Reconfirming Safe Environments

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

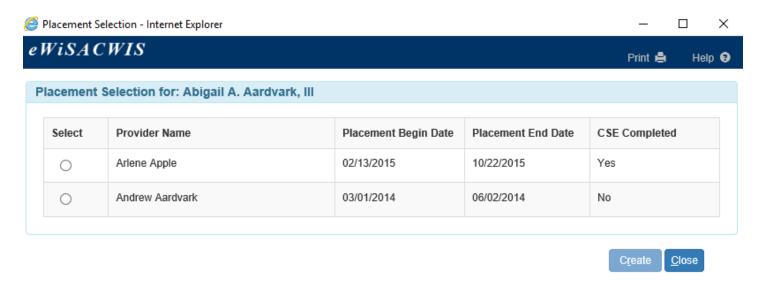
Note: There are three different types of RCSEs: Licensed Foster Homes, Unlicensed Placements, and Group Homes and Residential Care Centers (RCCs). In order to create an RCSE, the following 3 steps are the same for each type of RCSE.

- 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 and case participant. Click the Create button. This will open the Placement Selection page.



3. On the Placement Selection page, select the placement to associate the Reconfirming 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 Reconfirming Safe Environments page.

Note: In order to create a RCSE, an approved Confirming Safe Environment (CSE) must exist. The CSE Completed column indicates whether an approved CSE exists.

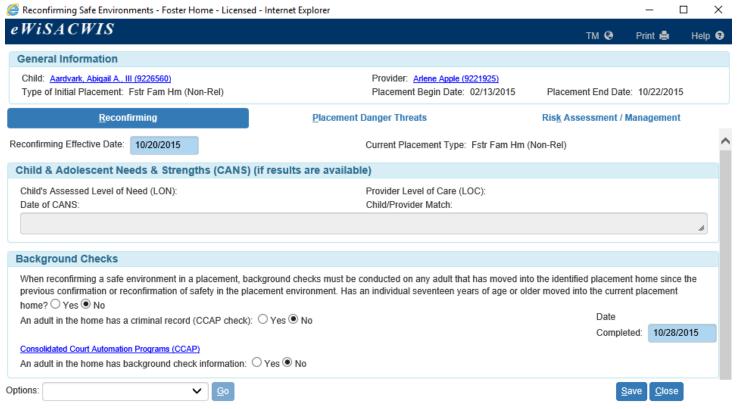


Licensed Foster Home Placement and Unlicensed Placement

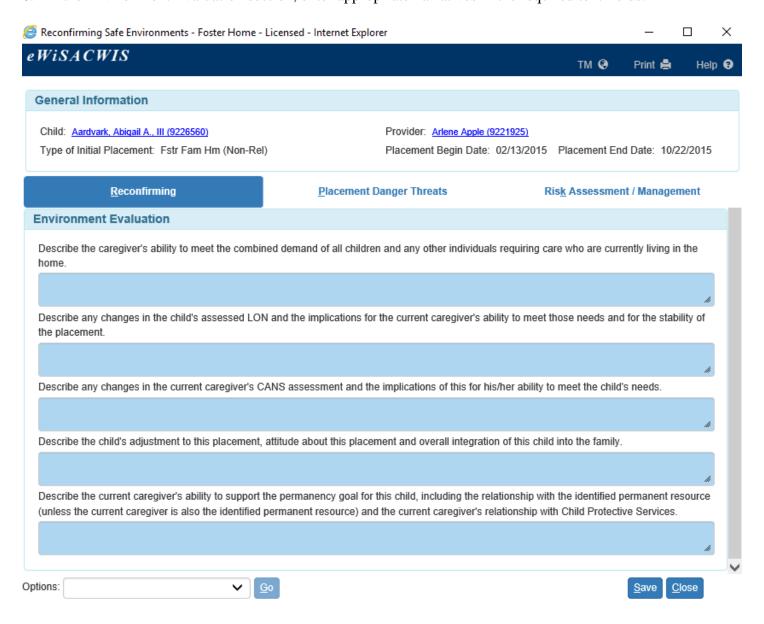
- 1. When the Reconfirming Safe Environments Foster Home Licensed (or Unlicensed) page opens, the General Information section displays pre-filled fields including Child and Provider. Click the child's name and Person ID hyperlink to open the Person Management page for the child. Click the provider's 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 Reconfirming Safe Environments Foster Home Licensed (or Unlicensed) page is the Reconfirming tab. This tab displays general information about the child's placement, CANS, background checks, and Environment Evaluation. The Reconfirming Effective Date is required and cannot be prior to a previous Reconfirming Effective Date.
- 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 if an individual seventeen years of age or older moved into the current placement home. Then select the Yes or No radio button to the "An adult in the home has a criminal record (CCAP check)" question that displays and enter the appropriate date in the Date Completed field. If Yes is selected, enter narratives in the required Results and "Describe and justify why this caregiver is able to provide safe, stable care for this child" fields.

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

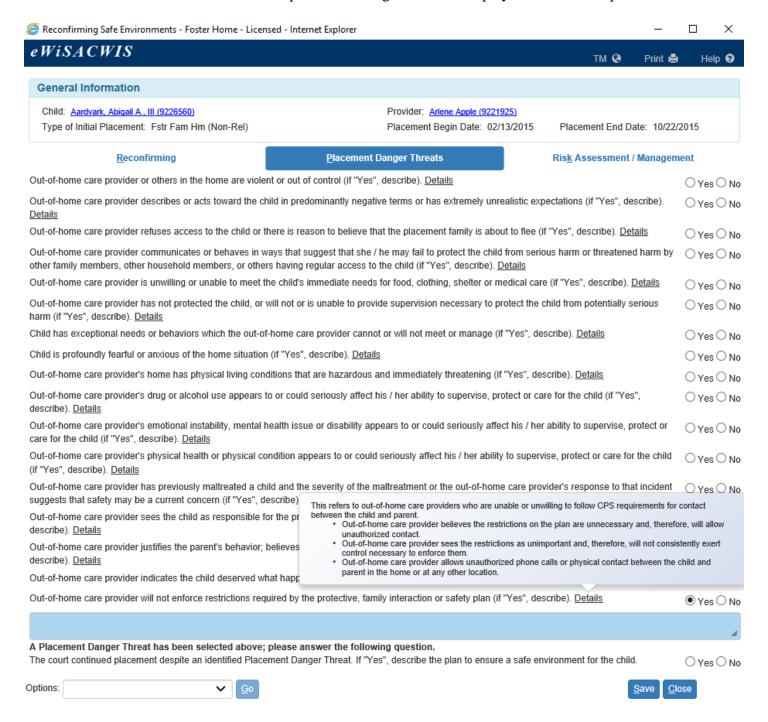
5. Select the Yes or No radio button to indicate if "An adult in the home has background check information." If Yes is selected, then select the appropriate radio button to indicate whether there are concerns based on the background information.



6. In the Environment Evaluation section, enter appropriate narratives in the required text fields.



- 7. 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.
- 8. Hover over the Details flare next to a placement danger threat to display the definition specific to the item.

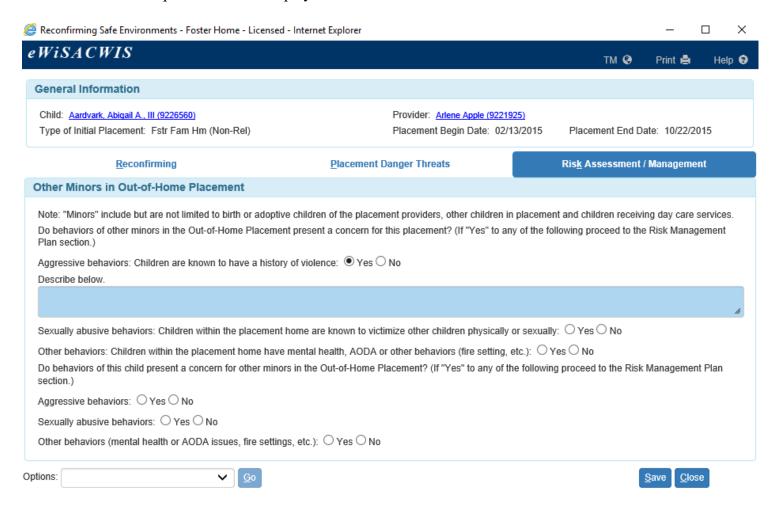


9. A message displays the first time a Yes is selected for a placement danger threat. Click the Close button.

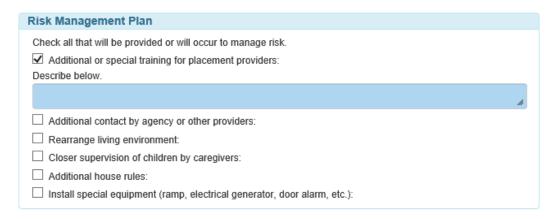


10. When one or more placement danger threat has been selected on the page, select either Yes or No for "The court continued placement despite an identified Placement Danger Threat. If 'Yes', describe the plan to ensure a safe environment for the child" question. If Yes is selected, enter a narrative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

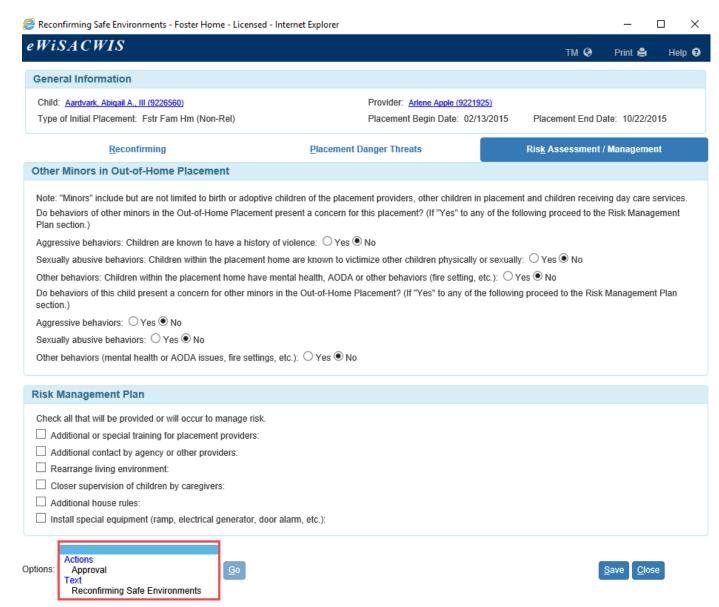
11. Click the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors in the Other Minors in Out-of-Home Placement section. If Yes is selected for any of the behaviors, enter a narrative in the required field that displays.



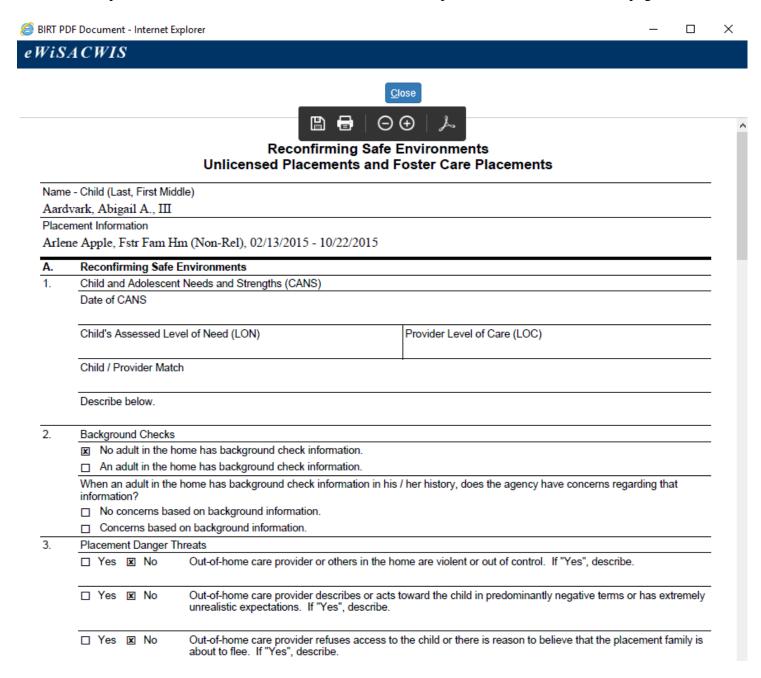
12. In the Risk Management Plan section, check all the items that apply. If an item is checked, enter an appropriate description in the required narrative text field that displays.



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



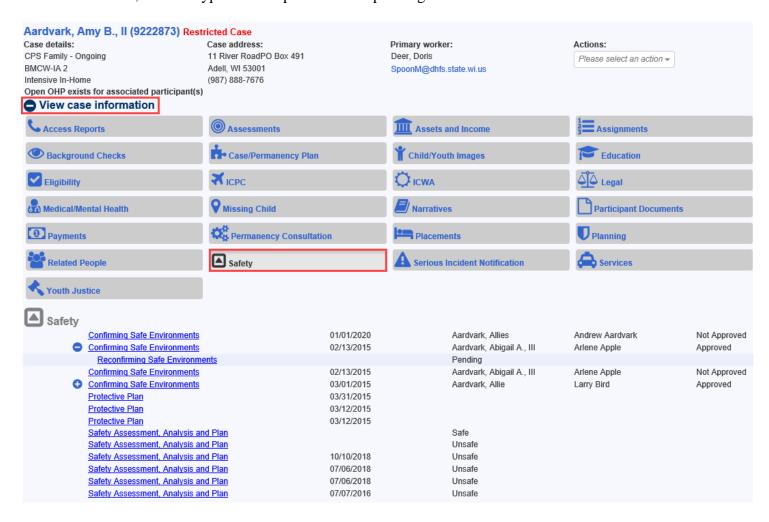
15. Hover the cursor near the top of the page to make the Print icon visible. Click the Print icon to print the RCSE template. Click the Close button to close the RCSE template and return to the RCSE page.



16. To approve the RCSE, 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 Reconfirming Safe Environments - Foster Home - Licensed (or Unlicensed) page. On the Reconfirming Safe Environments - Foster Home - Licensed (or Unlicensed) page, click the Save and then Close buttons.

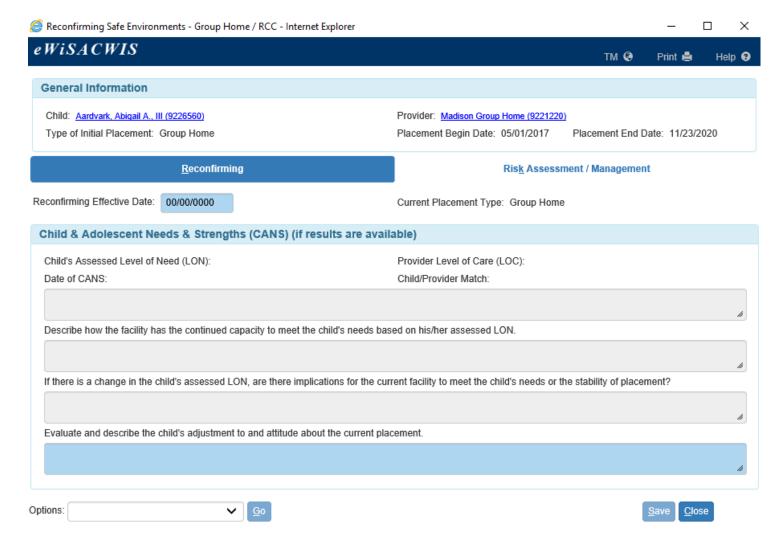


17. Once saved, the Reconfirming Safe Environments can be viewed and accessed via the outliner for the case. Click View case information, Safety, the plus icon • next to the appropriate Confirming Safe Environments, and the hyperlink to open the corresponding RCSE.

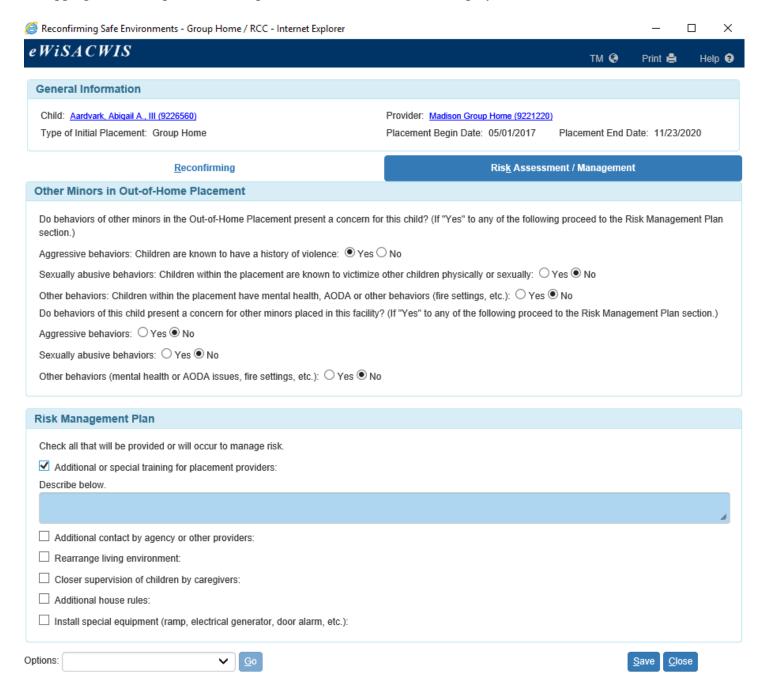


Group Home, GH – QRTP, Residential Care Center (RCC) or RCC - QRTP Placements

- 1. When the Reconfirming Safe Environments Group Home / RCC page opens, the General Information section displays a hyperlink with the child's name and person ID, which launches the Person Management page for the child, and a hyperlink with the provider's name and provider ID, which launches 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 Reconfirming Safe Environments Group Home / RCC page is the Reconfirming tab, which displays general information about the placement contact and CANS. The Reconfirming Effective Date is required and cannot be prior to the Placement Date or the previous Reconfirming Effective Date.
- 3. The Child & Adolescent Needs & Strengths (CANS) section will pre-fill from the CANS associated with the placement (if results are available). Enter an appropriate narrative in the required text fields.

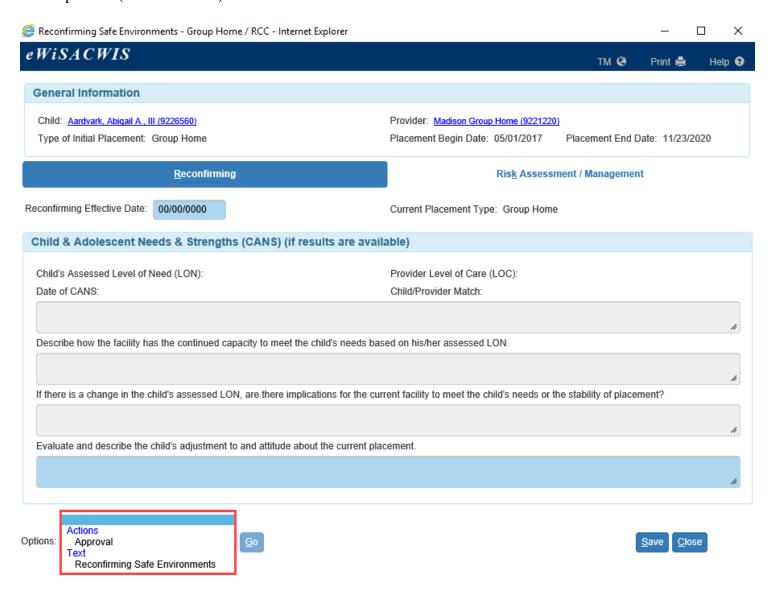


- 4. Click the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors in the Other Minors in Out-of-Home Placement section. If Yes is selected for any of the behaviors, proceed to the Risk Management Plan section.
- 5. In the Risk Management Plan section, check all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

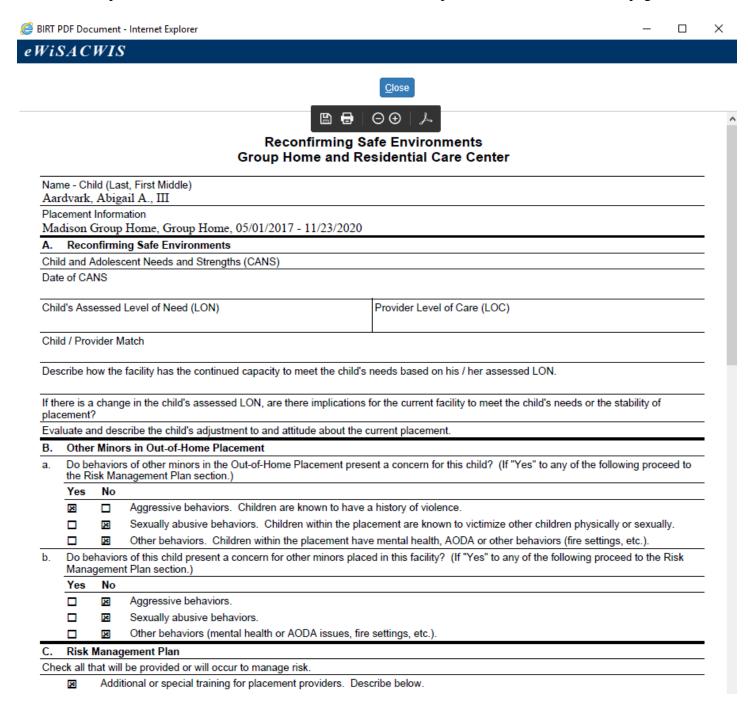


6. Click the Save button to save the information entered on the page.

7. Launch the associated RCSE template by selecting Reconfirming Safe Environments from the Options drop-down (from either tab). Click the Go button.



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



9. To approve the RCSE, select Approval from the Options drop-down (from either 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 Reconfirming Safe Environments - Group Home / RCC page. On the Reconfirming Safe Environments - Group Home / RCC page, click the Save and then Close buttons.



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10. Once saved, Reconfirming Safe Environments can be viewed and accessed via the outliner for the case. Click View case information, Safety, the plus icon ○ next to the appropriate Confirming Safe Environments, and then the hyperlink to open the corresponding RCSE.

