Safety Assessment Implementation Plan

County Name: _____Alpha County_____

The following categories have been identified to facilitate the development on an Implementation Plan for Safety Assessment. Each category should be included in your plan. The essential questions have also been included to help develop your Implementation Plan; however, you are not required to respond every question.

Category	Essential Questions/Concepts	Action Step	Person Responsible	Date Due	Resources Needed	Completion Date

Project Management	• Will your county utilize an implementation team?
	  o If yes, who will be on the team?
	  o If no, how will decisions made by the Administrator/CSL be shared with other leaders in your agency?
		Yes
		We will form a committee comprised of management, CSLs, community partners and others to discuss implementation issues
			Implementation team:
			
			Management
			Supervisors
				6/09
				6/10
					CWT
					Support	

	• What process will be used to ensure that all staff persons are trained?	Mandate training for direct service staff & supervisors, administrators and directors We are planning pre and post work activities to make staff aware of the Safety Assessment and Management Process to include reviewing the forms, manual and key terms prior to the training and reinforce them after the training Will meet with supervisors ahead of time to provide additional training Booster training for all staff				
	• What process will be used to ensure that Transfer of Learning Activities are in place?	Management and Supervisory oversight Link TOL to QA process				
Communication (Internal)	• How will decisions/changes to policies and procedures be shared with supervisors/line staff, etc?	Verbal/Written Communication Email Leadership Meetings	Management Supervisors	6/09 6/10	CWT Support	

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	• Will there be an internal process for line staff to ask questions related to policy/procedure/safety model, etc?	Pre- training sessions Staff meetings Unit meetings	Quality Assurance			
	• Who or how will clarifications from the state be shared with staff?	Verbal/Written Communication Email				
	• This model represents a shift in paradigms from crisis management to in depth assessments of family functioning (not just another form) – how will this be communicated?	Internal Agency feedback loop to communicate with State's feedback loop				
Communicati on (External)	• How will decisions/changes to policies and procedures be shared with Families, DA, Solicitor/Courts/Commissioners/Private Providers/CASA, GAL's and other advocates, etc?	Distribute Policy/Procedure, Bulletins, and new forms as needed Utilize collaborative meetings already scheduled as educational opportunities Conduct sessions with partners to explain the safety model and identify ways that this process may impact current work	Implementation team Quality Assurance	6/09 6/10		

Policy Changes	• Formal Safety Assessments are completed as per the interval policy and are documented using the safety instruments and structured case notes. Informal safety assessments are conducted at every contact and are documented using structured case notes.
	  o What measures will be put into place to ensure documentation is thorough and complete?
	  o What measures will be put into place to ensure that information gathered related to the 6 Domains are incorporated into the case record.
		Supervisor review of files QA random case reviews
		Weekly supervision
		Case transfer
		Supervisor signature of FSP
		
		FAQ via internal Agency feedback loop
		Support from IT Team
		TOL
		Regional DPW Rep.
			Supervisors
			
			Quality Assurance
			
			Agency Trainer Supervisors Quality Assurance
				6/09
				6/10
				
				6/09
				6/10		

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	• Supervisors play a vital role both in mentoring caseworkers and ensuring that appropriate safety decisions are made.
	   o What measures will be put into place to support supervisors?
	   o What measures will be put into place to ensure that supervisors are taking an active role in safety decision making and planning?
		Utilize checklist from manual
		Address in Policy/Procedure
		Compliance with manual				

	• Safety plans are required whenever a child is determined to either be safe with a comprehensive safety plan or unsafe in their own homes.
	   o Who will sign the plan and what policy, if any, will be put into place for parents who refuse to sign or providers who are unable to sign at the time of plan development?
	   o Will policy be put into place to define sufficient safety interventions?
		Review existing processes for safety planning to determine what practice changes need to be made
		Signatures identified on the Safety Plan form will be added to this process as needed				

	• When receiving referrals, staff should be assessing for the presence of present and impending danger threats as opposed to risk. This represents a shift in practice.
	   o What measures will be put into place to insure that the appropriate response time is selected?
	   o How will this decision be documented in the case record?
		Safety Training
		Look for the revision of the Risk Assessment Bulletin
		
		Look at existing process for Supervisor approvals of response time e.g. supervisor contacts/logs
		
		Review/Revise Intake Referral Screening Form as needed				

Procedure Changes	• How will the Safety Assessment and Management Process impact:
	   o Intake/Screening (Including Response Time)
	   o Investigation
	   o Ongoing (including in-home and substitute care)
		The Implementation team will be reviewing our current procedures to determine what we are currently doing in regards to safety assessment and identifying areas of change based on the new safety model,	Quality Assurance Implementation team	Jan. - June 2009
				
				On-		

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	○ Case Closure	making revisions, as necessary to the : Forms Policy and Procedure Checklists Changes identified will be addressed in training Team/Unit meetings and through Supervisory oversight		going		
	• How will the information gathered in the Safety Assessment inform Safety Planning, Family Service Planning, and Permanency Planning? • How will the information gathered during the safety assessment inform decision-making? • What will supervisory oversight look like? • How will safety related information be documented and presented in court? • What will informal safety planning (Plans based on the decision of Safety with a Comprehensive Safety Plan) look like? • How will the differences between Safety and Risk be explained to staff? To families? To other systems partners?	Will use the Safety Assessment Reference Manual as a guide Changes identified will be addressed in training Team/Unit meetings and through Supervisory oversight				
	• Safety Assessment related to placement: ○ Will there be a change in how substitute care settings are selected? ○ How will the broader context of this type of assessment be reinforced (e.g. not only looking at regulatory compliance rather looking at placement family functioning)? ○ How will the decision to remove a child from a placement setting be made?	We will continue to use our current practice for assessing children in substitute care until we find out more information Continue to use current forms; Make changes after training in Fall 2009 Policy revision to reflect changes from Fall				

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	• What measures are in place to help support reunification efforts?	2009-2010 training				
Safety Interventions/ Services	• What safety interventions or services (e.g. those that can be put into place within 24 hours) are available in your county? • What safety interventions or services might your county need?	Distribute Community Provider Manual to staff at training. Discuss options available to staff that could be put into place within 24 hours and review/revise referral process as needed	Quality Assurance Implementation team	January-June 2009		
Quality Assurance	• How will implementation be monitored?	Internal agency change: Add key questions to QSR for random case reviews Supervisory oversight	Quality Assurance Agency Trainer	January 2009 and ongoing	Agency Management and DPW support	
	• When will line staff be required to begin using the safety assessment forms (e.g. immediately following the training, after TOL, once everyone in the unit is trained, etc.)?	Following training, caseworkers and supervisors will identify cases to begin using as "test cases" to try out the new assessment process This will be done in conjunction with the TOL activities and as part of the QA process. Supports will be identified based on the outcomes of these sessions				

	• Once implementation begins, what measures will be taken to assure that:
	  o Assessments are being conducted appropriately?
	  o Decisions are an accurate reflection of the assessment and analysis of assessment information?
	  o Plans are sufficient in managing the child's safety?
	  o Documentation is completed?
	  o Supervisory oversight/approval is given?
		Through QA, supervisory oversight and TOL activities				

	• What measures will be taken to ensure supervisory involvement?	Conduct supervisory meetings to explore issues and opportunities				

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	• What measures will be taken to assure that the safety plans are sufficient and that the appropriate safety interventions are put into place? • How will the effectiveness of safety interventions be measured?	Through QA, supervisory oversight and TOL activities Hoping to see data reflecting a reduced # of re-abuse, new referrals of open cases, etc.				
	• If you already have a QA process, how will safety be incorporated into that process?	Identify and incorporate key components of the model into QA				
Transfer of Learning	• What activities are you interested in using to increase transfer? • What areas do you feel your staff will need extra support (e.g. Information Gathering, Analysis, Decision Making, Planning, Documentation, etc.)? • What level of transfer of learning activities would you find useful? o One on one activities between the supervisor and caseworkers o Supervisory tools/supports o Involvement from outside staff (e.g. Training Program, Regional Office, consultants, etc.) o Collaboration with other counties	Quick tip handout Pre and post activities: Meetings with supervisors as a group, meetings with caseworkers prior to their attendance at the training Efforts will be made across the agency to introduce new terminology Share expectations for staff ahead of time Review the model as a whole – reinforce the paradigm shifts surveys/questionnaires Explore use of pre/post test Participate in regional and state meetings to network with other counties	Implementation team	January 2009	CWT support	
Technical Assistance	• What technical assistance are you interested in from the Training Program? Regional Office?	Will consider help for Policy and Procedure writing/updating Contact our Regional DPW Rep.	Implementation Team Quality Assurance	2009-2010 Ongoing		
Barriers/ Strategies to Mitigate Barriers	• Are there any barriers that may prevent you from implementation? • What are the solutions to those barriers?	Getting staff to "buy-in" More changes to the Bulletin Stay consistent and support staff	Implementation team Management			