



The documentation for the Family Functioning Assessment – Investigation shall be completed in the Child Safety and Risk Assessment (CSRA) tool in CHILDS. Documentation of interviews, observations, and other information learned about the family must be captured in the CSRA. The information below outlines the specific documentation requirements for each section of the CSRA.

## SECTION I: BACKGROUND INFORMATION

Complete Pre-Commencement activities prior to the initial response, whenever possible (See Chapter 2, Section 2 of the AZ DCS Policy and Procedure).

### A. History in Arizona or other states or jurisdictions:

- a. Document a summary of each report, including the current report, with the date, allegations, findings, and any services provided by the Department and the outcome of services
- b. Document a summary of prior Arizona CHILDS records concerning the alleged child victim, the child's parents, other adults residing in the household of the alleged abuse or neglect, and alleged perpetrator(s)
- c. Summarize any pertinent information obtained from another jurisdiction concerning the alleged child victim and alleged perpetrator (including out of state records)

### B. Department of Public Safety (DPS) background checks and results:

- a. List any arrests, charges, and disposition for all parents of the child victim(s)
- b. List any arrest, charges, and disposition for each adult in the home of the alleged abuse and/ or neglect
- c. Document each adult's relationship to the child(ren)
- d. Document DPS/ DCS history checks for any responsible adults and/ or kinship placement providers

### C. Court Orders Limiting or Restricting Contact:

- a. Document efforts made to obtain information from each parent, guardian, or custodian and other adults in the household about any court orders that may exist that restrict or deny custody, visitation or contact by a parent or other person in the home with the child
- b. Document each person's response  
List any court order that may restrict or deny custody, visitation or contact with the child(ren); including jurisdiction and involved parties
- c. Summarize any court orders that indicate a potential safety concern
- d. Document the results of a public access records check for any existing or prior court orders

### D. Joint Investigations and/ or Police Involvement (if applicable):

- a. Identify Law Enforcement agency, Case Agent/ Police Officer/ Detective's name(s), contact information, and report # for the incident
- b. Document the status of the police investigation and outcomes
- c. Complete the Joint Investigation Detail window (LCH 431) for all reports containing the Criminal Conduct tracking characteristic

### E. Documents Reviewed (if applicable):

- a. Police reports
- b. Other criminal history
- c. Medical records
- d. School records
- e. Court orders
- f. Provider reports on services provided to the family

## SECTION II: INTERVIEWS WITH ALL REQUIRED PARTIES

Document each interview in narrative form with the date, type of contact, location and who was present, and information collected; or the concerted efforts to locate, contact, and interview all required parties.

### A. Reporting Source:

- a. Document the date, time, location/ method, and a narrative description of the interview with the reporting source.
  - i. Include all attempted contact with the reporting source.

- b. Document any additional information gathered from the reporting source related to the allegation findings, child functioning, adult functioning, general parenting practices, and discipline or behavior management.

B. Each alleged child victim:

C. All other child(ren) in the home(s):

- a. Document the date, time, and name of the child contacted, and the location of the interview and whether the child was interviewed alone (applies to verbal children). If the child was not interviewed alone, document the efforts and reason why.
  - i. Include all attempted contacts with the child.
- b. Document information that was gathered during the interview, including but not limited to:
  - i. Response to the allegations
  - ii. Who lives in the home and who the child's caretakers are
  - iii. Observations of the child (including infants, toddlers, non-verbal children) (e.g. child's general behavior, emotions, mood, temperament, response to caregivers, and physical capacity, etc)
  - iv. Child functioning on a daily basis
  - v. General parenting practices and discipline and behavior management
  - vi. Adult functioning on a daily basis
  - vii. The extent of child maltreatment and circumstances surrounding the maltreatment
    - o Child's explanation of maltreatment or events/circumstances, frequency of the concerning behavior/condition, if any injuries have resulted, severity of the concerning behavior/condition
  - viii. Assessment of all types of maltreatment (including abuse and neglect)
    - o Including whether there is concern the child is a victim of commercial sexual exploitation or sex trafficking

D. Custodial parent / Non-custodial parents of the child victim(s) (If applicable and if the identity and whereabouts can be reasonably determined and contact would not be likely to endanger the life or safety of any person or compromise the integrity of a criminal investigation or the DCS investigation):

- a. Document the date, time, and name of the adult contacted and the location of the interview.
  - i. Include all attempted contact with the adult.
- b. Document if notification of rights was provided and the parent's response.
- c. Document the parent's response regarding their American Indian heritage/ancestry and their child's.
  - i. If applicable, include the parent's tribal affiliation.
- d. Each parent must be asked if there are any court orders (see Section I, C above)
- e. Document information that was gathered during the interview, including but not limited to:
  - i. Response to the allegations
  - ii. Parent's response as to who lives in the home and who are the child(ren)'s caretakers
  - iii. Location of each victim's parent who resides in another household, if applicable
  - iv. Observations of the adult being interviewed (e.g. response to DCS, cognitive functioning, mood and emotional status, etc)
  - v. Observations of the condition of the home environment
  - vi. Who lives in the home and who the child's caretakers are
  - vii. Response to allegations, explanation of the events or circumstances, attitude about the maltreatment
  - viii. Assessment of all types of maltreatment
  - ix. Knowledge and perceptions of each child(ren)'s functioning (including specific needs, development, and strengths)
  - x. Adult functioning (and of other caregivers in the home, if applicable)
  - xi. General parenting practices (and of other caregivers in the home, if applicable)
  - xii. Discipline and behavior management practices (and of other caregivers in the home, if applicable)

E. Spouse/Partner/Significant Other of the custodial parent/Other adults living in the home where the alleged maltreatment occurred (if applicable):

F. Alleged perpetrator (if someone other than listed above):

- a. Document the date, time, and name of the adult contacted and the location of the interview.
  - i. Include all attempted contact with the adult.
- a. Document information that was gathered during the interview, including but not limited to:
  - i. Who lives in the home and who are the child(ren)'s caretakers
  - ii. Location of each victim's non-custodial parent, if applicable
  - iii. Observations of the adult being interviewed (e.g. response to DCS, cognitive functioning, mood and emotional status, etc)
  - iv. Family composition
  - v. Response to allegations, explanation of the events or circumstances, attitude about the maltreatment
  - vi. Assessment of all types of maltreatment
  - vii. Knowledge and perception of each child's functioning (including specific needs, development, and strengths)
  - viii. Adult functioning (or their knowledge of the adult functioning of the caretaking adult(s) in the home)
  - ix. General parenting practices (or their knowledge of the general parenting practices of the caretaking adult(s) in the home)
  - x. Discipline and behavior management (or their knowledge of the discipline and behavior management of the caretaking adult(s) in the home)

G. Collateral contacts (other persons known to have knowledge of the maltreatment or who could confirm or rule-out a safety threat to the child victim or any other child in the home where the alleged maltreatment occurred):

- a. This may include but is not limited to: other relatives not living in the home, school personnel, neighbors, pediatrician, service providers, other medical professionals, law enforcement, tribal representatives, and out-of-state contacts.
- b. Document the date, time, and name of the collateral person contacted and the location/ method of the interview.
  - i. Include all attempted contact with a collateral person/ professional
- c. Document any additional information gathered related to the allegation findings, child functioning, adult functioning, general parenting practices, and discipline or behavior management.

### **SECTION III: ANALYSIS OF INFORMATION AND CONCLUSIONS ABOUT CHILD SAFETY**

Documentation in this section should be a culmination of the information gathered about the family during interviews, observations, and review of relevant documents.

A. Assessment of Present Danger:

- a. Narrative must include:
  - i. Document each child's name; the date, time, and location of the initial contact with each child; and information supporting the determination that the child **is** or **is not** in present danger.
  - ii. Describe each child's environment, condition, and circumstances at the time of initial contact.
  - iii. For any child in present danger, document the specific family condition, child condition, or individual behavior and describe how it meets the criteria of immediate, significant, and clearly observable.
  - iv. For any child in present danger, describe the present danger plan (including the specific action(s) to keep the child(ren) safe, the responsible adult(s), and when the protective action is needed).
    - Note the date on which the parent/caregiver and, if applicable, the responsible adults were provided with a copy of the present danger plan.
    - The name of the Program Supervisor who was consulted during the assessment of present danger and provided approval of the development of a present danger plan.

## B. Caregiver protective capacities:

The identification of caregiver protective capacities must be supported by the information collected in the six domains of family functioning.

- a. **Document an analysis of what was learned from interviews with all parties, documents collected, the family's history, observations of participants, observations of the parent-child relationship, and observations of the home under the related domains of family functioning:**
  - i. Extent of child maltreatment
  - ii. Circumstances surrounding the maltreatment
  - iii. Child functioning on a daily basis (for each child)
  - iv. Adult functioning on a daily basis (for each parent of an alleged victim, and each caregiving adult in the home of the alleged abuse or neglect)
  - v. General parenting practices (of each parent of an alleged victim, and each caregiving adult in the home of alleged abuse or neglect)
  - vi. Discipline and behavior management practices (of each parent of an alleged victim, and each caregiving adult in the home of maltreatment)
- b. Document the protective capacities of each caregiver by indicating "yes," "no," or "unknown" for each of the 19 protective capacities (list below).

Complete the following assessment of protective capacities for each adult caregiving member of the household of alleged abuse or neglect. **Copy and paste the template below for each caregiving adult into Section III, B of the CSRA underneath the analysis of the six domains of family functioning:**

Caregiver name:

BEHAVIORAL PROTECTIVE CAPACITY

History of protecting:

Takes action:

Controls impulses:

Sets aside own needs for child(ren):

Demonstrates adequate skills as a caregiver:

Adaptive/ assertive as a caregiver:

COGNITIVE PROTECTIVE CAPACITY

Plans and articulates a plan to protect the child(ren):

Is self-aware as a parent/caregiver:

Is intellectually able to fulfill responsibilities:

Recognizes threats:

Recognizes child(ren)'s needs:

Understands own protective role:

EMOTIONAL PROTECTIVE CAPACITY

Meets own emotional needs (in appropriate ways):

Resilient as a caregiver:

Tolerant as a caregiver:

Is emotionally stable:

Expresses love, empathy, sensitivity for child(ren):

Is positively attached with child(ren):

Is aligned with and supports child(ren):

## C. Assessment of Impending Danger

- a. Narrative must include:
  - i. For each child, a determination of safe or unsafe due to impending danger.
  - ii. For each child assessed as safe, a description of how that determination was made. Document any danger threats identified during the assessment, but that did not meet the safety threshold criteria. Explain why the threshold criteria (referenced below under item iii) were not met.

- iii. For each child assessed to be unsafe due to impending danger, document each safety threat that exists. Specifically describe each threat and how it manifests in the family. Document how each observable threat meets all five safety threshold criteria:
  1. **Observable family condition**
  2. **Vulnerable child**
  3. **Unmanaged**
  4. **Severity**
  5. **Imminent**

D. Safety Decision:

- Safe - No child is in present or impending danger.
- Unsafe - At least one child is in present or impending danger.

E. Safety Plan: If a child is unsafe, a safety plan is required. The safety plan must be the least intrusive/restrictive intervention to the family and sufficient to control the safety threats (in-home, out-of-home, or combination).

- a. Complete the safety plan form (CSP-1034B) with the family and responsible adults. Provide a copy to all parents/ guardians, as well as any identified responsible adults.
  - i. Scan the signed document into a Key Issue case note in CHILDS.
- b. Document whether an in-home safety plan, combination, or an out of home safety plan was completed with the family.
- c. **Document the results of the in-home safety plan analysis in this box.** If an out-of-home safety plan was completed, the information documented in this box should reflect why an in-home safety plan would be insufficient to manage the identified danger threats.

Below are the 5 in-home safety analysis criteria, for reference:

1. Is there a combination of safety actions and supportive resources capable of sufficiently controlling the identified danger threats, and are there sufficient resources within the family network or community to control the identified threats?
2. Are the parents, guardians, or custodians willing for an in-home or combination safety plan to be implemented and have they demonstrated that they will cooperate with the responsible adults, safety actions, and supportive resources identified in the safety plan?
3. Is the home environment calm and consistent enough for an in-home safety plan to be implemented and for responsible adults to be in the home safely?
4. Can an in-home safety plan and the use of in-home safety actions sufficiently control impending danger without the results of outside professional evaluations (substance abuse, psychiatric/psychological, medical)?
5. Do the parents, guardians, or custodians have a suitable place to reside where an in-home or combination safety plan can be implemented?

#### SECTION IV: CLINICAL SUPERVISION DISCUSSION

- a. Use the Administrative Case Record Review form located in the Court Documents window in CHILDS to review the documentation in the CSRA in order to confirm if enough information was gathered in the six domains of family functioning to make an informed and justified decision regarding child safety, parent/ caregiver protective capacity, and aftercare planning (if applicable). Use the form to confirm that all required individuals were interviewed, all required documents were obtained, and all applicable windows have been completed in CHILDS.
- b. Document the Clinical Supervision discussion using the Supervisory Progress Review Guide – Investigations as a reference. This form is located in the Court Documents window in CHILDS.