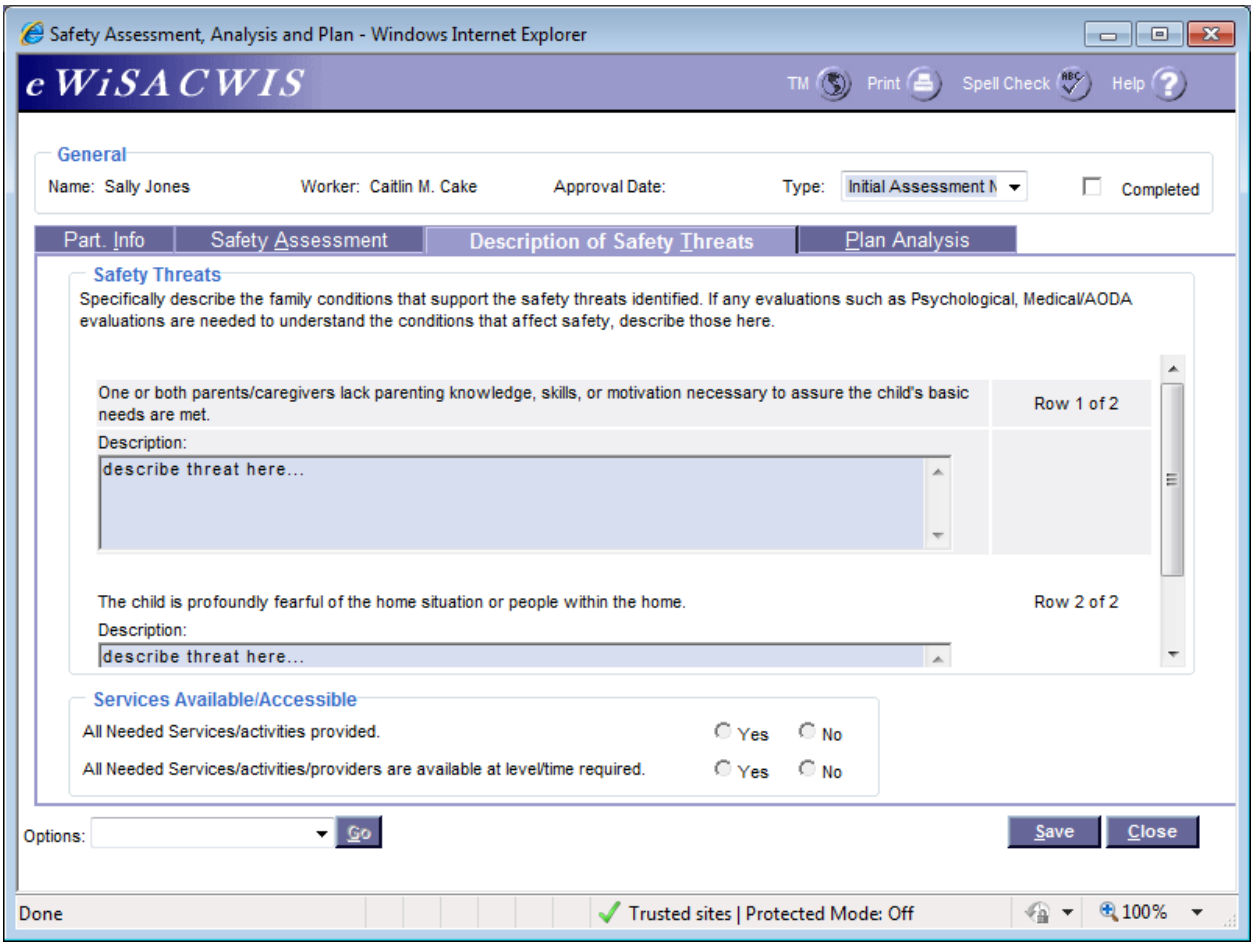
    - If all safety questions are answered 'No,' enter the date of the safety assessment, open the Safety Assessment template from the Options drop-down, check the Completed box in the upper right-hand corner and click Save and Close to return to the Initial Assessment – Narrative.

    - If any safety threat question is answered yes, proceed to the next step.



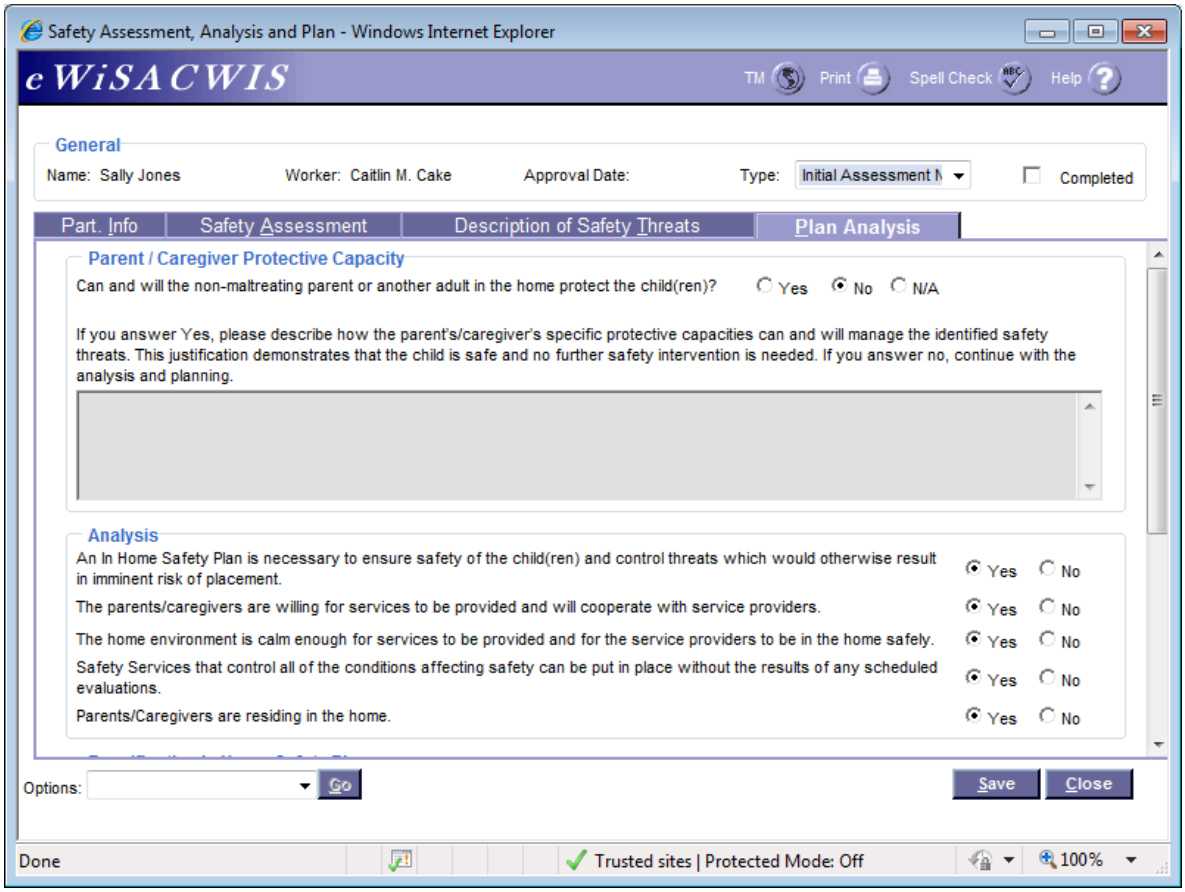
Safety Assessment, Analysis and Plan – Description of Safety Threats Tab

33. The Description of Safety Threats tab displays the Safety Threats selected on the Safety Assessment tab, with required narrative text to describe each identified safety threat. The Services Available/Accessible group box questions are view only on this tab.

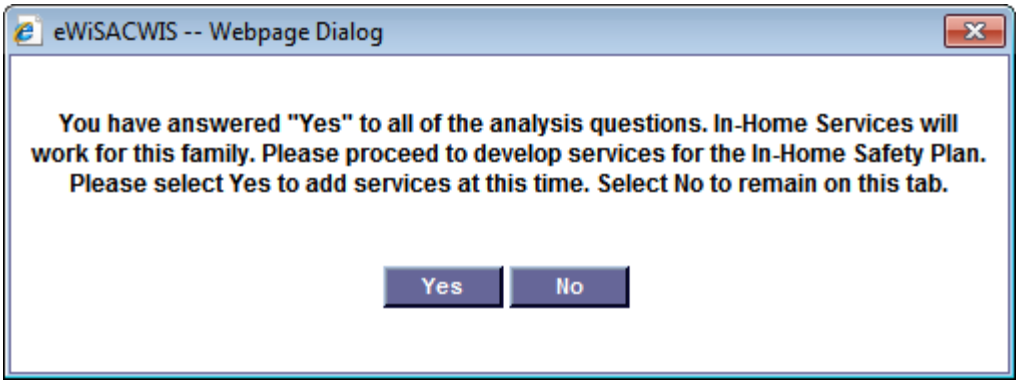


Safety Assessment, Analysis and Plan – Plan Analysis Tab

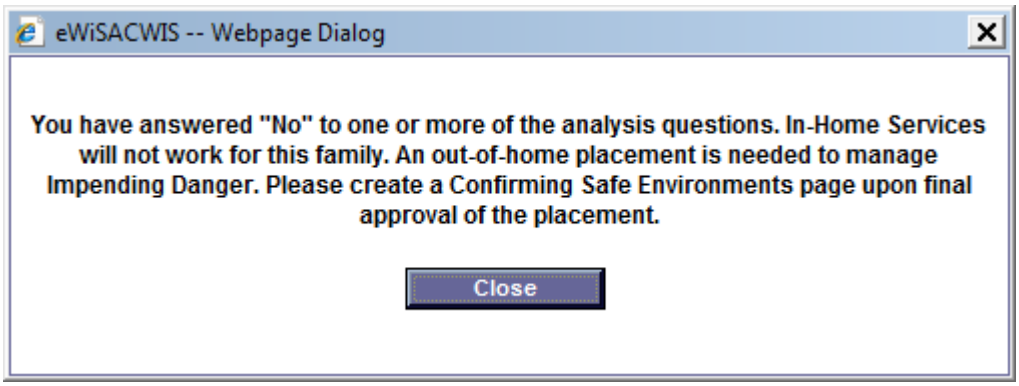
34. On the Plan Analysis tab, how the first question is answered: 'Can and will the non-maltreating parent or another adult in the home protect the child(ren)?' affects how the rest of the tab works. If you answer 'Yes,' the corresponding narrative becomes required and the Analysis questions are disabled. If you answer 'No' or 'N/A,' the narrative is disabled and the Analysis questions are enabled and required.



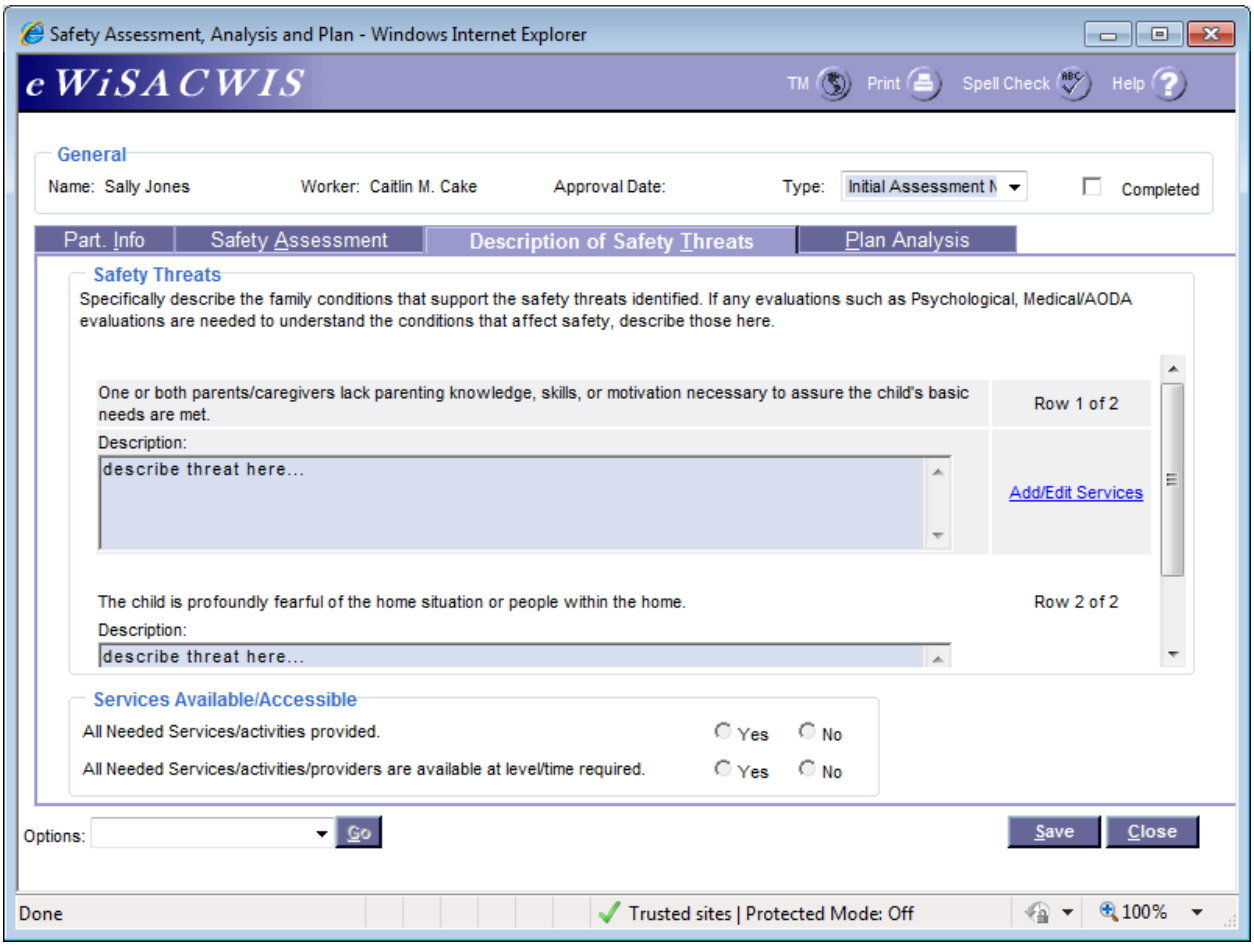
35. If all of the Analysis questions are answered 'Yes' you will receive the following message. Selecting 'Yes' will take you to the Description of Safety Threats tab to enter the In-Home Services that will be implemented to ensure safety of the child(ren) in the home. Selecting 'No' returns you to the Plan Analysis tab.



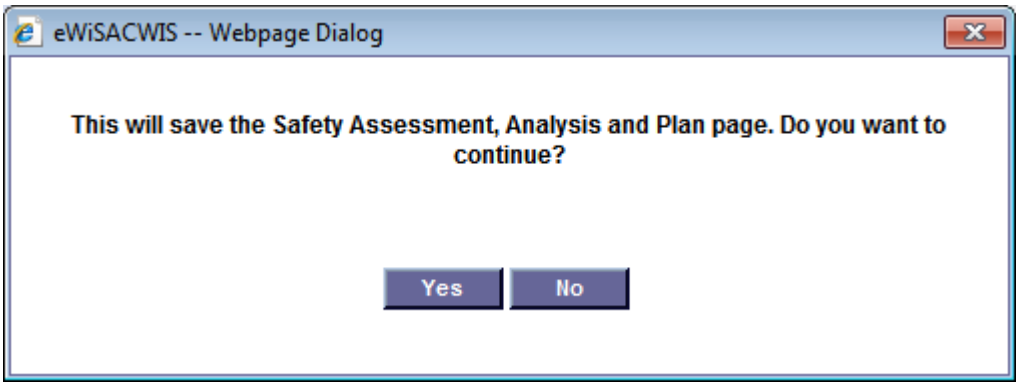
36. If one or more of the Analysis questions are answered 'No' the following message will appear directing you to complete a Confirming Safe Environments:



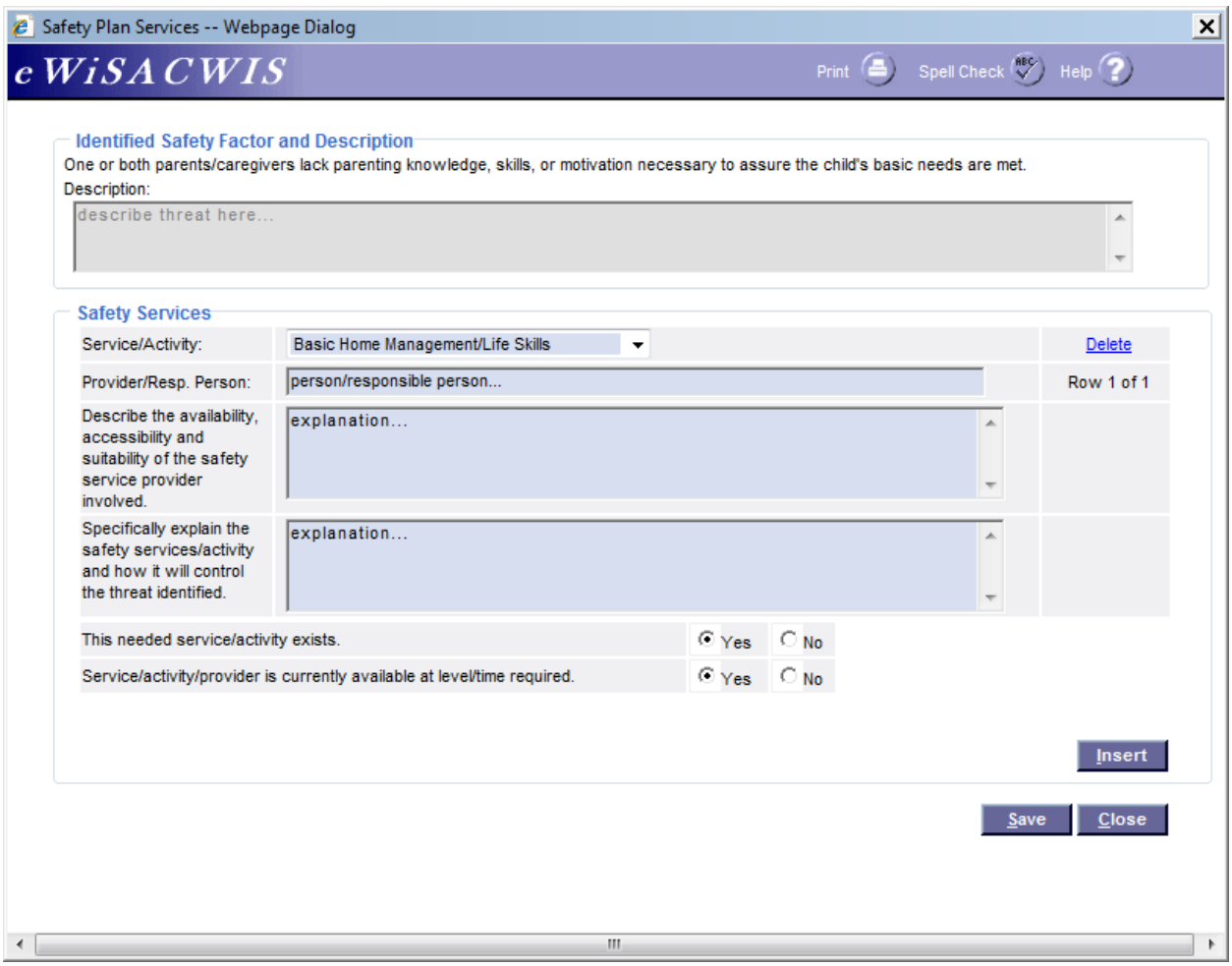
37. If in-home services may work for this family, enter the services that will be implemented by clicking the Add/Edit Services hyperlink on the Description of Safety Threats tab.



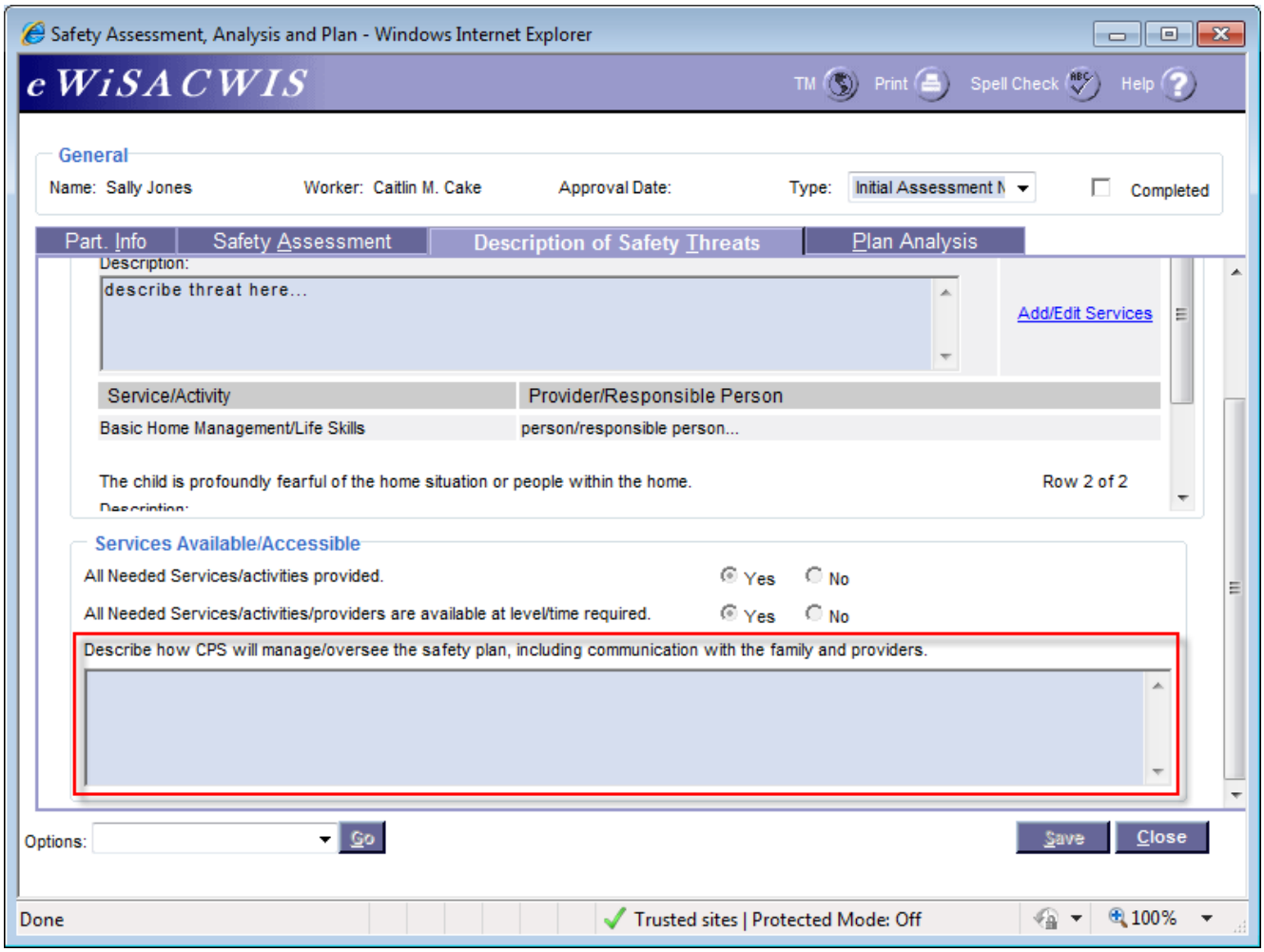
38. Clicking the Add/Edit Services link will launch a message. Click 'Yes' to save and continue or 'No' to return to the Safety Assessment, Analysis and Plan page without saving.



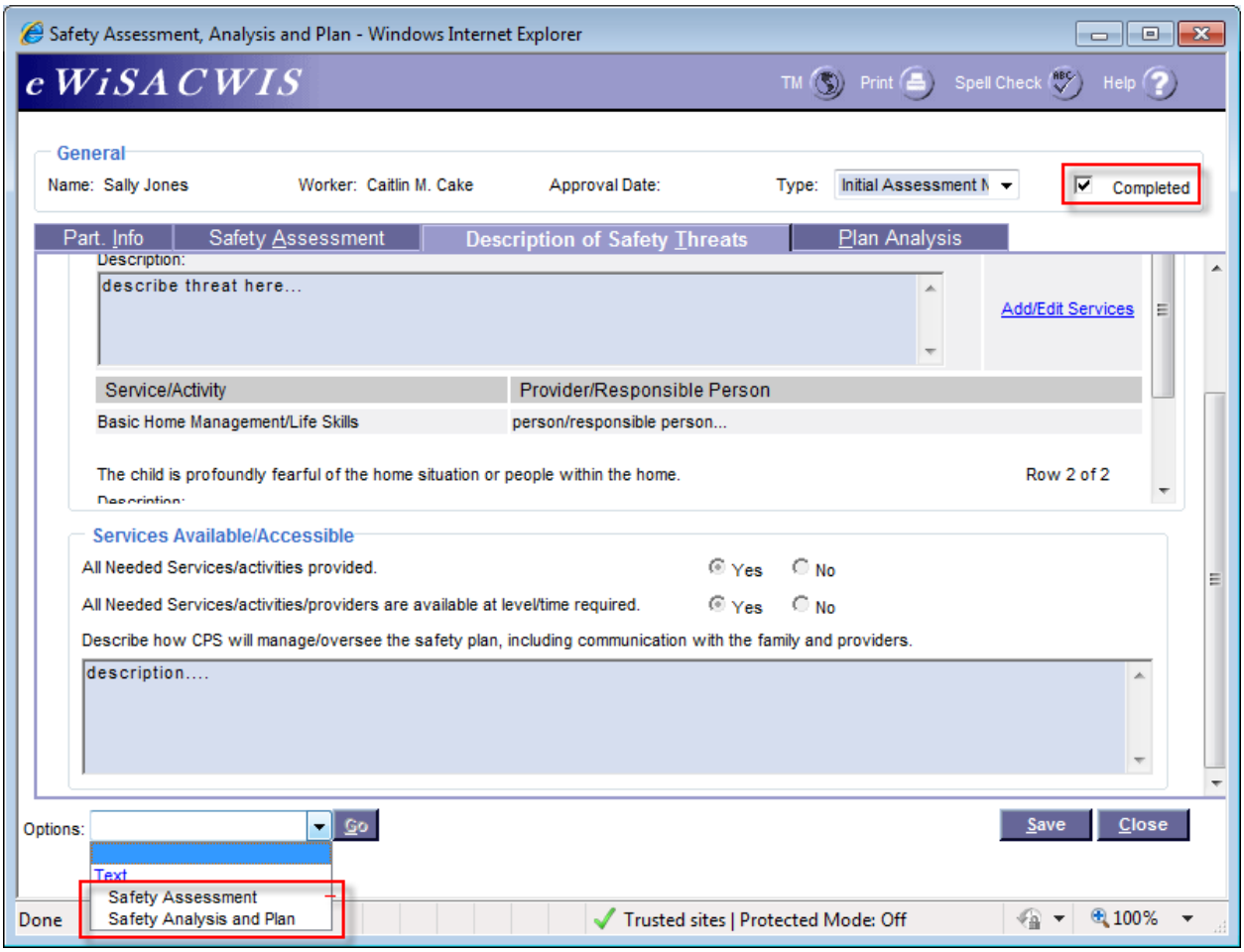
39. The Safety Plan Services page will open, displaying the identified safety factor, the description why that factor was selected, and an empty Safety Services group box. Click the Insert button to insert a service. Select the appropriate Service/Activity that is being implemented to address the safety factor, enter the name of the provider or responsible person providing the service, any additional information about the service being provided, and answer the two questions about the service and provider being available. Click the Insert button again to add as many services being established to address this safety factor. When all services are entered, select Save and then Close.



40. The Service/Activity and Provider/Responsible Person displays on the Description of Safety Threats tab. The Services Available/Accessible questions now have answers pre-filled. If both of the Services Available/Accessible questions are answered 'Yes', then document narrative for 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.'



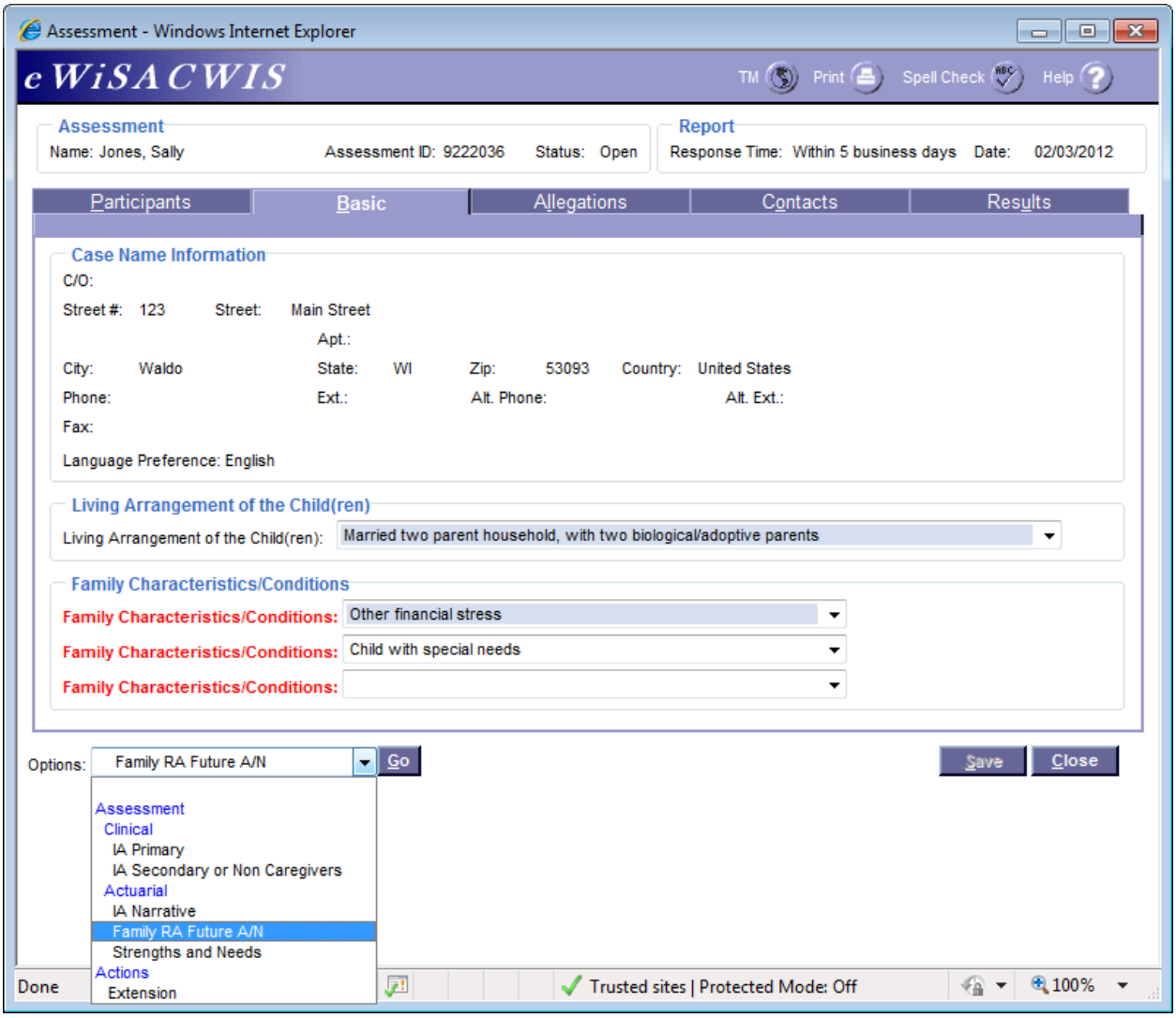
41. Open the two templates associated with the Safety Assessment, Analysis and Plan page: the Safety Assessment and the Safety Analysis and Plan.



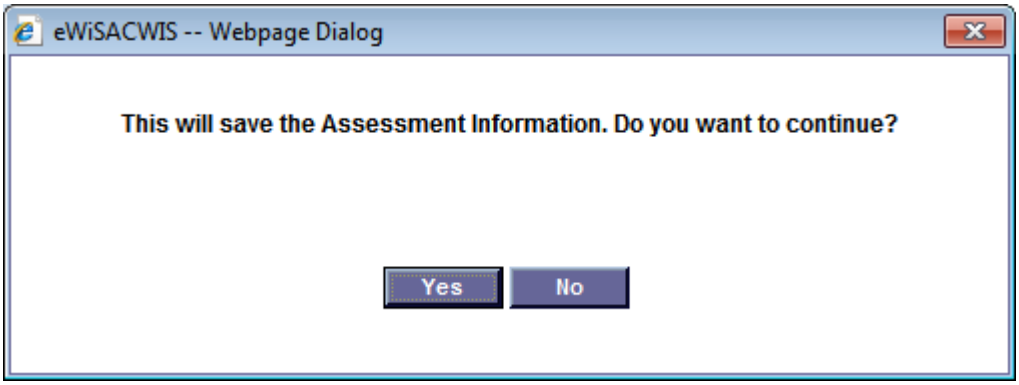
42. Select the Completed checkbox and save the page to complete the Safety Assessment, Analysis and Plan.

43. You are returned to your desktop. Click on the pending Assessment to continue working.

44. The next section of the assessment is the Family Risk Assessment of Future Abuse and Neglect. On the Basic tab of the Assessment page, select 'Family RA Future A/N' from the Options drop-down and click Go.

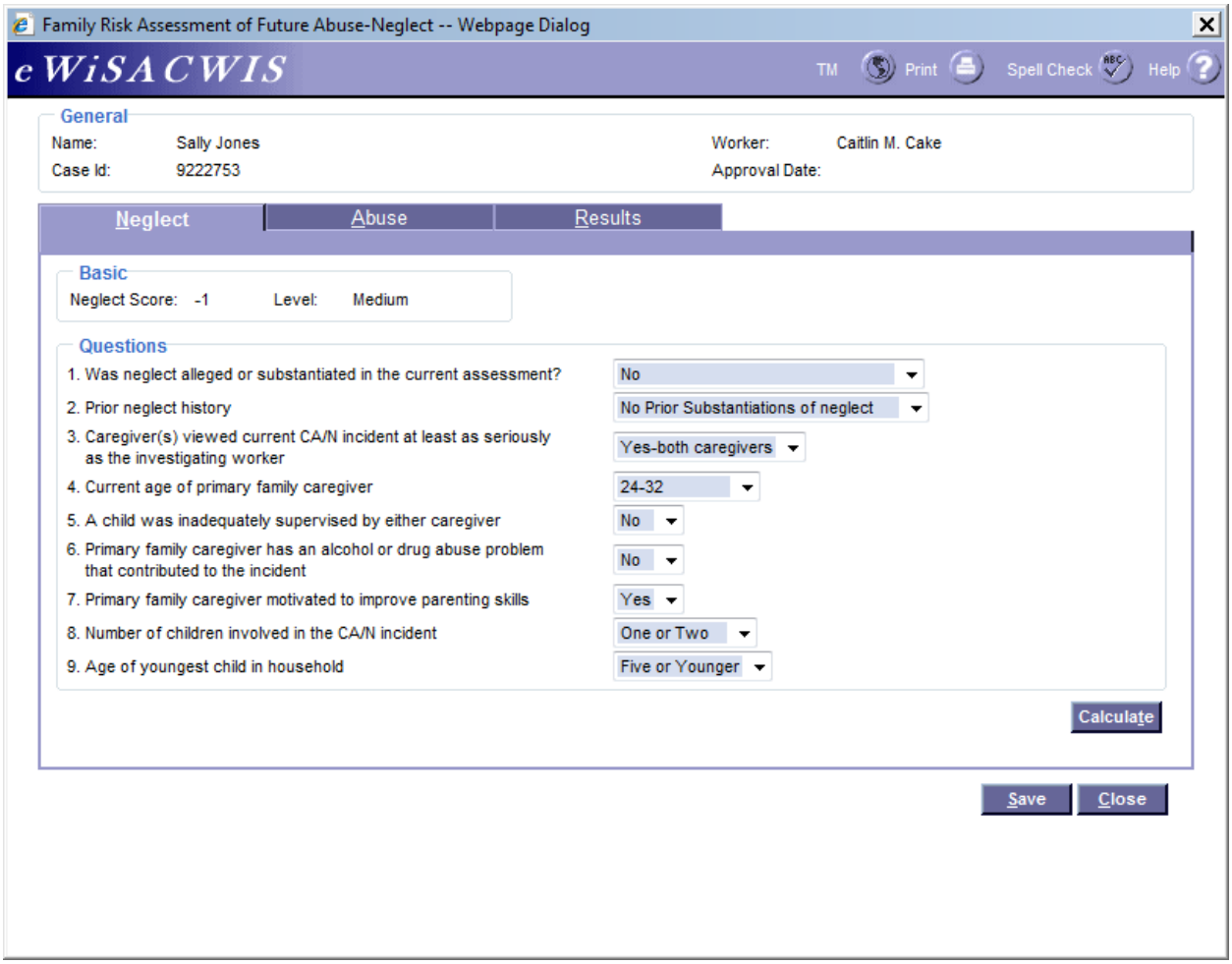


The following message will appear. Click 'Yes' to save and continue to the Family Risk Assessment of Future Abuse and Neglect or click 'No' to return to the Assessment.



IA Narrative – Family Risk Assessment of Future A/N - Neglect Tab

45. Answer the questions on the Neglect tab. Click 'Calculate' to display the risk score.



IA Narrative – Family Risk Assessment of Future A/N - Abuse Tab

46. Answer the questions on the Abuse tab. Click ‘Calculate’ to display the risk score.

Family Risk Assessment of Future Abuse-Neglect -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

General

Name: Sally Jones Worker: Caitlin M. Cake

Case Id: 9222753 Approval Date:

Neglect | Abuse | Results

Basic

Abuse Score: 4 Level: High

Questions

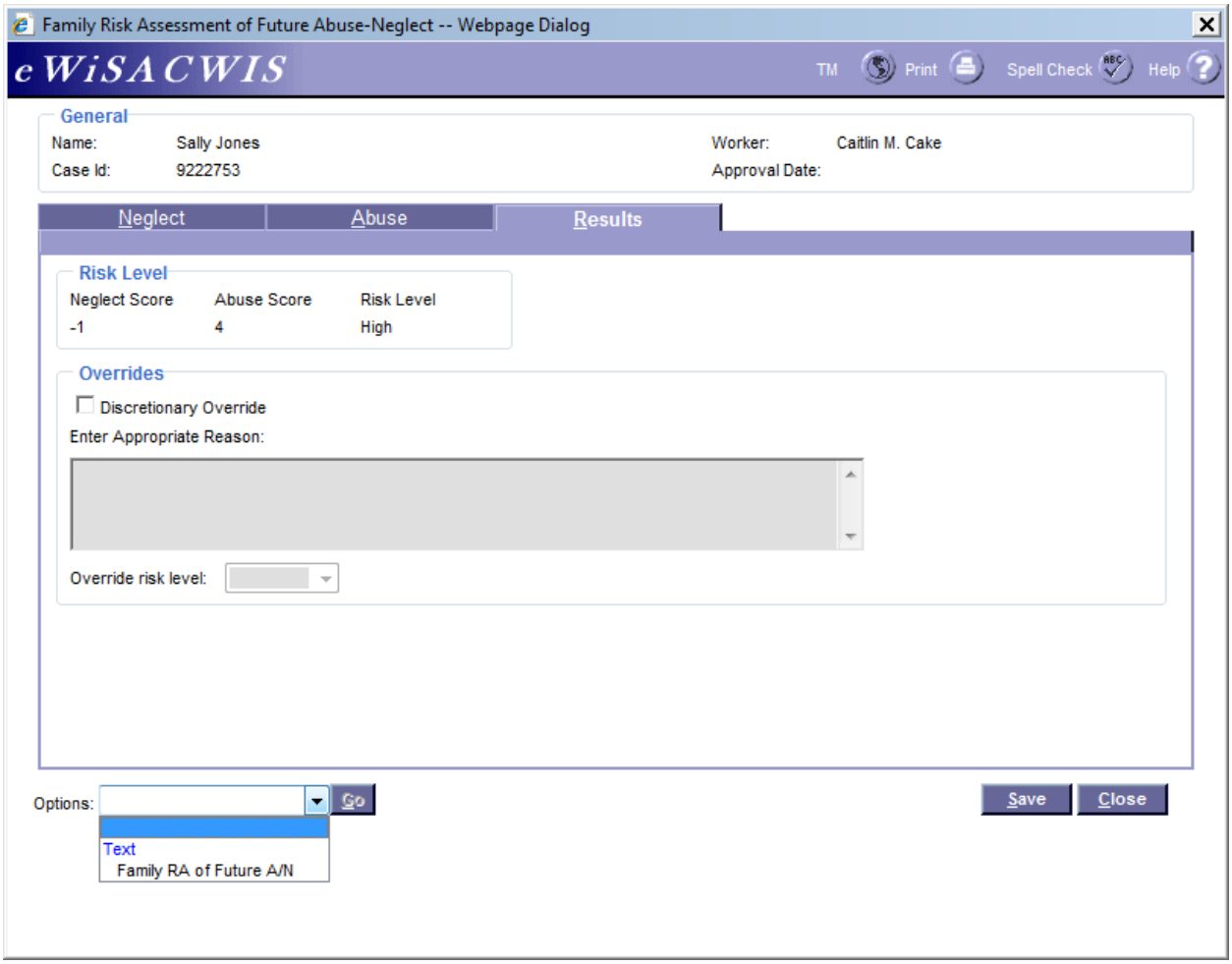
1. Was abuse alleged or substantiated in the current investigation? Yes
2. Prior CA/N history Any prior child welfare CA/N referral
3. Does caregiver(s) use excessive or inappropriate discipline? Yes-Secondary Family Caregiver only
4. Does the primary family caregiver have a history of abuse or neglect as a child? No
5. Primary family caregiver's relationship problems with other adults No serious problem evident
6. Domestic violence in household Yes
7. Caregiver(s) is motivated to improve parenting skills One or both caregivers are motivated
8. Age of youngest child in household 11 or Younger

Calculate

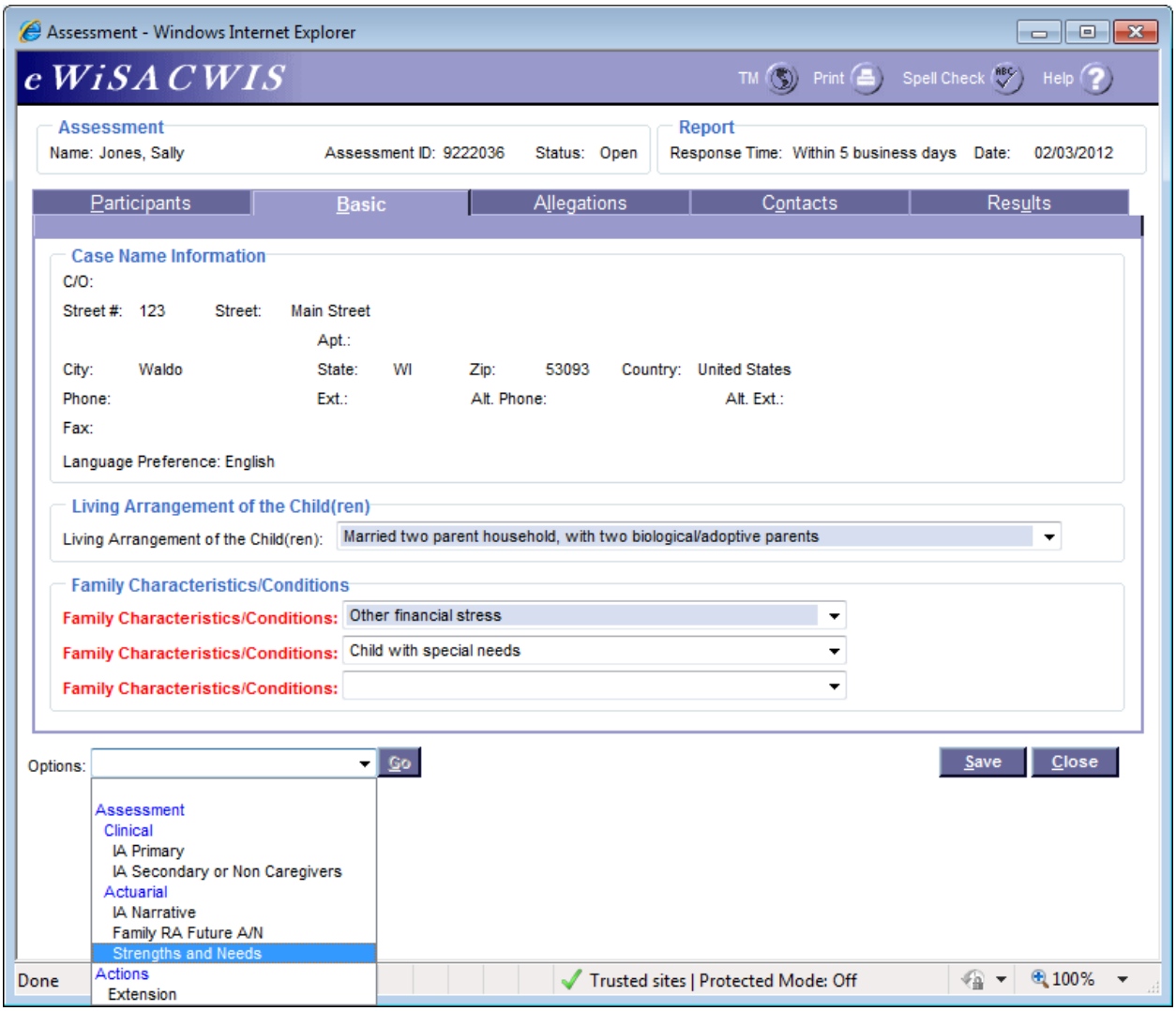
Save Close

IA Narrative – Family Risk Assessment of Future A/N - Results Tab

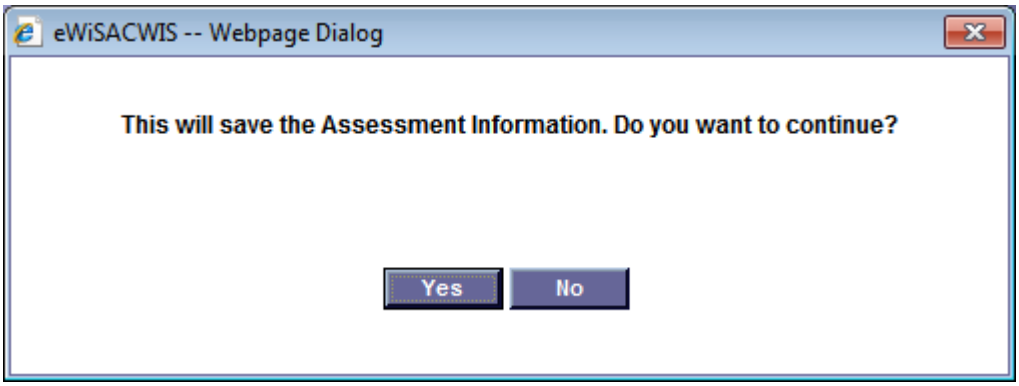
47. The Results tab displays the overall Risk Level. A discretionary override is available to change the risk level if necessary. From the Options drop-down, select the Family RA of Future A/N to open the text template. Click Save and Close to return to the Assessment.



48. To complete the Strengths and Needs Assessment, select Strengths and Needs from the Options drop-down on the Basic tab of the Assessment page and click Go.

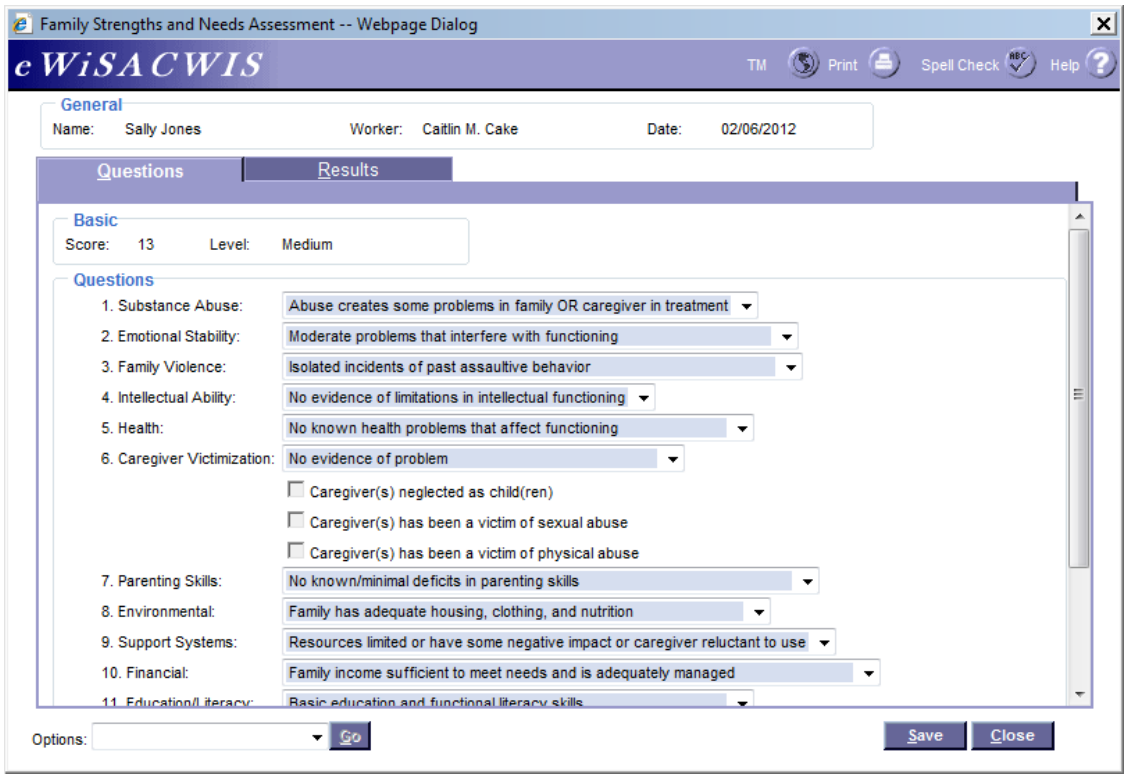


The following message will appear. Click 'Yes' to save and continue to the Family Strengths and Needs Assessment or click 'No' to return to the Assessment.

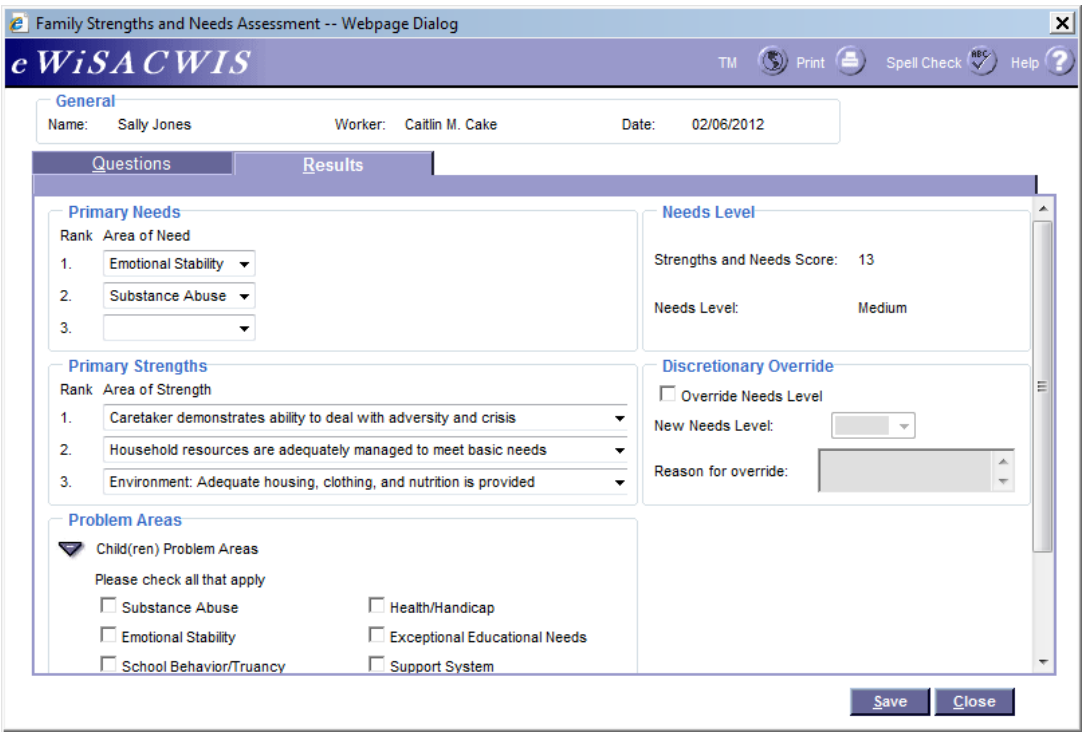


IA Narrative – Family Strength and Needs Assessment - Questions & Results Tabs

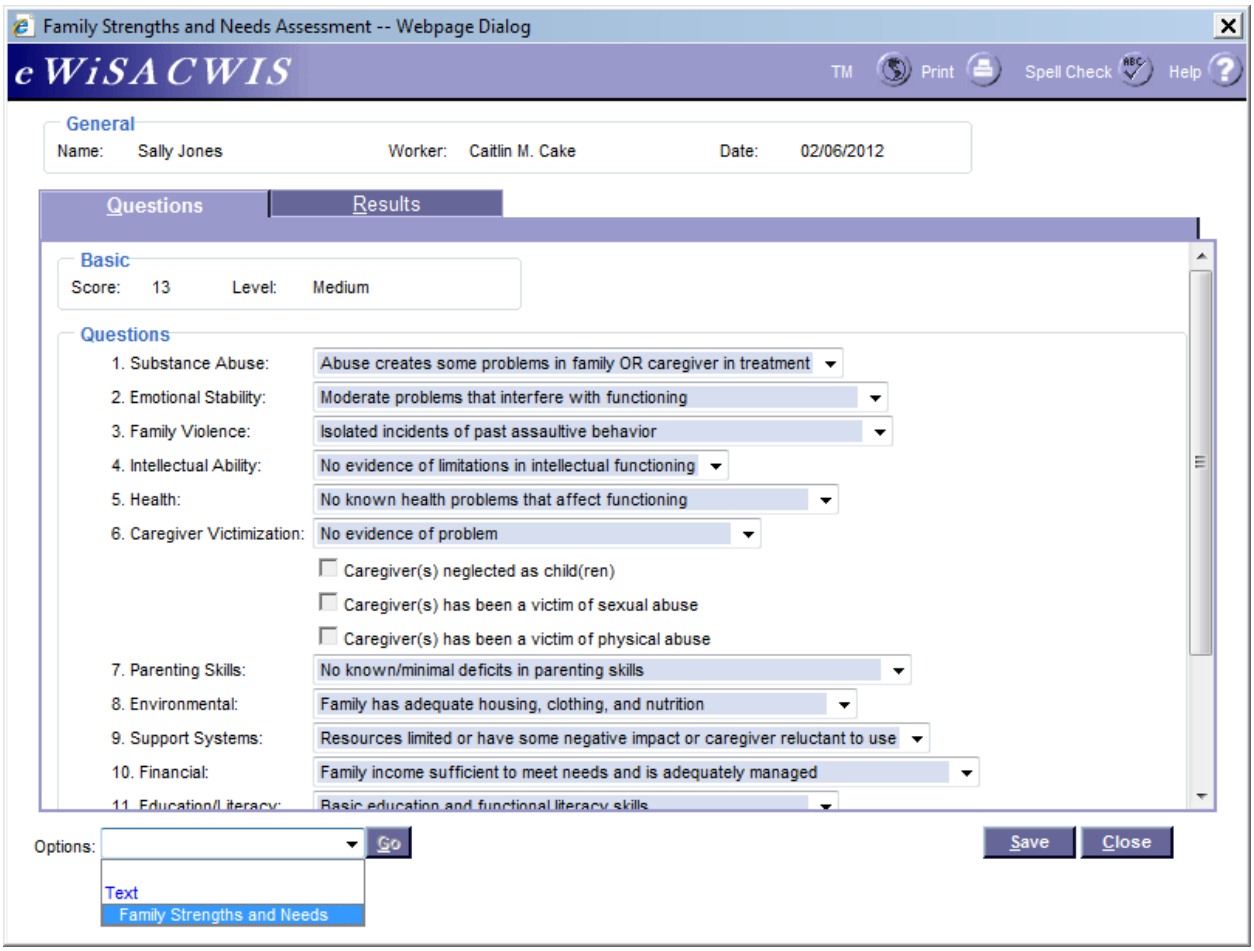
49. On the Questions tab, answer the questions and click the Calculate button to display the score and level.



50. On the Results tab, complete the Primary Needs, Primary Strengths, and Problem Areas. If the Needs Level is different from the level calculated, enter information into the Discretionary Override group box.

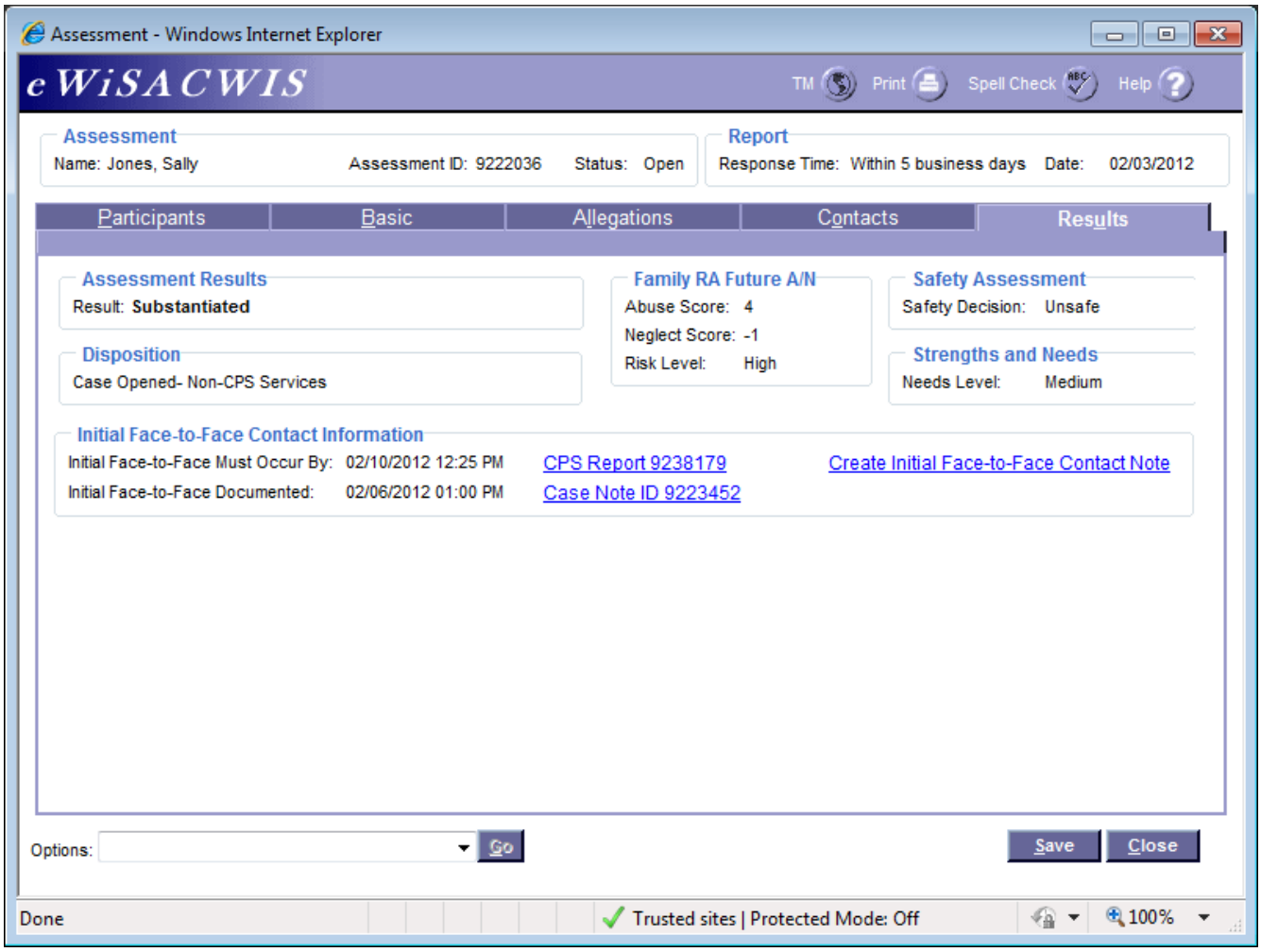


51. Return to the Questions tab. To open the Family Strengths and Needs template, select Family Strengths and Needs from the Options drop-down and click Go.



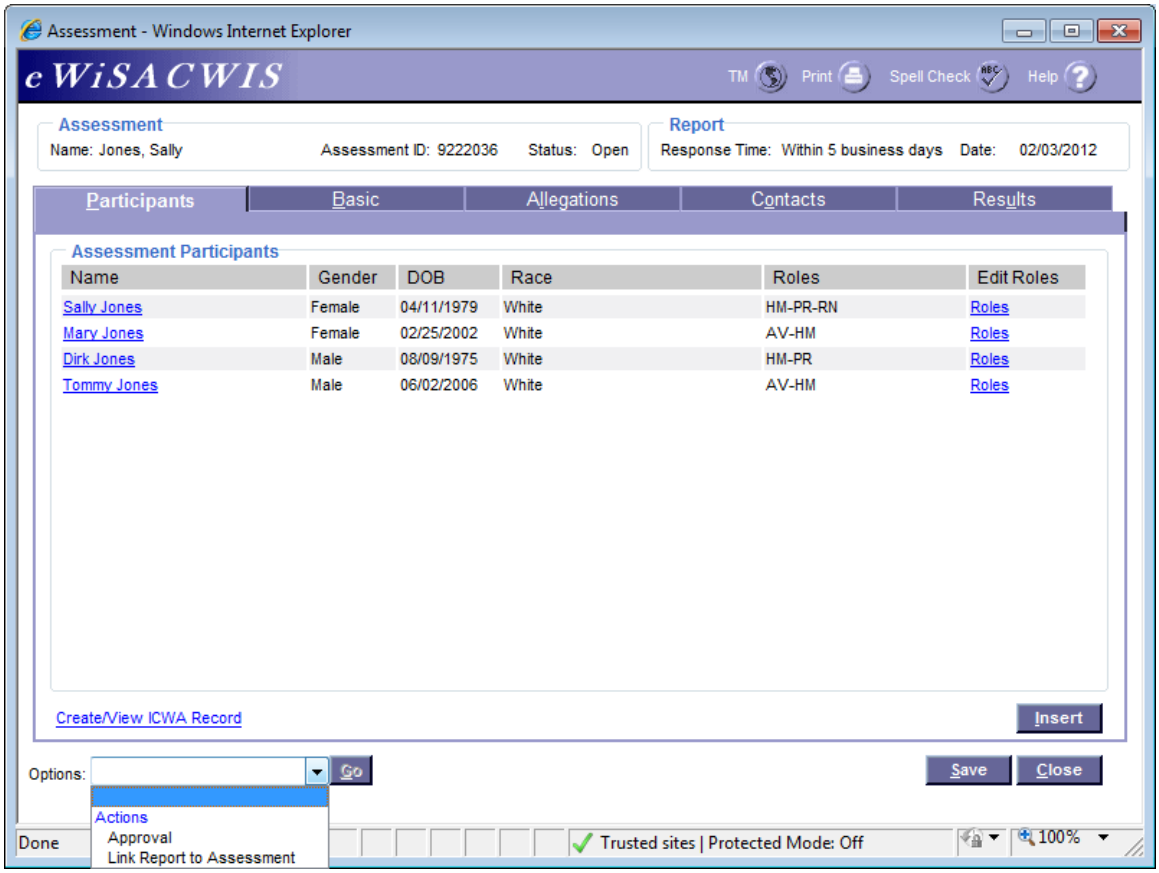
52. Click Save and Close to return to the Assessment.

53. On the Results tab of the Assessment, the Family RA Future A/N, Safety Assessment, and Strengths and Needs group boxes all pre-fill with the information from those pieces of work that were completed.

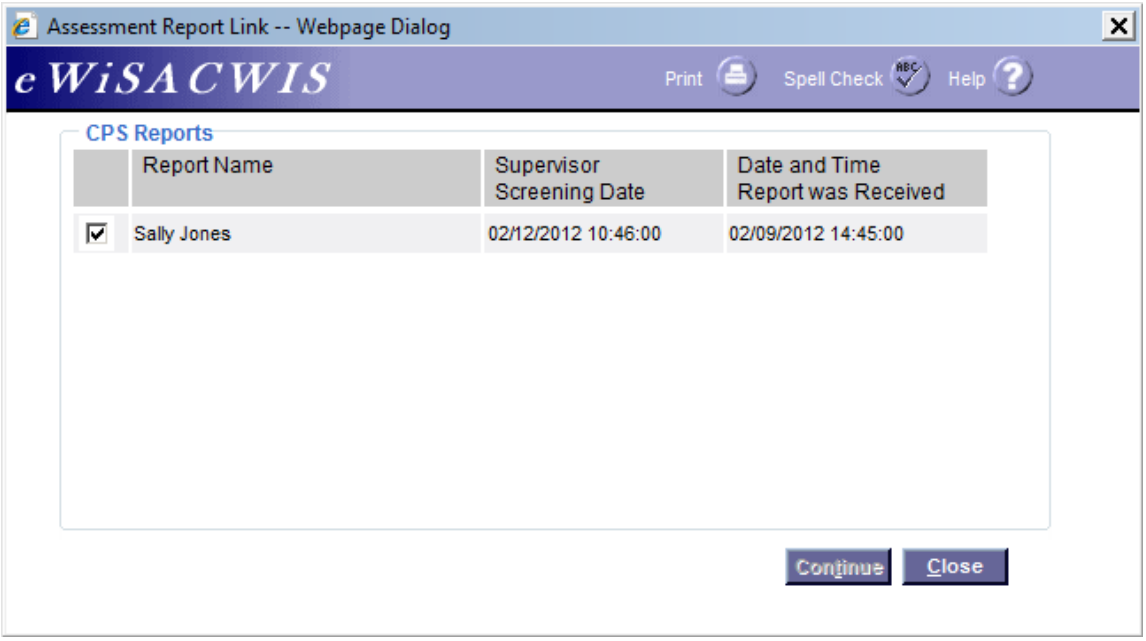


Linking a CPS Report to Assessment

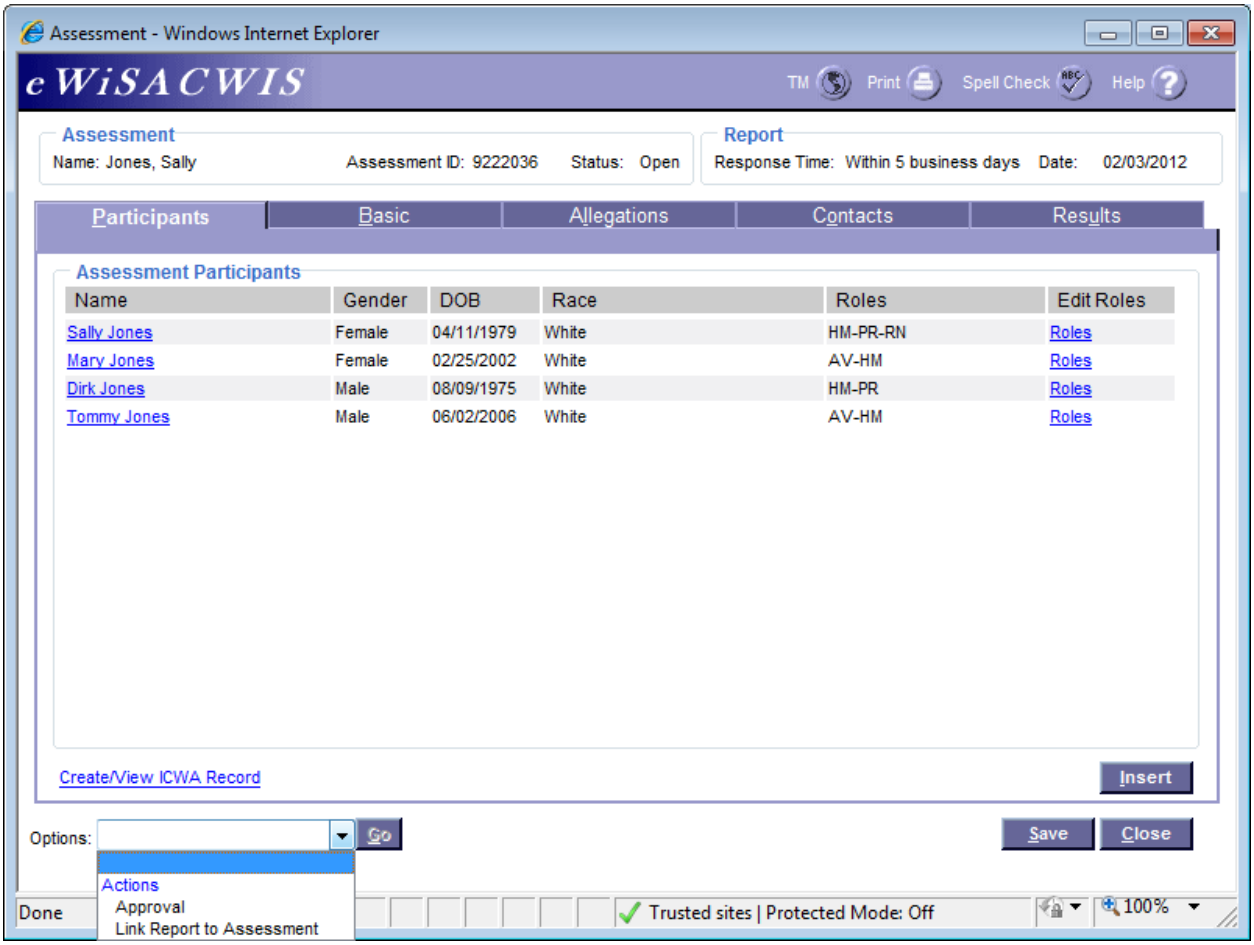
54. If during the Initial Assessment a new CPS Report is screened in, you can link that CPS Report to this assessment. From the Participants tab, select Link Report to Assessment from the Options drop-down and click Go.



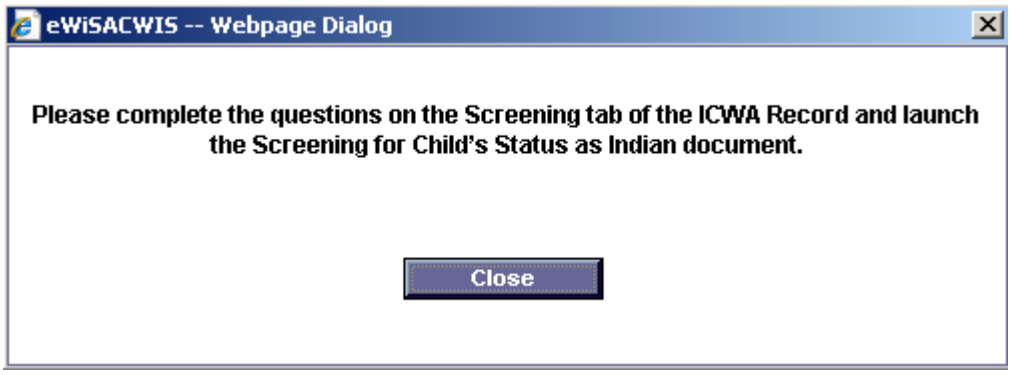
On the Assessment Report Link page, select the appropriate CPS Report(s) and then click Continue. This will automatically associate the CPS Report to this Assessment and return you to the Assessment page.



55. From the Participants tab, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Assessment page. Click Save to send the assessment to your supervisor for approval.



56. You will be reminded to complete the questions on the Screening tab of the ICWA Record.

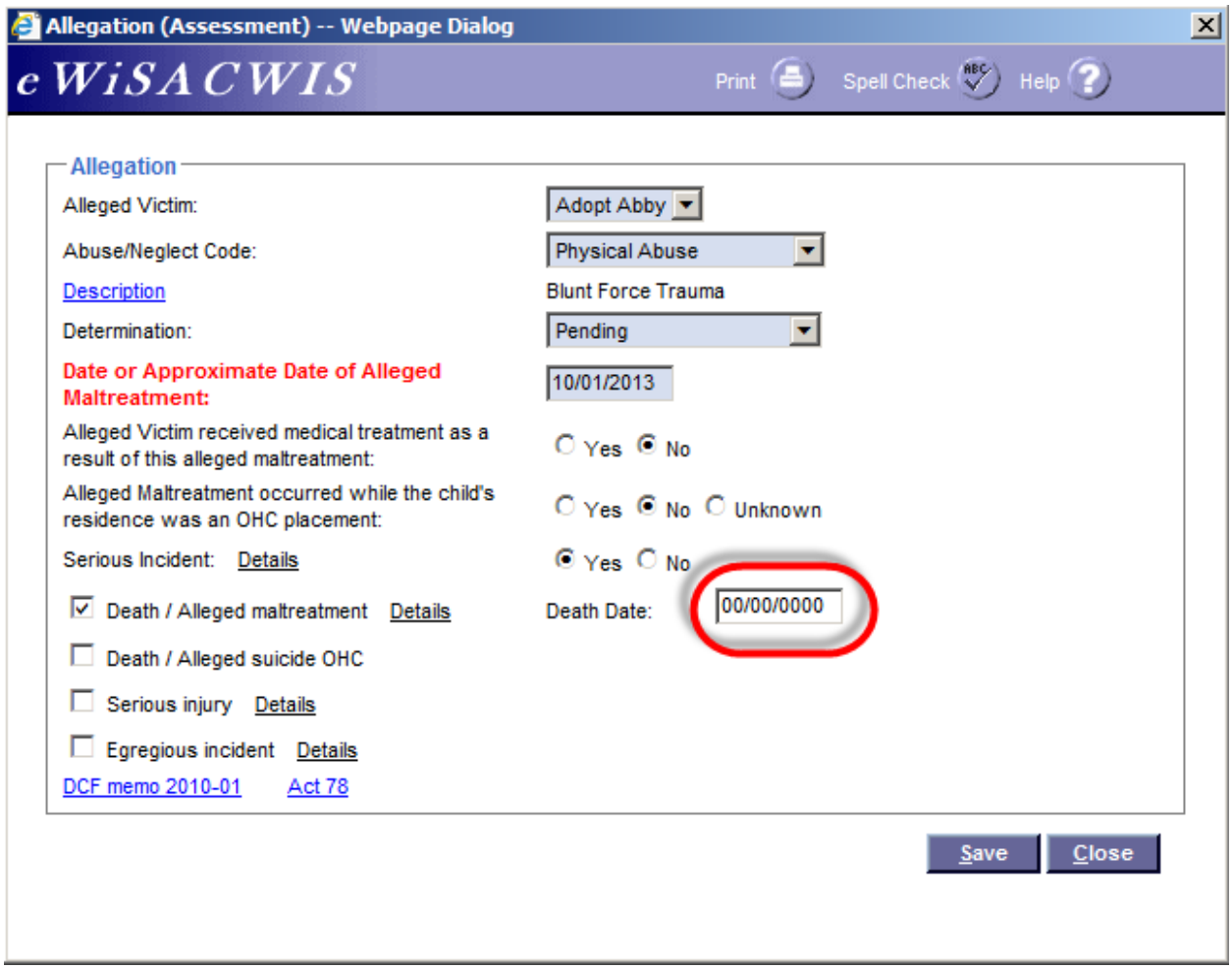


57. To create or view an ICWA record for a child, click the Create/View ICWA Record hyperlink at the lower left of the Participants tab on the Assessment page (see step 5 above). For more information regarding completing the ICWA Record see the Documenting ICWA Quick Reference Guide.

Recording a Date of Death for a Child

A date of death for a child can be recorded on the following pages: Person Management, Allegation (Access Report), Allegation (Assessment), Serious Incident Notification, and Placement & Service Ending.

In Assessment, the field will dynamically display if a death is indicated on the page and is required when a determination other than pending is selected. If a Death Date is already entered on Person Management, the date pre-fills to the page. If a Death Date is changed on the Allegation page, Death Date on Person Management will be updated after the Assessment is approved. The Death Date field will always remain editable on Person Management but will freeze on the Assessment and will not be able to be changed after it has been approved.



Note: The Death Date on an approved Access Report or Assessment, or the most recently entered date of death in Person Management will prefill to the Serious Incident Notification. The Death Date field displays when the Death/Alleged Maltreatment or Death/ Alleged Suicide checkbox is selected on the page.

Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Bureau of Milwaukee Child Welfare (BMCW) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) Quick Reference Guide for more information.