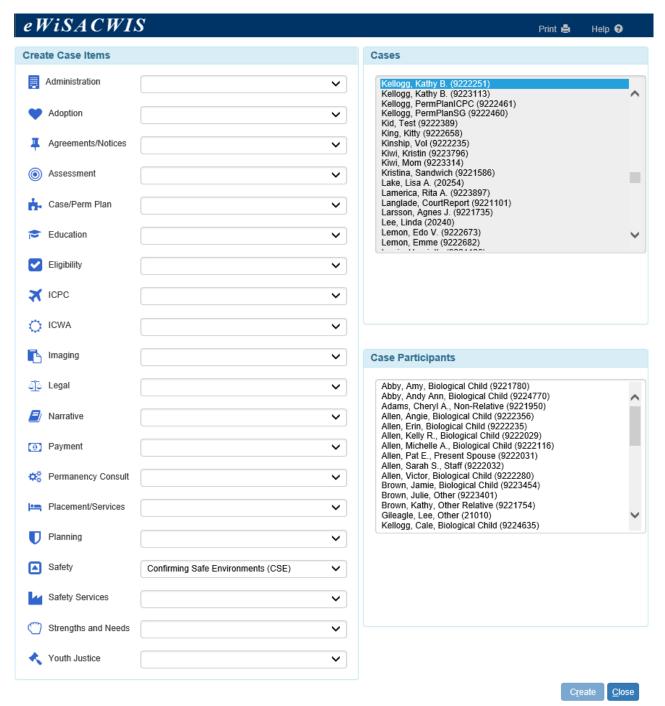
## **Confirming Safe Environments**

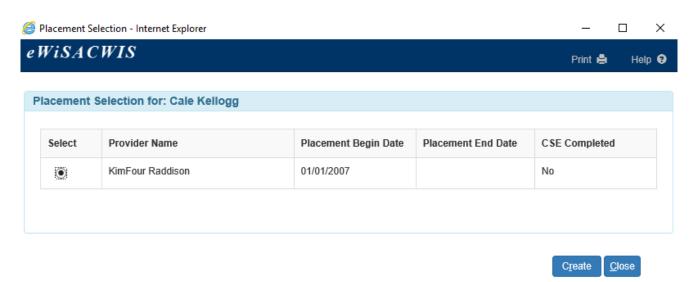
Note: In order to create a Confirming Safe Environments (CSE), an assignment to the case is needed.

**Note:** There are three different types of CSEs: Licensed Foster Homes, Unlicensed Placements, and Group Homes and Residential Care Centers (RCCs). In order to create a CSE, the following three steps are the same for each type of CSE.

- 1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink Ocreate Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.
- 2. On the Create Case Work page, select Confirming Safe Environments (CSE) from the Safety drop-down. Select the appropriate Case Participant for the Case and click Create to open the Placement Selection page.



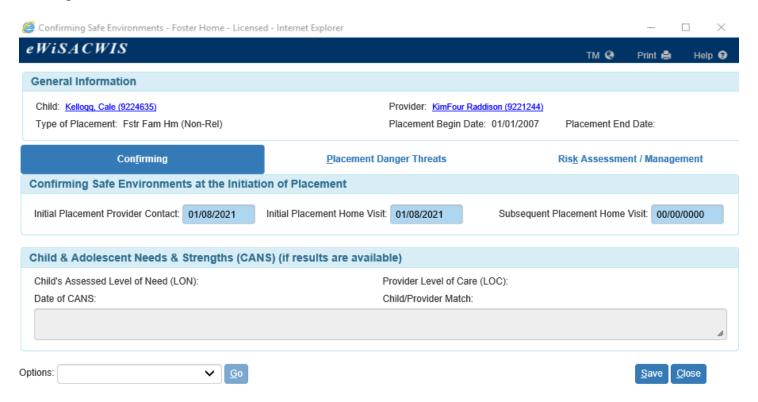
3. On the Placement Selection page, select the placement to associate the Confirming Safe Environments to. Each record in the Placement Selection section indicates the Provider Name, Placement Begin Date, Placement End Date, and if the CSE has already been completed. Click the Create button to open the Confirming Safe Environments page.



**Note:** The Confirming Safe Environments Selection section will display when a selection is made in the Placement Selection section and an associated CSE for that provider has been made in error. Select the View hyperlink to view the CSE that has been made in error. Select the Copy hyperlink to create a copy of the made in error CSE or choose the Create button to create a new CSE record.

## **Licensed Foster Home Placement and Unlicensed Placement**

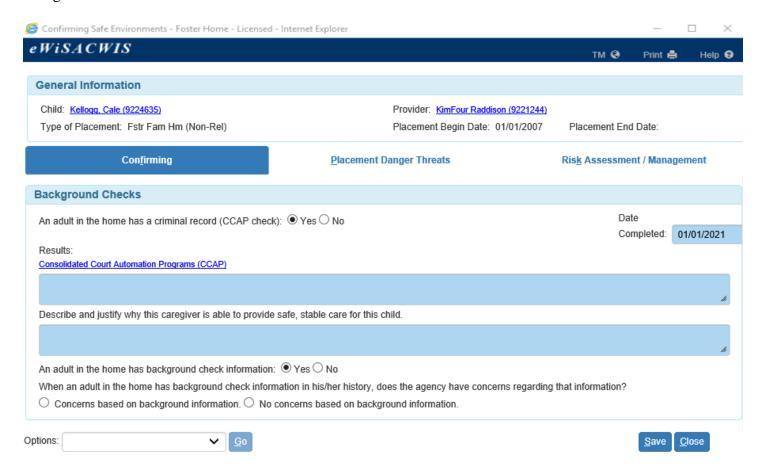
- 1. When the Confirming Safe Environments Foster Home Licensed (or Unlicensed) page opens, the General Information section displays pre-filled fields including Child and Provider. Click the child's name and Person ID hyperlink to open the Person Management page for the child. Click the provider's name and provider ID hyperlink to launch the related Home Provider page. The Type of Placement displays the Placement Setting, and the Placement Begin Date and Placement End Date display the related fields from the associated Out of Home Placement. If the placement is currently open, the Placement End Date field is blank.
- 2. The first tab of the Confirming Safe Environments Foster Home Licensed (or Unlicensed) page is the Confirming tab. This tab displays general information about the child's placement, and records information on contact and provider home visits, CANS, background checks, the provider's relationship to the child, and knowledge and skills of the placement provider. In the Confirming Safe Environments at the Initiation of Placement section, enter the appropriate Initial Placement Provider Contact, Initial Placement Home Visit, and Subsequent Placement Home Visit dates.
- 3. The Child & Adolescent Needs & Strengths (CANS) section will pre-fill from the CANS associated with the placement (if results are available).



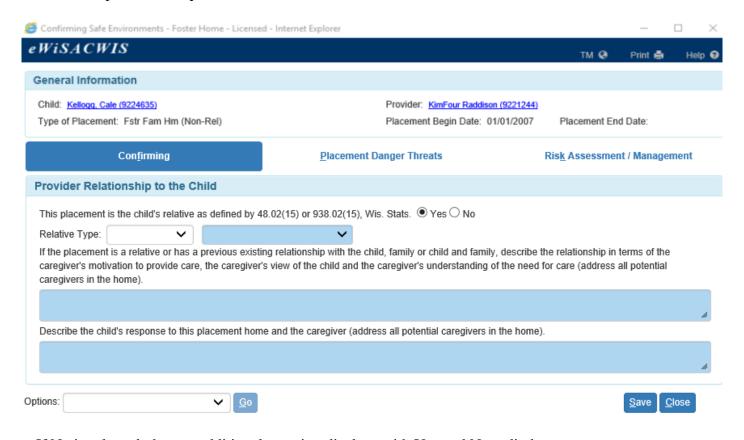
4. In the Background Checks section, select the Yes or No radio button to indicate whether "An adult in the home has a criminal record (CCAP check)" and enter the appropriate date in the Date Completed field. If Yes is selected, enter a narrative in the required Results and "Describe and justify why this caregiver is able to provide safe, stable care for this child" text fields display.

Note: Click the Consolidated Court Automation Programs (CCAP) hyperlink to launch the associated website.

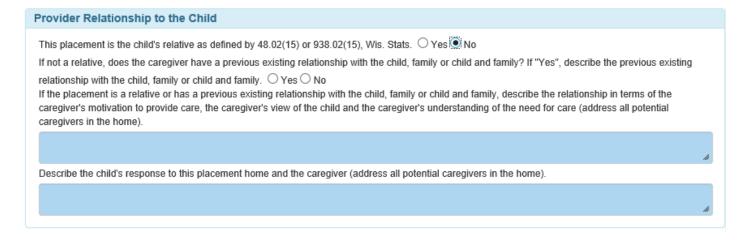
Select the Yes or No radio button to indicate if "An adult in the home has background check information." If Yes is selected, then select the appropriate radio button to indicate whether there are concerns based on the background information.



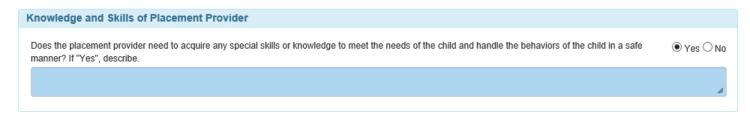
5. In the Provider Relationship to the Child section, select the Yes or No radio button to the question. If Yes is selected, two drop-downs display to indicate the relative type. The first drop-down is not required, but the second drop-down is required.



If No is selected, then an additional question displays with Yes and No radio buttons.

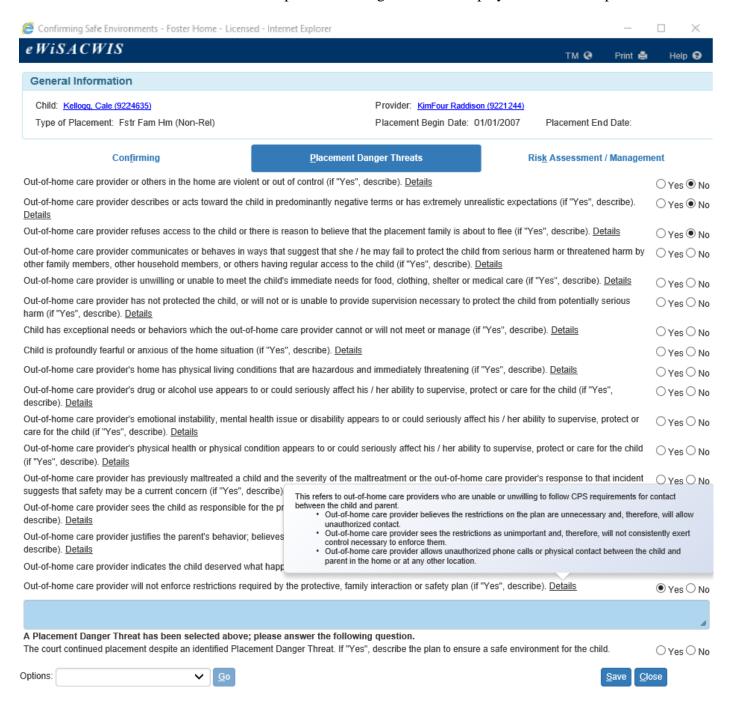


6. In the Knowledge and Skills of Placement Provider section, select the Yes or No radio button.

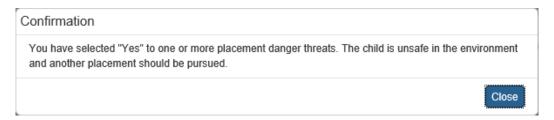


7. Enter appropriate narratives in the required text fields.

- 8. Click the Placement Danger Threats tab. Select the Yes or No radio button for each placement danger threat. If Yes is selected for any placement danger threat, provide a narrative in the required text field that displays.
- 9. Hover over the Details flare next to a placement danger threat to display the definition specific to the item.

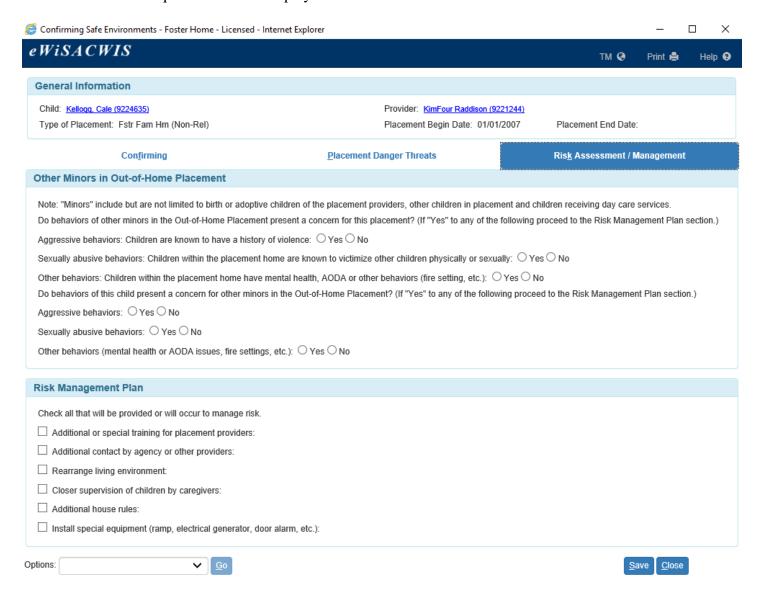


10. A message displays the first time a Yes is selected for a placement danger threat. Click the Close button.



11. When one or more placement danger threat has been selected on the page, select either Yes or No for "The court continued placement despite an identified Placement Danger Threat. If 'Yes', describe the plan to ensure a safe environment for the child" question. If Yes is selected, enter a narrative in the related text box.

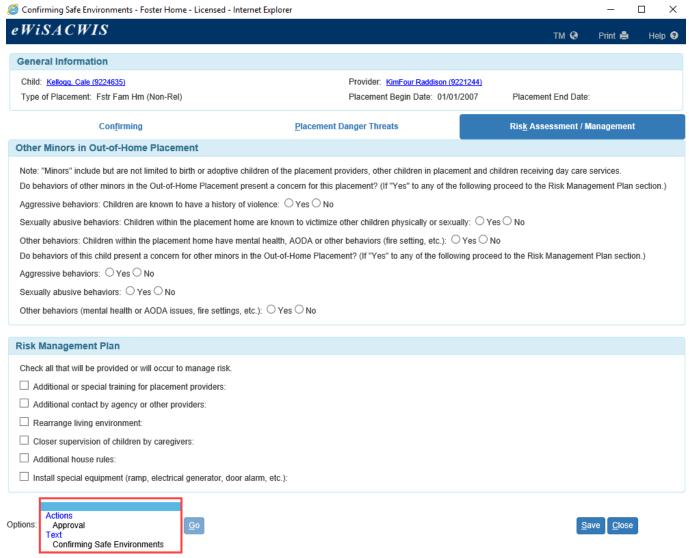
12. Click the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors in the Other Minors in Out-of-Home Placement section. If Yes is selected for any of the behaviors, enter a narrative in the required field that displays.



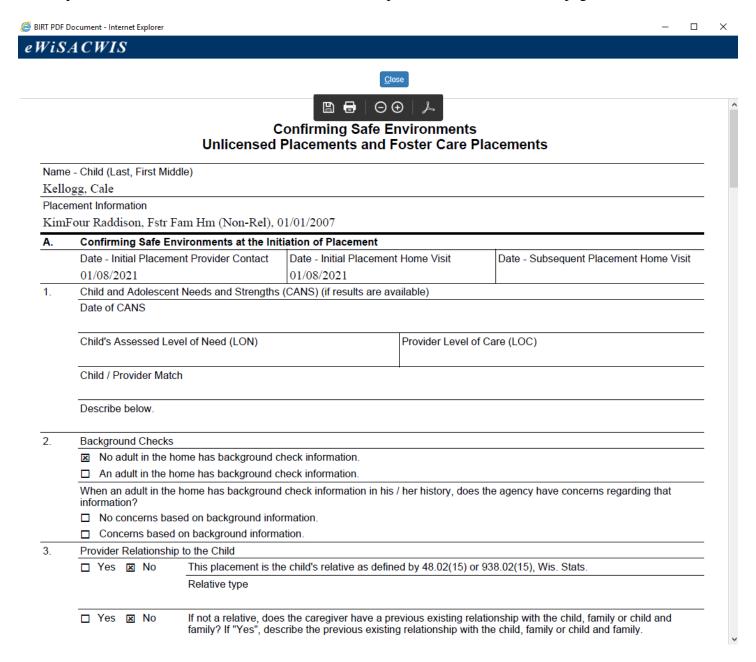
13. In the Risk Management Plan section, check all the items that apply. If an item is checked, enter an appropriate description in the required narrative text field that displays.



- 14. Click the Save button to save the information entered on the page.
- 15. Launch the associated CSE template by selecting Confirming Safe Environments from the Options drop-down (from any tab). Click the Go button.



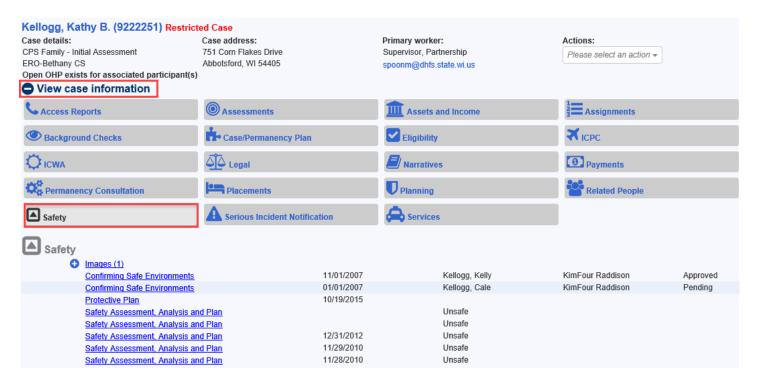
16. Hover the cursor near the top of the page to make the Print icon visible. Click the Print icon to print the CSE template. Click the Close button to close the CSE template and return to the CSE page.



17. To approve the CSE, select Approval from the Options drop-down (from any tab) and click the Go button. On the Approval History page, select the Approve radio button in the Approval Decision section and click the Continue button to return to the Confirming Safe Environments - Foster Home - Licensed page. On the Confirming Safe Environments - Foster Home - Licensed page, click the Save and then Close buttons.

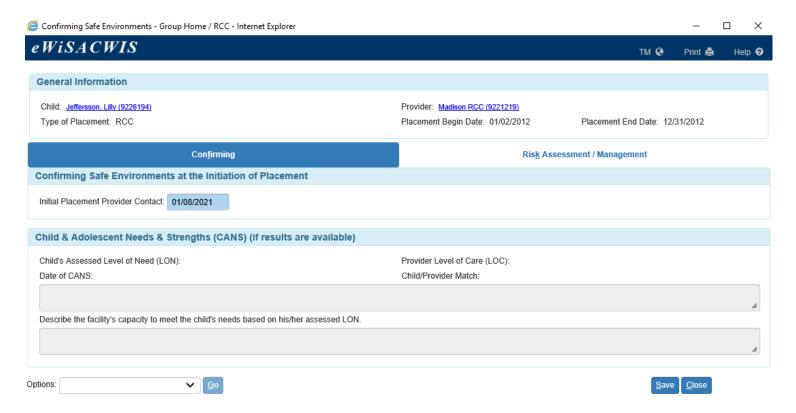


18. Once saved, the Confirming Safe Environments can be viewed and accessed via the outliner for the case. Click View case information, Safety, and the appropriate hyperlink to open the corresponding CSE.

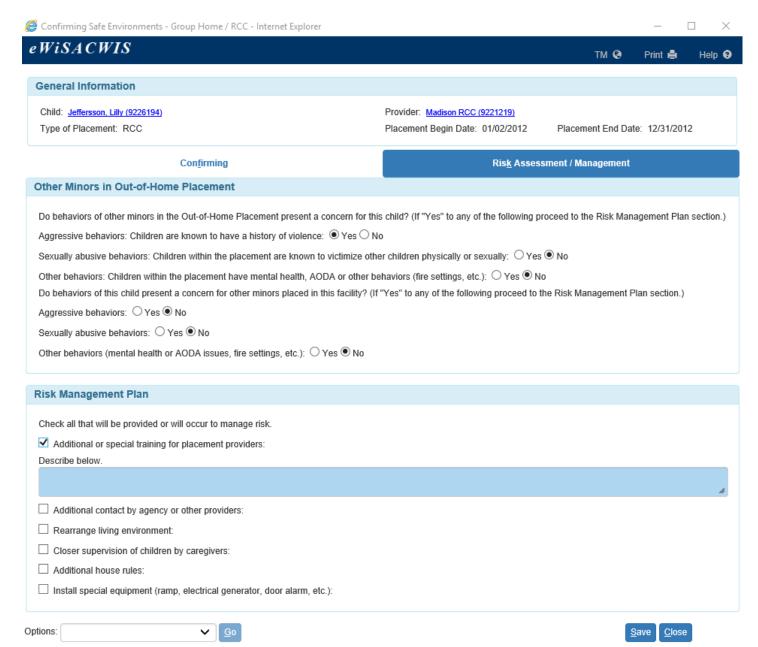


## Group Home, GH - QRTP, Residential Care Center (RCC), or RCC - QRTP Placements

- 1. When the Confirming Safe Environments Group Home / RCC page opens, the General Information section displays pre-filled fields including Child and Provider. Click the child's name and Person ID hyperlink to open the Person Management page for the child. Click the provider's name and provider ID hyperlink to launch the related Private Provider page. The Type of Placement displays the Placement Setting, and the Placement Begin Date and Placement End Date display the related fields from the associated Out of Home Placement. If the placement is currently open, the Placement End Date field is blank.
- 2. The first tab of the Confirming Safe Environments Group Home / RCC page is the Confirming tab, which displays general information about the placement contact and CANS. In the Confirming Safe Environments at the Initiation of the Placement section, enter the appropriate Initial Placement Provider Contact date. The Child & Adolescent Needs & Strengths (CANS) section will pre-fill from the CANS associated with the placement (if results are available).

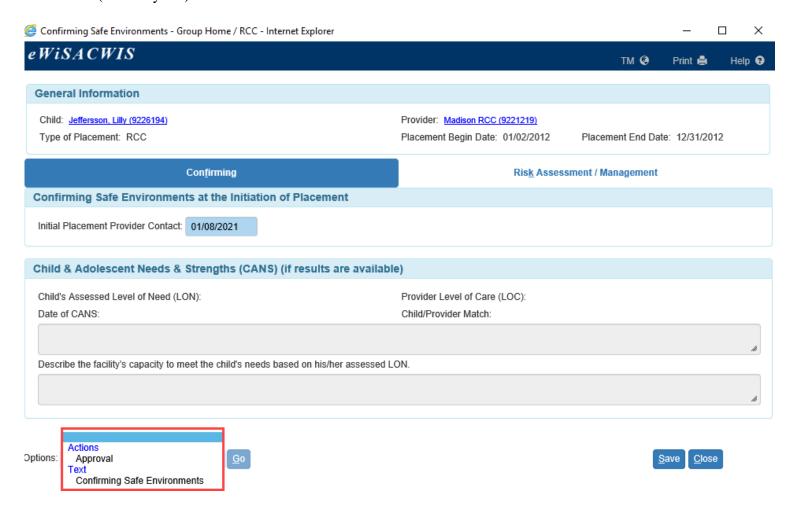


- 3. Click the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors in the Other Minors in Out-of-Home Placement section. If Yes is selected for any of the behaviors, proceed to the Risk Management Plan section.
- 4. In the Risk Management Plan section, check all the items that apply. If an item is checked, enter an appropriate description in the required narrative text field that displays.



5. Click the Save button to save the information entered on the page.

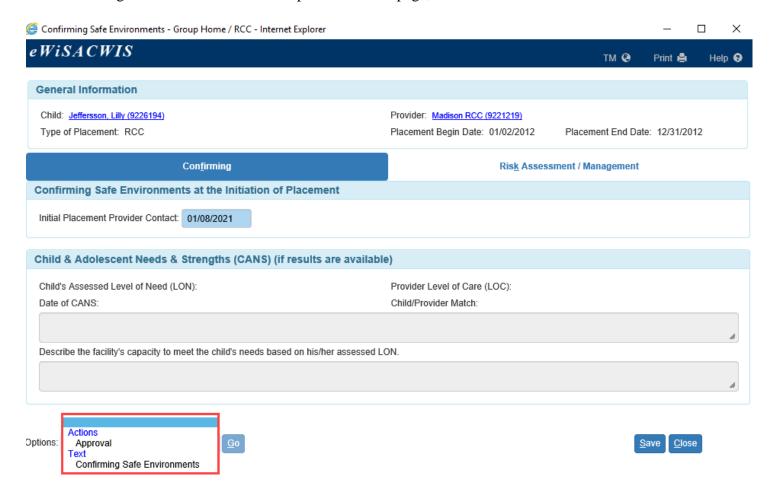
6. Launch the associated CSE template by selecting Confirming Safe Environments from the Options drop-down (from any tab). Click the Go button.



7. Hover the cursor near the top of the page to make the Print icon visible. Click the Print icon to print the CSE template. Click the Close button to close the CSE template and return to the CSE page.

BIRT PDF Document - Internet Explorer X eWiSACWIS  $\Theta$ Confirming Safe Environments **Group Home and Residential Care Center** Name - Child (Last, First Middle) Jeffersson, Lilly Placement Information Madison RCC, RCC, 01/02/2012 - 12/31/2012 A. Confirming Safe Environments at the Initiation of Placement Initial Placement Contact Date 01/08/2021 Child and Adolescent Needs and Strengths (CANS) (if results are available) Date of CANS Child's Assessed Level of Need (LON) Provider Level of Care (LOC) Child / Provider Match Describe the facility's capacity to meet the child's needs based on his / her assessed LON. Other Minors in Out-of-Home Placement Do behaviors of other minors in the Out-of-Home Placement present a concern for this child? (If "Yes" to any of the following proceed to the Risk Management Plan section.) No Yes Aggressive behaviors. Children are known to have a history of violence. × Sexually abusive behaviors. Children within the placement are known to victimize other children physically or sexually. × Other behaviors. Children within the placement have mental health, AODA or other behaviors (fire settings, etc.). × Do behaviors of this child present a concern for other minors placed in this facility? (If "Yes" to any of the following proceed to the Risk Management Plan section.) Yes No × Aggressive behaviors. Sexually abusive behaviors. × Other behaviors (mental health or AODA issues, fire settings, etc.). × Risk Management Plan Check all that will be provided or will occur to manage risk. Additional or special training for placement providers. Describe below.

8. To approve the CSE, select Approval from the Options drop-down (from any tab) and click the Go button. On the Approval History page, select the Approve radio button in the Approval Decision section and click the Continue button to return to the Confirming Safe Environments - Group Home / RCC page. On the Confirming Safe Environments - Group Home / RCC page, click the Save and then Close buttons.



9. Once saved, the Confirming Safe Environments can be viewed and accessed via the outliner for the case. Click View case information, Safety, and the appropriate hyperlink to open the corresponding CSE.

