

## Case Transfer Information Sufficiency Checklist

Determine the sufficiency of information in the Initial assessment, Safety Assessment, Analysis and Plan, and supporting documentation.

- Does the documentation within the initial assessment sufficiently answer the 6 assessment questions?**
  - Are there “gaps” in information?
  - Is there need for further clarification regarding documented information?
  - Are family and child functioning sufficiently understood?
- Do you understand how safety threats are occurring in the family?**
  - Does documentation in the initial assessment support the identification of safety threats?
  - Is it obvious how threats to child are operating in the family?
  - Are safety threats justified, clearly and precisely described in the safety assessment?
  - Is further information needed to understand the safety assessment decision?
- Can the family adequately manage and control for the child’s safety without direct assistance from Child Welfare?**
  - Does documentation support the decision that the family can sufficiently manage safety on its own?
  - Is there an adequate basis for determining that a non-maltreating parent has the capacity and willingness to protect?
  - Is further clarification indicated?
- Can an in-home safety plan sufficiently manage safety threats?**
  - Does the safety analysis documentation clearly support the decision to use an in-home safety plan?
  - Do identified safety actions match up with how safety threats are manifested?
  - Does the in-home safety plan provide a sufficient level of effort?
  - Is it clear who is responsible for providing what safety action?
  - Are there gaps in information that require immediate follow-up?
  - Is there a need for further clarification and supervisory consultation?
- Does out-of-home placement appear to continue to be necessary?**
  - Does the safety analysis documentation obviously support the decision to place out of the home?
  - Is there a need for further clarification regarding the decision to place?
- Identification of Caregiver Protective Capacities**
  - Does documentation identify specific strengths associated with the parents’ role?
  - Is there need for clarification regarding parental protective capacities?
  - Consider what possibilities may exist for discussing and using parental protective capacities during the PCA process.

### Planning for Conducting the PCA and Implications for Immediate Response

- If it is unclear how safety threats are manifested, seek supervisor consultation and clarification from the CPS worker.*
- If the safety response is unclear or not supported in the documentation, seek supervisor consultation and follow up with the CPS worker.*
- Consider whether there is a need to immediately contact safety service providers (in-home safety plan) prior to the PCA Introduction with the parents. Make immediate adjustments to safety plans as indicated.*
- Always consider if there is a need for immediate adjustments to safety plans prior to initiating the PCA Introduction with parents.*

- If there are significant gaps in information related to safety threats and/or safety analysis and plans, attempts should be made to promptly make face-to-face contact with parents and children to verify that child safety is being sufficiently managed.
- If safety threats are not well understood and cannot be clarified by the CPS worker, seek to reconcile what information is unknown by the conclusion of the Introduction meeting(s), and make adjustments to the safety plan as indicated.
- Consider how the parents' reaction to Child Welfare might influence how you introduce yourself and the PCA.
- Prior to the Introduction meeting(s) with parents, make sure that you are clear about what you want to accomplish by the end of the meetings.
- Given variation in family dynamics, consider carefully how best to initiate the PCA process with parents.