Introduction to Risk Assessment process

To familiarize you with this new functionality, this module includes a system overview of the Risk Assessment screens.

The Risk Assessment process represents changes to FSFN resulting from enhancements to support the following program goals to facilitate the safety of children and families:

- Improve quality and consistency of decision making
- Eliminate redundant processes
- Gain efficiencies through enhanced technology

Modifications were to the Risk Assessment process to the various modules in FSFN, support the following enhancements:

- Provide a more streamlined approach to the functionality associated with the Risk Level Override pop-up page
- Prevent artificial inflation related to the number of overrides performed
- Provide access to the Initial Family (Household) Risk Assessment of Child Abuse/Neglect Definitions documentation directly from the Risk Assessment Online Help file, which is accessed from FSFN

By the end of this module, you will be able to:

- Describe the purpose, goal, and benefits of the Risk Assessment
- Describe the modifications to Risk Assessment tool
Creating and accessing the Risk Assessment page

Creating a Risk Assessment:

The Risk Assessment is created from the Child Investigation by selecting the Risk Assessment hyperlink in the Actions group box. The Risk Assessment tool is required to be completed for Child In-Home Investigations prior to the investigation being submitted for closure. The user can only create one Risk Assessment per Child Investigation page.

Once the Risk Assessment has been created from the Child Investigation page, the user can re-launch the Risk Assessment page by clicking the Risk Assessment hyperlink from the Actions panel.
Existing Risk Assessments can be accessed from Case Book, Person Book, or from the Desktop, including Search (view only).

To access the Risk Assessment from the Desktop, the user will expand the Cases expando, and select the Assessment and Planning icon or Investigations icon.

The Risk Assessment will be displayed and indented under the applicable Child Investigation for which it was created.

The Risk Assessment will also be displayed from the Assessment and Planning icon.
Accessing a Risk Assessment from Case Book:

Instructional Text

To access the Risk Assessment from Case Book, the user will expand the Cases expando, and select the Case Book hyperlink for the appropriate case.

From the center group box the user selects Assessment and Planning or Investigations. Selecting the hyperlink launches the associated Risk Assessment page.

Assessment and Planning displays Risk Assessment created/updated within the last 24 months in order of newest to oldest on the create date. Selecting the hyperlink launches the associated Risk Assessment page. The Risk Assessment will be displayed and indented under the applicable Child Investigation for which it was created.
Accessing a Risk Assessment from Person Book:

Instructional Text
To access the Risk Assessment from Person Book, the user will select the Participant View from the Desktop, expand the Cases expando, and select the Person Book hyperlink for the appropriate Participant.

From the center group box the user selects Assessment and Planning or Investigations. Selecting the hyperlink launches the associated Risk Assessment page.

Assessment and Planning displays Risk Assessment created/updated within the last 24 months in order of newest to oldest on the create date. Selecting the hyperlink launches the associated Risk Assessment page. The Risk Assessment will be displayed and indented under the applicable Child Investigation for which it was created.
Accessing a Risk Assessment from Search:

![Image of Florida Safe Families Network search interface]

**Instructional Text**

To access the Risk Assessment from Search, the user will select Search from the Banner Bar which allows an authorized user to search for cases, person, providers and workers. From the Utilities menu, the user can also access Search.

To access the Risk Assessment from Search the Returned Results can expand the Cases expando, and select the Assessment and Planning or Investigations icon to access the piece of work.
# Risk Assessment page

![Risk Assessment Form](image)

**Florida Safe Families Network**

**Case Information**
- **Case Name:** Mike Louis
- **Case ID:** 20120154
- **Assessment Date:** 06/20/2015
- **Risk Assessment ID:** 20120040

**Participants**
- **Name:** Mike Louis
  - **Person ID:** 20003252
  - **Date of Birth:** 01/01/1985
  - **Score Level:** High
  - **Final Risk Level:** Very High
  - **Score:** 1
  - **Unlikely to Assess:** No
  - **Notes:**

<table>
<thead>
<tr>
<th>Score Level</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>High</td>
<td>1</td>
</tr>
<tr>
<td>Very High</td>
<td>Very High</td>
<td>2</td>
</tr>
</tbody>
</table>

**Neglect**

<table>
<thead>
<tr>
<th>N1. Current complaint is for neglect</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N2. Prior investigation (assign highest score that applies)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>One or more</td>
<td>1</td>
</tr>
<tr>
<td>Two or more</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N3. Household has previously received ongoing child protective services</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
</tbody>
</table>

**Abuse**

<table>
<thead>
<tr>
<th>A1. Current complaint is for abuse</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2. Number of prior abuse investigations</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>One or more</td>
<td>1</td>
</tr>
<tr>
<td>Two or more</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A3. Household has previously received ongoing child protective services</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A4. Primary caregiver assessment of incident</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>0</td>
</tr>
<tr>
<td>One or more</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A5. Domestic violence in the household in the past year</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>
Risk Assessment page

The Risk Assessment page contains the Case Information group box, Participants group box, Actions/Text group boxes, as well as the Abuse and Neglect questions.

The Risk Assessment is composed of two indices: the neglect assessment index and the abuse assessment index. Only one household can be assessed per Risk Assessment.

Risk Assessment identifies families who have very high, high, moderate, or low probabilities of abusing or neglecting their children in the future. By completing the Risk Assessment, the investigator obtains an objective appraisal of the likelihood that a family will maltreat their children in the next 12 to 18 months.

The risk instrument is based on research of abuse/neglect cases that examined the relationships between family characteristics and the outcomes of subsequent confirmed abuse and neglect. This instrument does not predict recurrence; it simply assesses whether a family is more or less likely to have another abuse/neglect incident without intervention by the agency.
Introduction to Risk Assessment

Risk Assessment page continued

### Case Information group box:

The Case Information group box will pre-fill with the Case Name, Case ID, Risk Assessment ID, Worker Name, and Investigation ID.

The Case Name displays as Last Name, First Name, Middle Name. The hyperlink launches the Maintain Case page.

The Assessment Date is a user entered field that captures the date the assessment was conducted. The Completed Date is a system derived date field that captures the date the Risk Assessment page was completed and frozen. The Complete check box is a user selected check box that indicates if the Risk Assessment page has been completed.

The Scored Risk Level is determined by scoring each of the indices, totaling the score, and taking the highest score from the abuse and neglect indices. The Final Risk Level is determined after considering whether any policy override is present or a discretionary override is applied.
The Unable to Assess check box indicates the user cannot finish documenting the Risk Assessment. The Reason drop down allows the worker to select the reason the user is unable to assess the household.
Risk Assessment page continued

Instructional Text

Participants group box:
The Participants group box will pre-fill with the participants included in the Risk Assessment. The Participant Names displays the participants Last Name, Suffix, First Name, Middle Name, and is system derived from Person Management. The following fields are also system derived from Person Management: Person ID; Date of Birth and Estimated Age.

The Primary Caregiver is the adult living in the household with a legal relationship to the child who is obligated and entitled to provide for the safety and well-being of the child. Secondary Caregiver is defined as an adult living in the household who has routine responsibility for child care but less responsibility than the primary caregiver.
**Risk Assessment page continued**

### Instructional Text

**Actions/Text group box:**

The Actions group box contains the Risk Level Override hyperlink that will launch the Risk Level Override pop-up page and is conditionally displayed once a response has been documented in full for every Neglect and Abuse Statement.

The Text group box contains the Risk Assessment hyperlink that will launch the template associated with the Risk Assessment page. The hyperlink is conditionally displayed once the Risk Assessment page has been successfully saved for the first time. Only the fields documented on the Risk Assessment page will populate the template.
**Risk Assessment page continued**

**Instructional Text**

**Abuse and Neglect Indices**

Each question on the Risk Assessment page is required N1 – N10 and A1 – A10, as the Scored Risk Level will not be generated until each question has been answered.

Updated hover definitions have been provided by the Department to provide clarification for individual questions. For specific hover definitions please review the Risk Assessment Topic Paper.

If the Scored Risk Level generated is Very High, the Risk Level Override pop-up page is grayed out as the Risk Level is already at the highest level.
**Risk Level Override pop-up page**

The Risk Level Override pop-up page captures all scoring information once all applicable N1-N10 and A1-A10 responses have been made. It provides the total Neglect and Abuse Scores, the overall Scored Risk Level, and provides for the documentation of policy overrides and a discretionary override, if applicable.

The Policy Override group box statements 1 – 4 are only enabled once the Scored Risk Level is derived, and ONLY if the Scored Risk Level is Low, Moderate or High. If the Scored Risk Level is Very High the Policy Override statements will be disabled and grayed out.

If the Scored Risk Level is Low, Moderate or High, the user completes the Risk Level Override pop-up page, and then modifies the Indices that increase the Scored Risk Level to Very High; the information previously entered into the Risk Level Override pop-up page will be removed and grayed out.

The Discretionary Override group box allows the user to perform a discretionary override in the event the current Final Risk Level should be higher based on the worker’s professional judgement.
The Final Risk Level is system derived only if the Scored Risk Level is Low, Moderate or High.
Child Investigation – Results tab

Instructional Text

From the Results tab on the Child Investigation, the Risk Assessment Summary group box displays the Total Neglect Score; Total Abuse Score; Scored Risk Level and Final Risk Level from the Risk Assessment.