

FAMILY ASSESSMENT CHECKLIST



Guidance	Requirement	OASIS/COMPASS
4.5.2 Notify family of family assessment	<ul style="list-style-type: none"> • Verbal • Written- FA Brochure • Explain the responsibilities and authorities of child protective services so that the parent or other caretaker can be made aware of the possible benefits and consequences of completing the family assessment. 	Purpose <ul style="list-style-type: none"> • Family Assessment • Interview¹ • Notification Notifications- Select <ul style="list-style-type: none"> ❖ Given Written Notification
4.5.4 Notify non-custodial parent	Document all reasonable efforts to locate and notify the non-custodial parent about the report or why not contacted	Purpose <ul style="list-style-type: none"> • Family Assessment • Interview • Notification
4.5.6 Mandated contacts for family assessment	The child protective services worker shall: <ul style="list-style-type: none"> • conduct a face-to-face interview with and observe the alleged victim child within the determined response time. (Timeliness For Contacting Victim) • conduct a face-to-face interview with and observe all minor siblings residing in the home. • conduct a face-to-face interview with and observe all other children residing in the home with parental permission. • conduct a face-to-face interview with the alleged victim child's parents or guardians, or any caretaker named in the report. • observe the family environment, • contact pertinent collaterals, and • review pertinent records in consultation with the family 	Purpose <ul style="list-style-type: none"> • Family Assessment • Interview
4.5.6.7 Observe family environment	<ul style="list-style-type: none"> • Best practice-announced visits • Assess safe sleep practices and environment for all children under the age of 2 and provide safe sleep education. 	Purpose <ul style="list-style-type: none"> • Family Assessment • Interview • Worker Visit • Safe Sleep Education Provided

¹ **Interview** should only be selected as a purpose when one is completed.

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4.5.6.8 Identifying relatives and family supports	Identify maternal and paternal relatives and the kinship network providing support and resources to the family and child.	Purpose <ul style="list-style-type: none"> Family Assessment Interview Relative Search
4.5.6.9 Contacting collaterals	Ask the family for contact information for any collateral that may have pertinent information and contact them to obtain relevant information.	Purpose <ul style="list-style-type: none"> Family Assessment Interview
4.5.6.10 Interview non-custodial parent	<ul style="list-style-type: none"> Should interview the non-custodial parent. The non-custodial parent has a right to know about the report involving their child and may be an additional resource to the child. They should be invited to any FPM scheduled. Document all reasonable efforts to locate, notify and interview the non-custodial parent or why not. 	Purpose <ul style="list-style-type: none"> Family Assessment Interview Notifications-Select <ul style="list-style-type: none"> ❖ Non-custodial Parent
4.5.7 First meaningful contact	<ul style="list-style-type: none"> It is a face-to-face contact with the family and usually occurs after the completion of the <u>face-to-face interview with the alleged victim.</u> The Safety Assessment Tool is completed with the family during the first meaningful contact (FMC). 	Purpose <ul style="list-style-type: none"> Family Assessment Interview Worker Visit Safety Assessment Select <ul style="list-style-type: none"> ❖ 1st Meaningful Contact
4.5.8.1 Initial safety assessment	<ul style="list-style-type: none"> Complete Safety Assessment Tool with the family at the first meaningful contact. Must be documented within 24 hours of the 1st meaningful contact. Possible Safety Decisions: <ul style="list-style-type: none"> ❖ Safe ❖ Conditionally Safe- Completion of Safety Plan is required. ❖ Unsafe- Must change tracks if child removed—FA becomes INV* 	COMPASS ONLY *OASIS ONLY- Assessment Summary Select <ul style="list-style-type: none"> ❖ Became an Investigation

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Guidance	Requirement	OASIS/COMPASS
4.5.11.1 Family Partnership Meeting	Conduct FPM if at risk of removal- including alternative living arrangements	Purpose <ul style="list-style-type: none"> High Risk/ Very High Risk Planning
4.5.15 Determine risk level	Complete SDM Risk Assessment Tool.	COMPASS ONLY
4.5.16 Assessment summary of strengths and needs	<ul style="list-style-type: none"> Complete Assessment Summary Screen Assess strengths and needs as related to all of the children, mother, father or caretakers, home environment and family support systems. The summary must include the rationale for why the LDSS is not opening a case if the risk assessment is determined to be high or very high risk. 	Assessment Summary
4.5.18.1 Written and verbal notification to the family:	Must include: <ul style="list-style-type: none"> Summary of family needs Recommendation for services Length of retention time Right to review information about themselves Legal recourse if felt to be made maliciously or in bad faith (Section 63.2-1514 of the Code of Virginia) 	Purpose <ul style="list-style-type: none"> Family Assessment Notification Notifications <ul style="list-style-type: none"> ❖ Given Written Disposition
4.5.18.3 Notification to the complainant	Advise complaint was assessed and necessary action taken	Purpose <ul style="list-style-type: none"> Family Assessment Notification
4.5.18.4 Notification to Military Family Advocacy	If victim child is dependent of an active-duty service member, must notify Family Advocacy Program.	Purpose <ul style="list-style-type: none"> Family Assessment Notification Notifications <ul style="list-style-type: none"> ❖ Military Family Advocacy
4.5.19 Referral to early intervention	For any child less than 3 years of age, who is/was/has: <ul style="list-style-type: none"> Affected by drugs/alcohol from prenatal drug exposure (SEI), or 	Purpose <ul style="list-style-type: none"> Family Assessment Notification

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	<ul style="list-style-type: none"> Physical/mental condition that has likelihood of developmental delay Make early intervention referral. 	Notifications <ul style="list-style-type: none"> ❖ Part C Early Intervention Referral
4.5.1 Time frames to complete family assessment	Complete and document the family assessment within 60 calendar days of receipt of the complaint or report.	OASIS ONLY Complete Case Connection Screen Request Approval: <ul style="list-style-type: none"> ❖ Assessment Summary ❖ Assessment Closure
4.5.20 Supervisor Approval	Approve within 5 working days from request for approval	OASIS ONLY Approve: <ul style="list-style-type: none"> ❖ Assessment Summary ❖ Risk Overrides ❖ Assessment Closure

Reminder: All documentation must be entered or updated in the child welfare information system (OASIS or COMPASS) within five business days (4.7.2 Family assessment or investigation documentation).