

## Safety Assessment, Analysis and Plan

**Note:** In order to create a Safety Assessment, Analysis and Plan, an assignment to the case is needed.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create 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 'Safety Assessment, Analysis and Plan' from the Safety drop-down. Select the appropriate Case. When launching the Create Case Work page from the Actions dropdown of a Case, the Case will be selected and selection will be disabled.
3. Click Create.

Actions:

Please select an action ▼

- Case Note Criteria Search
- Create Assignment
- Create Case Face Sheet
- Create Case Note
- Create Case Work**
- Create Meeting
- Imaging Search
- Print Case Record
- View Tasks

Create Case Work - Internet Explorer

**eWiSACWIS** Print

Assessment

Case/Perm Plan

Education

Eligibility

ICPC

ICWA

Imaging

Legal

Narrative

Payment

Permanency Consult

Placement/Services

Planning

**Safety**

Safety Assessment, Analysis and Plan

Abby, Alice N. (9222756)  
Abby, Alice N. (9222913)

**Case Participants**  
Abby, Alex A., Biological Child (9225927)  
Abby, Alice N., Reference Person (700040)  
Abby, Anndrea, Biological Child (9232880)  
Abby, Martin, Biological Child (9226498)  
Abby, Unborn, Biological Child (9227079)  
AbbyR, AdoptR 0., Biological Child (9225814)  
Sample, Amy K., Other Relative (21035)  
Sample, Gary, Other Relative (9226102)  
Sample, Samuel, Former Significant Other (9226334)

Create

Close

4. If prior Safety Assessment, Analysis and Plans exist for this case, the Safety Assessment, Analysis and Plan Selection Copy page will display allowing the copy of a previous plan by clicking the [Copy](#) hyperlink. If you do not want to copy any previous plan, click the Create button.

**Note:** If there is an open Targeted Safety Support Funds (TSSF) program assignment, the following informational message displays when the [Copy](#) hyperlink or Create button is clicked, “There is an open TSSF Program Assignment. Please work with your TSSF Coordinator to end assignment.”

**Case**

Case ID: 9222746 Case Name: Alice N. Abby

**Safety Assessment, Analysis and Plan Selection**

Select the View link to view details. Select the Copy link to copy the specific record. Select the Create button to create a Safety Assessment and Planning page without copying a previous record.

Date of Safety Assessment	Finding		
02/16/2013	Safe	<a href="#">View</a>	<a href="#">Copy</a>
02/18/2013	Unsafe	<a href="#">View</a>	<a href="#">Copy</a>
02/17/2013	Unsafe	<a href="#">View</a>	<a href="#">Copy</a>
01/08/2013	Safe	<a href="#">View</a>	<a href="#">Copy</a>
03/01/2012	Safe	<a href="#">View</a>	<a href="#">Copy</a>

[Create](#) [Close](#)

5. To view an existing Safety Assessment, Analysis and Plan, click the [View](#) hyperlink.
6. On the Safety Assessment, Analysis and Plan page, in the General section, select the 'Type' of Safety Assessment, Analysis and Plan being created. The 'Name' and 'Worker' will pre-fill.

**General**

Name: Alice N. Abby Worker: Caitlin C. Cake Approval Date: Type:

[Part. Info](#) [Safety Assessment](#) [Description of Safety Threats](#)

**Child Information**

BMCW Safety Services  
Case Transfer  
Change in Household Composition  
Conditions change either positively or negatively  
Initial Assessment Narrative  
Prior to Case Closure  
Prior to disengaging in home plan  
Prior to Reunification

7. The Part. Info tab will be blank unless a Safety Assessment, Analysis and Plan was selected to copy. Click the Add/Edit button in the Child Information and Parent/Caregiver Information sections to add or modify the participants for this Safety Assessment, Analysis and Plan.

Safety Assessment, Analysis and Plan - Internet Explorer

**eWiSACWIS** TM Print Help

**General**

Name: Alice N. Abby Worker: Caitlin C. Cake Approval Date: Type: Prior to Case Closure ☐ Completed

**Part. Info** Safety Assessment Description of Safety Threats Plan Analysis

**Child Information**

Child Name DOB Add/Edit

**Parent/Caregiver Information**

Parent/Caregiver Name DOB Add/Edit

Options:  Go Save Close

8. The Case Participants/Collaterals page allows you to select the appropriate participants. New participants or collaterals must be added to the case before they will display here. After selections have been made click Continue to return to the Safety Assessment, Analysis and Plan page.

**Case Participants/Collaterals** Print Help

**Case Participants - Children**

Select	Person Name	DOB
<input checked="" type="checkbox"/>	Abby, Alex A.	08/05/2014
<input type="checkbox"/>	Abby, Alice N.	01/01/1998
<input type="checkbox"/>	Abby, Anndrea	01/12/2005
<input checked="" type="checkbox"/>	Abby, Martin	05/08/2011

Continue Close

9. The participants are now displayed on the Part. Info tab.

10. The Safety Assessment tab contains 11 questions in the Safety Threats section. Answer the 11 questions and enter the 'Date of Safety Assessment' in the Safety Assessment and Conclusion section.

Safety Assessment, Analysis and Plan - Internet Explorer

**eWiSACWIS** TM Print Help

**General**

Name: Alice N. Abby Worker: Caitlin C. Cake Approval Date: Type: **Prior to Case Closure** ☐ Completed

[Part. Info](#) **Safety Assessment** [Description of Safety Threats](#) [Plan Analysis](#)

**Safety Threats**

No adult in the home will perform parental duties and responsibilities. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers are violent. [Details](#) ☐ Yes ☒ No

One or both parents'/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers have extremely negative perceptions of the child. [Details](#) ☐ Yes ☒ No

Family does not have or use resources necessary to assure the child's basic needs. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers fear they will maltreat the child and/or request placement. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers intend(ed) to seriously hurt the child. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. [Details](#) ☐ Yes ☒ No

The child has exceptional needs which the parents/caregivers cannot or will not meet. [Details](#) ☐ Yes ☒ No

Living arrangements seriously endanger the child's physical health. [Details](#) ☐ Yes ☒ No

The child is profoundly fearful of the home situation or people within the home. [Details](#) ☒ Yes ☐ No

**Safety Assessment and Conclusion**

One or more factors that negatively affect safety are identified: ☒ Yes ☐ No

Date of Safety Assessment: **09/27/2021**

If the answer is No, then the child(ren) is safe. Proceed only with the required documentation of contacts, interview content or observations, and supervisory approval.

If the answer is Yes, then the child(ren) may be unsafe. Please continue with the Description of Safety Threats and Plan Analysis tabs.

Final Safety Decision: Unsafe

**BMCW Safety Services**

☐ Safety Case Closure

Options:

**Note:** If the copy feature was used to create the Safety Assessment, Analysis, and Plan page the following message displays for any Safety Threats question when a response of Yes is changed to No:

**Confirmation**

This Safety Threat response has been changed to "No". All description, service/activity, and provider/responsible person identified information associated with this Safety Threat will be deleted.

Continue?

Yes

No

11. The 'Final Safety Decision' is pre-filled based on the answers to the questions.
  - a. Division of Milwaukee Child Protective Services (DMCPS) workers, complete the BMCW Safety Services section as applicable.
12. If all safety questions are answered No, enter the date of the safety assessment, open the Safety Assessment templates from the Options drop-down, check the Completed check box in the top right, and proceed to step 24 in this guide.
13. If any safety question is answered Yes, proceed to the next step.

14. 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 section questions are view only on this tab and are based on the individual responses from all individual service questions rolled up to a summary response to the Safety Threat specific question answered on the Safety Plan Services page.

Safety Assessment, Analysis and Plan - Internet Explorer

**eWiSACWIS** TM Print Help

**General**

Name: Alice N. Abby Worker: Caitlin C. Cake Approval Date: Type: Prior to Case Closure ☐ Completed

**Part. Info** **Safety Assessment** **Description of Safety Threats** **Plan Analysis**

**Safety Threats**

Specifically describe the family conditions that support the safety threats identified. If any evaluations such as Psychological, Medical/AODA evaluations are needed to understand the conditions that affect safety, describe those here.

The child is profoundly fearful of the home situation or people within the home. Row 1 of 1

Description:

[Add/Edit Services](#)

**Services Available/Accessible**

All Needed Services/activities provided. ☐ Yes ☐ No

All Needed Services/activities/providers are available at level/time required. ☐ Yes ☐ No

Options:  Go

**Note:** [Add/Edit Services](#) hyperlink only displays if all 4 questions in the Analysis section of the Plan Analysis tab are answered Yes.

15. If in-home services may work for this family, enter the services that will be implemented by clicking the [Add/Edit Services](#) hyperlink.

16. The Safety Plan Services page will open, displaying the identified safety factor, the description why that factor was selected, and an empty Safety Services section. 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 [Delete](#) hyperlink to remove a service and click the Insert button again to add as many services being established to address this safety factor. When all services are entered, click Save and then Close back to the Description of Safety Threats tab.

Safety Plan Services

PrintHelp

Identified Safety Factor and Description

The child is profoundly fearful of the home situation or people within the home.

Description

Safety Services

Service/Activity:	Basic Home Management	<a href="#">Delete</a>
Provider/Resp. Person:	Responsible person	Row 1 of 1
Describe the availability, accessibility and suitability of the safety service provider involved.	Describe...	
Specifically explain the safety services/activity and how it will control the threat identified.	Explain...	
This needed service/activity exists.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Service/activity/provider is currently available at level/time required.	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Insert

Save

Close

17. The Service/Activity and Provider/Responsible Person now display in the Safety Threats section. The Services Available/Accessible questions now have answers pre-filled.

Part. Info

Safety Assessment

Description of Safety Threats

Plan Analysis

Specifically describe the family conditions that support the safety threats identified. If any evaluations such as Psychological, Medical/AODA evaluations are needed to understand the conditions that affect safety, describe those here.

The child is profoundly fearful of the home situation or people within the home.

Row 1 of 1

Description:

[Add/Edit Services](#)

Service/Activity	Provider/Responsible Person
Basic Home Management	Responsible person

Services Available/Accessible

All Needed Services/activities provided.

☒ Yes ☐ No

All Needed Services/activities/providers are available at level/time required.

☒ Yes ☐ No

Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.

Options: 

Go

Save

Close

18. If both Services Available/Accessible questions are answered Yes, then document a narrative for 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.'



19. The Plan Analysis tab contains several questions. How you answer 'Can and will the non-maltreating parent or another adult in the home protect the child(ren)?' will impact how the rest of the fields on this tab work.
- If Yes, the corresponding narrative becomes required and the Analysis section questions are disabled. If you answer No or N/A, the narrative is disabled, and the Analysis questions are enabled and required.
  - Describe what parent/caregivers capacities exist narrative should be filled out but is required when the finding is Unsafe by the Child Protective Services Safety Intervention Standards. At the time of approval if the narrative isn't completed, a reminder message will display.

**eWiSACWIS**

TM Print Help

General

Name: Alice N. AbbyWorker: Caitlin C. CakeApproval Date:Type: Prior to Case ClosureCompleted

Part. Info

Safety Assessment

Description of Safety Threats

Plan Analysis

Parent/Caregiver Protective Capacity

Can and will the non-maltreating parent or another adult in the home protect the child(ren)?

☐ Yes☒ No☐ N/A

If you answer Yes, please describe how the parent's/caregiver's specific protective capacities can and will manage the identified safety threats. This justification demonstrates that the child is safe and no further safety intervention is needed. If you answer no, continue with the analysis and planning.

Describe what parent/caregiver capacities exist. [Details](#)

Analysis

The parents/caregivers are willing for services to be provided and will cooperate with service providers.

☒ Yes☐ No

The home environment is calm enough for services to be provided and for the service providers to be in the home safely.

☒ Yes☐ No

Safety Services that control all of the conditions affecting safety can be put in place without the results of any scheduled evaluations.

☒ Yes☐ No

Parents/Caregivers are residing in the home.

☒ Yes☐ No

A plan is necessary to maintain the child's safety and mitigate the imminent risk of removal from the home and entry into out of home care.

Reunification In Home Safety Plan

Clearly outline what is needed for safety to be managed in order for the child to return home with an in-home safety plan.

Comments

Document the plan for a Trial Reunification, if applicable, and any other pertinent information. [Details](#)

Options: GoSaveClose

#### Confirmation

The Child Protective Services Safety Intervention Standards require an assessment of Parent/Caregiver Protective Capacities when there is an unsafe finding on a Safety Assessment, Analysis and Plan. Please use the narrative boxes in the "Parent/Caregiver Protective Capacity" section to document this information.

Close

20. If all the Analysis questions are answered Yes, you will receive the following message:

Confirmation
You have answered "Yes" to all of the analysis questions. In-Home Services will work for this family. Please proceed to develop services for the In-Home Safety Plan. Please select Yes to add services at this time. Select No to remain on this tab.
<div>Yes No</div>

- a. Selecting No returns you to the Plan Analysis tab.
- b. 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.

**Note:** If one or more of the Analysis section questions are answered No, the following message will display requesting completion of the Confirming Safe Environments page:

Confirmation
You have answered "No" to one or more of the analysis questions. In-Home Services will not work for this family. An out-of-home placement is needed to manage Impending Danger. Please create a Confirming Safe Environments page upon final approval of the placement.
<div>Close</div>

21. Click Close to return to the Plan Analysis tab.

22. The two templates associated with the Safety Assessment, Analysis and Plan page can be launched from any tab from the Options drop down.

23. Prior to Approval, the Completed checkbox at the top right of the Safety Assessment, Analysis and Plan page, must be selected.

24. From the Part. Info. tab select Approval from the Options dropdown and click Go.

25. Select Approve and click Continue to return to the Safety Assessment, Analysis and Plan. If Approve cannot be selected, verify the Completed checkbox is selected on the Safety Assessment, Analysis and Plan page. On the Safety Assessment, Analysis and Plan page, click Save to send the approval to the assigned Supervisor.

**Note:** If you do not open a text template, the following message will pop-up after you select the 'Completed' checkbox and click Save. Selecting Yes will continue with saving and selecting No will allow you to open the text templates and then click Save.

Confirmation
Please make sure that you have opened all templates that you wish to be viewable at a later date. Click "No" to go back and create the template(s). Click "Yes" to save the page now. Any templates you have not opened will be unavailable for future viewing after approval.
<div>Yes No</div>