

Submission and Approval of Structured Decision Making (SDM) Tools

SDM Tool	Time Frames for CSW Completion in WebSDM	Time Frames for SCSW Approval in WebSDM	Examples of Supportive Documentation for SCSW Review
Hotline Tools Screening Decision & Response Priority	Before the end of the shift	Within one (1) calendar day of submission for approval	CWS/CMS Referral, Screener Narrative (as applicable), SDM Decision Trees
Safety Assessment / Substitute Care Provider (SCP) Safety Assessment ❶	Within two (2) business days of initial face-to-face contact with at least one (1) child victim; also required whenever terminating an SDM Safety Plan, closing a case, or household circumstances change	Within three (3) business days of submission for approval	ER Referral, all referral/case contacts (including collaterals), any collateral documentation (e.g., medical results, police reports), SDM Safety Plan (if any) ❷
Risk Assessment	Within thirty (30) calendar days ❸ of first face-to-face contact, but before closing the referral or promoting to a case	Within six (6) business days of submission for approval ❸	ER Referral, all referral/case contacts (including collaterals), CLETS/LiveScan, FCI hit results, Investigation Narrative, any collateral documentation
Risk Reassessment (for court and voluntary in-home cases) ❹	Ninety (90) days from FM start date and every six (6) months prior to: a six-month status review hearing to recommend continued FM services or case closure (for court cases), or prior to updating a VFM Case Plan or closing a VFM case.	Within six (6) business days of submission for approval (and prior to approving court report/Case Plan)	Case contacts since last court hearing, Minute Orders (court cases), assessments (e.g., MAT, FPAS, CANS, etc.), LiveScan/Rap Backs, any updated Safety Assessments <u>VFM</u> s: Contacts, Initial Case Plan, service provider progress/compliance letters
Reunification Reassessment (for court and voluntary out-of-home cases) ❹	Ninety (90) days from placement and every six (6) months , prior to: making a reunification recommendation (i.e., HOP) at a six-month status review hearing, updating a VFR Case Plan, or when making a permanency plan change (sooner if there are new circumstances or new information that affects reunification)	Within six (6) business days of submission for approval (& prior to approving court report/Case Plan)	Case contacts since last court hearing, parental visitation, progress letters from service providers, Minute Orders, assessments (e.g., MAT, FPAS, CANS, etc.)

❶ The SCP Safety Assessment tool is only used when the child resides in family-based care (e.g., RFHs, FFAs, approved NREFMs, emergency placements, SFHs, open-dependency LG homes, adoptive homes) and not for children residing in residential or institutional care (i.e., group homes, STRTPs, institutions, residential treatment facilities).

❷ SCSW approval (via phone/text/email) must be obtained for all [SDM Safety Plans](#) before the CSW leaves the home.

❸ The Risk Assessment must be completed and approved within 30 calendar days. The Risk Assessment is not to be used for out-of-home care referral investigations. Staff receive "[Overdue Alert](#)" emails when the time frame for completing the SDM Safety Assessment or Risk Assessment has been exceeded.

❹ Both Reassessment tools are completed at/after 90 days and every six (6) months to correspond with Court Report time frames.

The [Child and Adolescent Needs and Strengths \(CANS\) Assessment](#) replaced the [Family Strengths & Needs Assessment \(FSNA\)](#), [Child's Strengths and Needs Assessment \(CSNA\)](#), and [Mental Health Screening Tool \(MHST\)](#) as of the publication of the [Child and Adolescent Needs and Strengths \(CANS\) Assessment 0070-548.26 policy on 10/28/21](#).