SR-13: Risk Assessment

May 12, 2017

Change History

Release # or Date	CR# or Incident #	Change Description	Author(s)	Section Modified
03/30/2014	SR-13	Initial Draft	FSFN Implementation Team	
03/19/2015	CR 510	Updated the Final Risk Level functionality	FSFN Implementation Team	
12/01/2015		Final Review for Supported Platform	Kortney Rudd	Entire Document
05/02/2017		Prepare for final submission	Leah Dienger	Entire Document

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1.1   Introduction

The Risk Assessment Topic Paper describes the Florida Safe Families Network (FSFN) system design of the Risk Assessment, which supports the investigation of allegations that involve abuse, neglect, abandonment, or situations where there is a threat of harm to children. The Risk Assessment represents one component of the Florida Safety Decision Making Methodology (FSDMM) used by Child Protection Investigators (CPI) and Case Managers to guide decision making relevant to child safety during initial child protection intervention and support a FSFN user more efficiently.

Risk Assessment is one tool of the FSDMM practice model in FSFN, supports CPIs and Case Managers with the analysis of risk of future maltreatment in a household where abuse, neglect, or abandonment are alleged.

The Risk Assessment is used to assess the household of the parents or legal guardian of the children who are the subject of the Child Investigation. The 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, based on relationship characteristics of other families, will maltreat their children in the next 12 to 18 months.

The functional design of the Risk Assessment page represents changes to FSFN resulting from the Child Protection Enhancement and SACWIS Compliance Project. Enhancements to this module support the following project goals to facilitate the safety of children and families:

• Improve quality and consistency in decision making
• Eliminate redundant processes and re-work
• Gain efficiencies through enhanced technology

Functionality associated with the Risk Assessment provides the following benefits for CPIs and Case Managers, including supervisors:

• Support assessment and decision making regarding present danger and safety planning
• Decrease the time required for users to document the analysis
• Allow more time in the field for evaluating family needs and ensuring services
• Provide users with the ability to complete the Risk Assessment as a field instrument in FSFN
• Provide the ability to print the Risk Assessment as an output when documented in FSFN.
• Provide a more streamlined approach to the functionality associated with the Risk Level Override pop-up page
• 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.
• Prevent artificial inflation related to the number of overrides performed.

Applicable sections of this topic paper identify and detail FSFN system changes to support the inclusion of this new tool in FSFN.
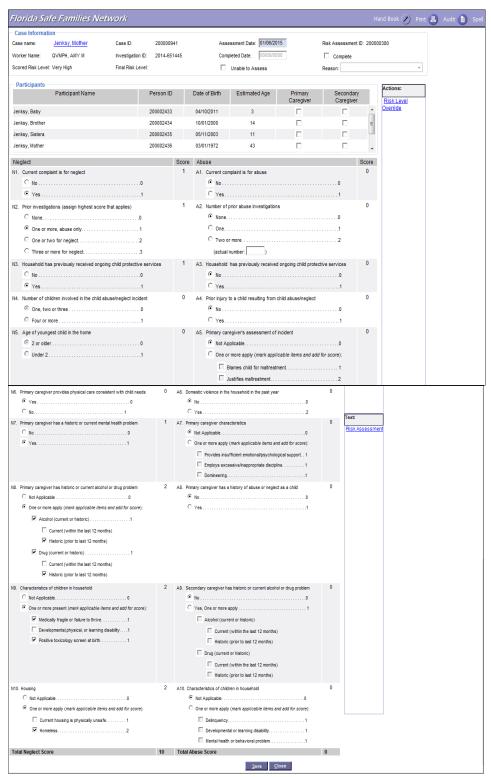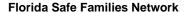
1.2   Pages

1.2.1   Page – Risk Assessment

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Case Information

Case name: Jenksy, Mother   Case ID: 200000941   Assessment Date: 01/06/2015   Risk Assessment ID: 200000380

Worker Name: QVIMPH, AMY M   Investigation ID: 2014-651445   Completed Date: 00/00/0000   ☐ Complete

Scored Risk Level: Very High   Final Risk Level: ☐ Unable to Assess   Reason: [▼]

Participants

Participant Name	Person ID	Date of Birth	Estimated Age	Primary Caregiver	Secondary Caregiver	Actions:
Jenksy, Baby	200002433	04/10/2011	3	☐	☐	Risk Level Override
Jenksy, Brother	200002434	10/01/2000	14	☐	☐	
Jenksy, Sistera	200002435	05/11/2003	11	☐	☐	
Jenksy, Mother	200002436	03/01/1972	43	☐	☐	

Neglect	Score	Abuse	Score
N1. Current complaint is for neglect	1	A1. Current complaint is for abuse	0
○ No 0		◉ No 0	
◉ Yes 1		○ Yes 1	
N2. Prior investigations (assign highest score that applies)	1	A2. Number of prior abuse investigations	0
○ None. 0		◉ None. 0	
◉ One or more, abuse only. .1		○ One. 1	
○ One or two for neglect. 2		○ Two or more. 2	
○ Three or more for neglect. 3		(actual number: [ ])	
N3. Household has previously received ongoing child protective services	1	A3. Household has previously received ongoing child protective services	0
○ No 0		◉ No 0	
◉ Yes 1		○ Yes 1	
N4. Number of children involved in the child abuse/neglect incident	0	A4. Prior injury to a child resulting from child abuse/neglect	0
◉ One, two or three 0		◉ No 0	
○ Four or more 1		○ Yes 1	
N5. Age of youngest child in the home	0	A5. Primary caregiver's assessment of incident	0
◉ 2 or older 0		◉ Not Applicable. 0	
○ Under 2 1		○ One or more apply (*mark applicable items and add for score*):	
		☐ Blames child for maltreatment. 1	
		☐ Justifies maltreatment. 2	
N6. Primary caregiver provides physical care consistent with child needs	0	A6. Domestic violence in the household in the past year	0
◉ Yes 0		◉ No 0	
○ No. 1		○ Yes 2	
N7. Primary caregiver has a historic or current mental health problem	1	A7. Primary caregiver characteristics	0
○ No 0		◉ Not Applicable. 0	
◉ Yes 1		○ One or more apply (*mark applicable items and add for score*):	
		☐ Provides insufficient emotional/psychological support. . 1	
		☐ Employs excessive/inappropriate discipline. 1	
		☐ Domineering. 1	
N8. Primary caregiver has historic or current alcohol or drug problem	2	A8. Primary caregiver has a history of abuse or neglect as a child	0
○ Not Applicable 0		◉ No 0	
◉ One or more apply (*mark applicable items and add for score*):		○ Yes 1	
☑ Alcohol (current or historic) 1			
☐ Current (within the last 12 months)			
☑ Historic (prior to last 12 months)			
☑ Drug (current or historic) .1			
☐ Current (within the last 12 months)			
☑ Historic (prior to last 12 months)			
N9. Characteristics of children in household	2	A9. Secondary caregiver has historic or current alcohol or drug problem	0
○ Not Applicable. 0		◉ No 0	
◉ One or more present (*mark applicable items and add for score*):		○ Yes, One or more apply 1	
☑ Medically fragile or failure to thrive. 1		☐ Alcohol (current or historic)	
☐ Developmental,physical, or learning disability. . . .1		☐ Current (within the last 12 months)	
☑ Positive toxicology screen at birth. 1		☐ Historic (prior to last 12 months)	
		☐ Drug (current or historic)	
		☐ Current (within the last 12 months)	
		☐ Historic (prior to last 12 months)	
N10. Housing	2	A10. Characteristics of children in household	0
○ Not Applicable. 0		◉ Not Applicable. 0	
◉ One or more apply (*mark applicable items and add for score*):		○ One or more apply (*mark applicable items and add for score*):	
☐ Current housing is physically unsafe. 1		☐ Delinquency. 1	
☑ Homeless. 2		☐ Developmental or learning disability. 1	
		☐ Mental health or behavioral problem. 1	
Total Neglect Score	**10**	**Total Abuse Score**	**0**

Text:

Risk Assessment

[Save] [Close]

1.2.1.1   Page Functionality and Overview

Users see the functionality outlined in this topic paper captured within an Assessment and Planning icon. The user can only create one Risk Assessment per Child Investigation page. In addition, Risk Assessment page is created from an In-Home Child Investigation page which displays under the applicable Child Investigation within the Investigation icon (Desktop).

Existing Risk Assessments can be accessed from Case Book, Person Book, or from the Desktop, including Search (view only). 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. This is consistent with the TANF and FFA – Investigation functionality which can only exist one time per Child Investigation.

If the Investigation is moved to another FSFN Case (Move Investigation functionality) after the Risk Assessment has been created at the Child Investigation level, the system will update the FSFN Case ID and Case Name information.

The header information pre-fills with the exception of the Assessment Date, which is a user entered Date field and is the only field required in order to initially save the Risk Assessment page. The header also contains an "Unable to Assess" check box (defaults to not selected), "Reason" drop down (defaults to null) and "Complete" check box (defaults to not selected), and the associated Completed Date field is system derived once the "Complete" check box is selected and Risk Assessment page successfully saved. Upon selecting the "Complete" check box and clicking "Save" the system validates that either all required fields have been documented or that the "Unable to Assess" check box and associated "Reason" have been selected.

The user can print a blank Risk Assessment with the header pre-filled by selecting Risk Assessment from the Text (notifications and templates) list box prior to documenting any information on the Risk Assessment page. This will launch the output document. Once launched, the user can print the word document. In addition, the user can document all fields and then launch the template output which will pre-fill all information from the FSFN Risk Assessment page.

Upon selecting the "Complete" check box and successfully saving the page, the page becomes disabled. CPIs and their Supervisors have the ability and security to de-select the "Complete" check box prior to the Child Investigation receiving approval for closure. Upon de-selecting the "Complete" check box and successfully saving the Risk Assessment page becomes enabled, allowing a user to make any necessary updates. This security works the same as the user having the security to create the Risk Assessment page from the Investigation. Therefore, if the user can document the Risk Assessment then they can de-select the "Complete" check box in order to re-enable the fields and make any necessary updates.

The approval of the Risk Assessment page and its review by the Supervisor is tied to the approval of the Investigation as a whole just as the FFA – Investigation is. The Supervisor is

able to access an existing Risk Assessment page through the Workers expando > workers name > applicable FSFN Case > Assessment and Planning or Investigation icons, as well as from Case Book or Person Book from within the Workers expando.

If accessed from the Workers expando on the Desktop, the Supervisor will have the ability to de-select the "Complete" check box and work on the existing Risk Assessment just as with other pieces of work. Again, the "Complete" check box is only able to be de-selected up to the point at which the Investigation is "approved" for closure by the Supervisor. Once the Investigation is approved for closure by the Supervisor, the Child Investigation page and all its associated pieces of work, including the Risk Assessment, become permanently disabled and grayed out.

For all "hover definitions" provided in the table below, if the "hover definition" includes the indication of "See full definition." Then the additional text "See Online Help Text" will not be displayed.

1.2.1.2   Page Information

			Hover
Group Box	Case Information	Captures case information regarding the Case in which the Risk Assessment is being created.	
Fields	Case Name	Displays the Case Name Selecting the Case Name hyperlink launches the Maintain Case page; if the Risk Assessment was launched from Desktop or launched from a page that was launched from the Desktop, displays in Edit mode if security exists; otherwise, displays in view only mode.	
	Worker Name	Name of the worker who created the Risk Assessment page. Displays as Last Name, First Name Middle Name; system derived.	
	Case ID	Captures the FSFN Case ID to which the Risk Assessment is associated. Pre-fills with the FSFN Case ID; system derived.	
	Investigation ID	Captures the Investigation ID from which the Risk Assessment was created, if applicable. Pre-fills based on the Investigation from which the Risk Assessment was created; system derived as the "access_report" ID associated with the "Invs" ID and displays as 20##-###### without the sequenced identifier.	
	Assessment Date	Captures the date the assessment was conducted. Enabled and required in order to initially save the Risk Assessment page for the first time; current and past date allowed but not a future date; user modifiable until such time as the Risk Assessment page is "completed" and becomes disabled and grayed out.	

			Hover
	Completed Date	Captures the date the Risk Assessment page was completed and frozen. Upon selecting the "Complete" check box and successfully saving the Risk Assessment page the Completed Date field populates with the current system date and displays as MM/DD/YYYY; if the worker or supervisor deselects the Complete check box and successfully saves the page the Completed Date field is nulled out as if the page was never completed.	
	Risk Assessment ID	Unique system generated ID for the Risk Assessment. Pre-fills with the Risk Assessment ID; system derived.	
	Complete	Indicates if the Risk Assessment page has been completed. Conditionally enabled only once the Risk Assessment page has been successfully saved for the first time; upon selecting the Complete check box and clicking Save, the system will display the validation prompt indicating that upon saving the page the Risk Assessment page will become frozen <Yes><No>. If Yes is selected the system will run the validation edits to ensure that all required fields or entries have been made; if No is selected the system will not process the save and the user will be returned to the Risk Assessment page; upon selecting the Complete check box and clicking Save the system validates that either all required Risk Assessment questions AND Risk Level Override pop-up page fields have been documented OR the Unable to Assess check box has been selected and an associated value has been selected from the Reason drop down; please refer to the Background Processing section for additional details.	
	Scored Risk Level	Indicates the scored risk level determined by the system. System derived from the risk level determined by the system based on the N and A selections and applicable scores, displaying whichever level is higher.	

			Hover
	Final Risk Level	Indicates the final risk level of the Risk Assessment. System derived field displaying in plain black text. Once all selections have been made, if the Scored Risk Level is Very High, the Final Risk Level, which is captured on the associated Risk Level Override page, will automatically be coded as Very High and will automatically populate this field as Very High without requiring the user to access the Risk Level Override pop-up page.	
	Unable to Assess	Indicates the user cannot finish documenting the Risk Assessment. User selected; enabled; upon selecting, the associated Reason drop down becomes enabled and required.	
	Reason	Reason the user is unable to assess the household. Conditionally enabled and required when the "Unable to Assess" check box is selected; contains the following values: Duplicate; Family Fled; No Jurisdiction - Federal Property; No Jurisdiction - Non-Caregiver; No Jurisdiction - Official Capacity; No Jurisdiction - Victim Out of State; No Jurisdiction - Victim Over 18; No Surviving Children; Patently Unfounded; Unable to Locate	
Group Box	Participants	Captures the participants included in the risk assessment. The fields contained within the repeating table, within the Participants group box, will continue to dynamically update if a change is made to Person Management until such time that the page is completed and becomes frozen, disabled and grayed out; the page must be re-launched in order to refresh and reflect any updates made to Person Management; at least 4 participants names must be displayed within the table in a single view without having to scroll; only once there is a 5th row will it be required to scroll; participants automatically populate with all Investigation Participants.	

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			Hover
Fields	Participant Name	Captures each participant's name included in the risk assessment. Displays as Last Name Suffix, First Name Middle Name; system derived from Person Management.	
	Person ID	Captures the Person ID of each participant included. System derived from Person Management; displays the unique, Person ID.	
	Date of Birth	Captures the date of birth of each participant included. System derived from Person Management; displays as MM/DD/YYYY	
	Estimated Age	Captures the Estimated Age of each participant included. System derived based on the date of birth documented on Person Management; if no date of birth is documented, displays the Estimated Age documented on Person Management, if applicable; if no date of birth and no estimated age, this field is null.	
	Primary Caregiver	Indicates if the Participant is the Primary Caregiver. User selected; enabled and the selection of 1 Primary Caregiver is required; upon selecting Primary Caregiver for 1 of the participants all other Primary Caregiver check boxes become disabled and grayed out; the Secondary Caregiver check box for the participant identified as the Primary Caregiver becomes disabled and grayed out; if a Participant is selected as the Secondary Caregiver their associated Primary Caregiver check box becomes disabled and grayed out.	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.

			Hover
	Secondary Caregiver	Indicates if the Participant is the Secondary Caregiver. User selected; enabled and optional; once a participant is selected as the Primary Caregiver they cannot be selected as a Secondary Caregiver and therefore the check box becomes disabled; upon selecting Secondary Caregiver for 1 of the participants all other Secondary Caregiver check boxes become disabled and grayed out, allowing only 1 Secondary Caregiver to be identified; if a Participant is selected as the Secondary Caregiver their associated Primary Caregiver check box becomes disabled and grayed out.	The 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. A partner may be a secondary caregiver even though he/she has minimal responsibility for child care. See full definition.
	Neglect Score	Indicates the total score for each of the Neglect questions. For each question, N1 - N10, the system calculates the score for each, based on the selections made, and displays the applicable numeric score. For those questions with single radio button selection, such as Yes or No, the score is based on the specific selection made. See specific questions which vary.	
	Abuse Score	Indicates the total score for each of the Abuse questions. For each question, A1 - A10, the system calculates the score for each, based on the selections made, and displays the applicable numeric score.	
	N1. Current complaint is for neglect	Captures if the current complaint is for neglect. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "N1. Current complaint is for neglect": Includes both maltreatments initially identified in the intake and maltreatments subsequently added by the investigator during the course of the investigation. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	

			Hover
	A1. Current complaint is for abuse	Captures if the current complaint is for abuse. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A1. Current complaint is for abuse": Includes both maltreatments initially identified in the intake and maltreatments subsequently added by the investigator during the course of the investigation. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	
	N2. Prior investigations *(assign highest score that applies)*	Captures the number of prior investigations. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" over the words "Prior investigations": Count in state and out of state prior investigations involving any adult members of the current household who were alleged perpetrators, regardless of the finding(s). See full definition. Additional hover definitions available for each response.
	None	Indicates there are no prior investigations. Has a value of "0"	The following hover text displays when the user "hovers" over the word "None": No investigations prior to the current investigation.
	One or more, abuse only	Indicate one or more prior investigations for abuse only exist. Has a value of "1"	The following hover text displays when the user "hovers" over the words "One or more, abuse only": One or more investigations involving abuse maltreatments only.

			Hover
	One or two for neglect	Indicates that one or two prior investigations for neglect exist. Has a value of "2"	The following hover text displays when the user "hovers" over the words "One or two for neglect": One or two prior investigations involving any type of neglect maltreatments, with or without abuse allegations as well.
	Three or more for neglect	Indicates that three or more prior investigations for neglect exist. Has a value of "3"	The following hover text displays when the user "hovers" over the words "Three or more for neglect": Three or more prior investigations involving any type of neglect, with or without abuse allegations as well.
	A2. Number of prior abuse investigations	Captures the number of prior abuse investigations. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" over the words "Number of prior abuse investigations": Only count prior abuse investigations involving any adult members of the current household who were alleged perpetrators, regardless of finding(s). See full definition. Additional hover definitions available for each response.
	None	Indicates there are no prior abuse investigations. Has a value of "0"	The following hover text displays when the user "hovers" over the word "None": No abuse investigations prior to the current investigation/assessment.
	One	Indicates that one prior abuse investigation exists. Has a value of "1"	The following hover text displays when the user "hovers" over the word "One": Once abuse investigation regardless of the finding prior to the current investigation.

			Hover
	Two or more	Indicates that two or more prior abuse investigations exist. Has a value of "2"; if selected, the associated "actual number" field becomes enabled and required	The following hover text displays when the user "hovers" over the words "Two or more": Two or more abuse investigations regardless of findings prior to the current investigation.
	(actual number:)	Captures the actual number of prior abuse investigations. Conditionally enabled and required if the radio button is selected for Two or more; if enabled and required, must be entered in order to "complete" and successfully save the Risk Assessment page.	
	N3. Household has previously received ongoing child protective services	Indicates if the household has previously received ongoing child protective services. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	When the user "hovers" over the word "Household" the following hover text will pop-up: All persons who have significant in-home contact with the child, including those who have a familial or intimate relationship with any person in the home. When the user "hovers" over any of the words within "ongoing child protective services" the following hover text will pop-up: The household has previously <u>received</u> or is currently <u>receiving</u> ongoing child protective services as a result of a prior investigation. Services history includes historical voluntary protective service cases or court-ordered family services or family preservation services, but does not include delinquency services. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	

			Hover
	A3. Household has previously received ongoing child protective services	Indicates if the household has previously received ongoing child protective services. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	When the user "hovers" over the word "Household" the following hover text will pop-up: All persons who have significant in-home contact with the child, including those who have a familial or intimate relationship with any person in the home. The following hover text displays when the user "hovers" over any of the words "ongoing child protective services": The household has previously <u>received</u> or is currently <u>receiving</u> ongoing child protective services as a result of a prior investigation. Service history includes voluntary or court-ordered family services or family preservation services, but does not include delinquency services. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	
	N4. Number of children involved in the child abuse/neglect incident	Captures the number of children involved in the child abuse/neglect incident. System derived based on all participants in the current Investigation with the role of victim; until the Risk Assessment page is completed and becomes frozen, this field must be updated if the Investigation Roles are updated and/or a new participant is added to the Investigation with the role of Victim and/or an existing participant is removed from the Investigation.	The following hover text displays when the user "hovers" over any of the label "N4. Number of children involved in the child abuse/neglect incident": The household has previously <u>received</u> or is currently <u>receiving</u> ongoing child protective services as a result of a prior investigation.
	One, two or three	One, two or three children are involved in the child abuse/neglect incident. Has a value of "0"	

		Hover
	Four or more	Four or more children are involved in the child abuse/neglect incident. Has a value of "1"	
	A4. Prior injury to a child resulting from child abuse/neglect	Indicates if there was a prior injury to a child resulting from child abuse/neglect. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A4. Prior injury to a child resulting from child abuse/neglect": An adult in the household has previously been identified as a caregiver responsible for causing physical injury to a child (verified finding) OR there is now credible information that the individual caused physical injury to a child despite the absence of verified finding. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	
	N5. Age of youngest child in the home	Identifies if the age of the youngest child in the household is either 2 or older or under 2 years of age. System derived based on the date of birth of all participants included in the Risk Assessment which have an Initial Role on the associated Investigation of "Child In Home" or "Victim"; if no date of birth exists, uses the estimated age; until the Risk Assessment page is completed and becomes frozen, this field will continue to dynamically update based on the participants included.	The following hover text displays when the user "hovers" anywhere over the label "N5. Age of youngest child in the home": If the youngest child is removed during the current investigation or is temporarily residing outside the household, count the child as residing in the home.
	2 or older	Indicates if the youngest child in the household is 2 or older. Has a value of "0"	
	Under 2	Indicates if the youngest child in the household is under the age of 2. Has a value of "1"	

			Hover
	A5. Primary caregiver's assessment of incident	Identifies the primary caregiver's assessment of the incident, if applicable. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A5. Primary caregiver's assessment of incident": 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.
	Not Applicable	Indicates that this rating is not applicable. Has a value of "0"	The following hover text displays when the user "hovers" anywhere over the words "Not Applicable": Caregiver shows appropriate concern or remorse about incident.
	One or more apply *(mark applicable items and add for score)*	Indicates that one or more of the selections apply. User selected radio button; upon selection, the associated check boxes are enabled and the selection of at least 1 is required.	
	Blames child for mal-treatment	Indicates that the primary caregiver blames the child for the maltreatment. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 2 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Blames child for maltreatment": Blaming refers to the caregiver attributing his or her action as a result of something the child did or did not do (e.g., talked back, misbehaved, tried to "seduce" the caregiver, etc.) See full definition.
	Justifies mal-treatment	Indicates that the primary caregiver justifies the maltreatment. User selected check box; has a value of "2"; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 2 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Justifies maltreatment": Justifying refers to the caregiver's belief that his or her behavior or action was appropriate and constituted good parenting (e.g., child needed to be disciplined or punished, taught a lesson, etc.). See full definition.

			Hover
	A5 Score	Captures the total score based on the selections made. Score is cumulative; therefore, if "One or more apply" is selected, and both "Blames child for maltreatment" and "Justifies maltreatment" are selected; the total is "3".	
	N6. Primary caregiver provides physical care consistent with child needs	Captures if the primary caregiver provides physical care consistent with child needs. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "N6. Primary caregiver provides physical care consistent with child needs": The primary caregiver is the adult living in the household with a legal relationship to the child who is responsible for meeting the child's physical needs (e.g., providing shelter, food, clothing, hygiene, etc.). See full definition.
	Yes	Yes Has a value of "0"	
	No	No Has a value of "1"	The following hover text displays when the user "hovers" over the word "No": The current report relates to physical care AND is verified during the investigation OR there is credible information to believe a child will be injured or harmed because of unmet physical needs.
	A6. Domestic violence in the household in the past year	Indicates if there has been domestic violence in the household in the past year. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A6. Domestic violence in the household in the past year": • All person who have significant in-home contact with the child including those who have a familial or intimate relationship with any person in the home. See full definition.
	No	No Has a value of "0"	

			Hover
	Yes	Yes Has a value of "2"	The following hover text displays when the user "hovers" over the word "Yes": Criteria include: two or more physical assaults regardless of injury OR one incident involving serious physical injury or use of a weapon OR multiple incidents of intimidation, threats or harassment.
	N7. Primary caregiver has a historic or current mental health problem	Indicates if the primary caregiver has a historic or current mental health problem. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "N7. Primary caregiver has a historic or current mental health problem": 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. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	The following hover text displays when the user "hovers" over the word "Yes": Self-admission or verifiable statements that the primary caregiver has been diagnosed with a condition that limits daily functioning, other than substance-related disorders, by a mental health clinician.
	A7. Primary caregiver characteristics	Identifies the primary caregiver's characteristics. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A7. Primary caregiver characteristics": 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.

			Hover
	Not Applicable	Indicates that the selections available for characteristics are not applicable to the primary caregiver. Has a value of "0"	The following hover text displays when the user hovers over the words "Not Applicable": The primary caregiver does not exhibit characteristics listed.
	One or more apply *(mark applicable items and add for score)*	Indicates that one or more of the selections apply. User selected radio button; upon selection, the associated check boxes are enabled and the selection of at least 1 is required.	
	Provides insufficient emotional/ psycho-logical support	Indicates that the primary caregiver provides insufficient emotional/psycho-logical support. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 3 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 3 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Provides insufficient emotional/psychological support": Examples include a caregiver persistently berating/belittling/demeaning a child or depriving the child of affection.
	Employs excessive/ inappropriate discipline	Indicates that the primary caregiver employs excessive/ inappropriate discipline. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 3 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 3 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Employs excessive/inappropriate discipline": Examples include locking or confining a child in a closet or basement, holding the child's hand over a fire or burning with a cigarette, striking the child with dangerous instruments, or depriving a child of physical or social activity for extended periods of time. See full definition.
	Domineering	Indicates that the primary caregiver is domineering. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 3 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 3 check boxes.	The following hover text displays when the user "hovers" over the word "Domineering": The caregiver over-controls the child or expects immediate compliance, the child is not allowed to exhibit any negative reaction or express any feeling regarding the caregiver's action or statement.

			Hover
	A7 Score	Captures the total score based on the selections made. Score is cumulative; therefore, if "One or more apply" is selected and "Provides insufficient emotional/psychological support," "Employs excessive/inappropriate discipline" and "Domineering" are selected, the total is "3".	
	N8. Primary caregiver has historic or current alcohol or drug problem	Indicates if the primary caregiver has an historic or current alcohol or drug problem. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "N8. Primary caregiver has historic or current alcohol or drug problem": • Primary caregiver has been diagnosed with a substance-related disorder OR has a history of arrests involving drugs or alcohol (DUI arrest must be within past 2 years) OR positive toxicology screenings OR corroborated reports of marital, employment or relationship issues due to drug or alcohol use. See full definition.
	Not Applicable	Indicates that the selections available for a history of an alcohol or drug problem are not applicable to the primary caregiver. Has a value of "0"	
	One or more apply *(mark applicable items and add for score)*	Indicates that one or more of the selections apply. User selected radio button; upon selection, the associated check boxes, Alcohol and Drug, are enabled and the selection of at least 1 is required.	
	Alcohol (current or historic)	Indicates if the primary caregiver has an historic or current alcohol problem. User selected check box; has a value of "1"; conditionally enabled and the selection of either "Alcohol (current or historic)" or "Drug (current or historic)" is required when the "One or more apply" radio button is selected; multi-selection is available, including within each check box selection.	

			Hover
	Current (within the last 12 months)	Indicates if the primary caregiver's alcohol problem is current (within the last 12 months). User selected check box; does not have a value because the value is at the overall "Alcohol" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Alcohol (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	
	Historic (prior to last 12 months)	Indicates if the primary caregiver's alcohol problem is historic (prior to last 12 months). User selected check box; does not have a value because the value is at the overall "Alcohol" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Alcohol (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	
	Drug (current or historic)	Indicates if the primary caregiver has an historic or current drug problem. User selected check box; has a value of "1"; conditionally enabled and the selection of either "Alcohol (current or historic)" or "Drug (current or historic)" is required when the "One or more apply" radio button is selected; multi-selection is available, including within each check box selection.	
	Current (within the last 12 months)	Indicates if the primary caregiver's drug problem is current (within the last 12 months). User selected check box; does not have a value because the value is at the overall "Drug" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Drug (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	

			Hover
	Historic (prior to last 12 months)	Indicates if the primary caregiver's drug problem is historic (prior to last 12 months). User selected check box; does not have a value because the value is at the overall "Drug" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Drug (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	
	N8 Score	Captures the total score based on the selections made. Score is cumulative; therefore, if "One or more apply" is selected and both "Alcohol" and "Drug" are selected, the total is "2". Regardless if both current and historic are selected within the overall category, the total count for each (Alcohol and Drug) is "1".	
	A8. Primary caregiver has a history of abuse or neglect as a child	Indicates if the primary caregiver has a history of abuse or neglect as a child. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A8. Primary caregiver has a history of abuse or neglect as a child": 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. See full definition.
	No	No Has a value of "0"	
	Yes	Yes Has a value of "1"	
	N9. Character-istics of children in household	Captures the characteristics of children in the household. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	

			Hover
	Not Applicable	Indicates that the selections available for characteristics are not applicable to any of the children in the household. Has a value of "0"	The following hover text displays when the user "hovers" over the words "Not Applicable": No child in the household exhibits characteristics below.
	One or more present *(mark applicable items and add for score)*	Indicates that one or more characteristics are present in any of the children. User selected radio button; upon selection, the associated check boxes are enabled and the selection of at least 1 is required.	
	Medically fragile or failure to thrive	Indicates if any of the children in the household are medically fragile or failure to thrive. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 4 check boxes is required when the "One or more present" radio button is selected; multi-selection is available for the 4 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Medically fragile or failure to thrive": Any child in the household has a diagnosis of medically fragile or failure to thrive as evidenced by medical records, a physician's statement, or caregiver's credible statement.
	Develop-mental, physical, or learning disability	Indicates if any of the children in the household have a developmental, physical or learning disability. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 4 check boxes is required when the "One or more present" radio button is selected; multi-selection is available for the 4 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Developmental, physical, or learning disability": Any child in the household has a disability that has been diagnosed by a professional as evidence by medical/school records, a professional's statement, or caregiver's credible statement.
	Positive toxicology screen at birth	Indicates if any of the children in the household had a positive toxicology screen at birth. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 4 check boxes is required when the "One or more present" radio button is selected; multi-selection is available for the 4 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Positive toxicology screen at birth": Any child has a positive toxicology report for alcohol or another drug at birth and the primary or secondary caregiver is the birthing parent.

			Hover
	A9. Secondary caregiver has historic or current alcohol or drug problem	Indicates if the secondary caregiver has an historic or current alcohol or drug problem. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	The following hover text displays when the user "hovers" anywhere over the label "A9. Secondary caregiver has historic or current alcohol or drug problem": • Secondary caregiver has been diagnosed with a substance-related disorder OR has a history of arrests involving drugs or alcohol (DUI arrest must be within past 2 years) OR positive toxicology screening OR corroborated reports of marital, employment or relationship issues due to drug or alcohol use. See full definition.
	No	Indicates that the secondary caregiver does not have an historic or current alcohol or drug problem. Has a value of "0"	
	Yes, one or more apply	Indicates that one or more of the selections apply to the secondary caregiver. User selected radio button; has a value of "1"; upon selection, the associated check boxes, Alcohol and Drug, are enabled and the selection of at least 1 is required.	
	Alcohol	Indicates if the secondary caregiver has an historic or current alcohol problem. User selected check box; conditionally enabled and the selection of either "Alcohol (current or historic)" or "Drug (current or historic)" is required when the "Yes, one or more apply" radio button is selected; multi-selection is available, including within each check box selection.	

			Hover
	Current (within the last 12 months)	Indicates if the secondary caregiver's alcohol problem is current (within the last 12 months). User selected check box; does not have a value because the value is at the overall "Yes, one or more apply" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Alcohol (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	
	Historic (prior to last 12 months)	Indicates if the secondary caregiver's alcohol problem is historic (prior to last 12 months). User selected check box; does not have a value because the value is at the overall "Yes, one or more apply" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Alcohol (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	
	Drug	Indicates if the secondary caregiver has an historic or current drug problem. User selected check box; conditionally enabled and the selection of either "Alcohol (current or historic)" or "Drug (current or historic)" is required when the "Yes, one or more apply" radio button is selected; multi-selection is available, including within each check box selection.	
	Current (within the last 12 months)	Indicates if the secondary caregiver's drug problem is current (within the last 12 months). User selected check box; does not have a value because the value is at the overall "Yes, one or more apply" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Drug (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	

			Hover
	Historic (prior to last 12 months)	Indicates if the secondary caregiver's drug problem is historic (prior to last 12 months). User selected check box; does not have a value because the value is at the overall "Yes, one or more apply" level; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "Drug (current or historic)" check box is selected; multi-selection is available for the 2 check boxes.	
	A9 Score	Captures the total score based on the selections made. Score is not cumulative; therefore, if "Yes, one or more apply" is selected and both "Alcohol" and "Drug" are selected, the total is "1".	
	N10. Housing	Captures the type of housing and if current housing is either physically unsafe or the family/household is homeless. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	
	Not Applicable	Indicates if the family's/ household's current housing is not applicable. Has a value of "0"	The following hover text displays when the user "hovers" anywhere over the words "Not Applicable": Not applicable. The family has housing that is structurally physically safe.
	One or more apply *(mark applicable items and add for score)*	Indicates if one or more housing situations apply to the family/household. User selected radio button; upon selection, the associated check boxes are enabled and the selection of at least 1 is required.	

			Hover
	Current housing is physically unsafe	Indicates if the current housing is physically unsafe. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 2 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Current housing is physically unsafe": The family has housing, but the physical environment presents significant health or safety issues such as exposed electrical wiring, inoperable cooling or plumbing, roach or rat infestations, rotting food, or human or animal waste on floors, etc. See full definition.
	Homeless	Indicates if the family/household is homeless. User selected check box; has a value of "2"; conditionally enabled and the selection of 1 of the 2 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 2 check boxes.	The following hover text displays when the user "hovers" over the word "Homeless": The family was homeless or was about to be evicted at the time of the alleged incident.
	N10 Score	Captures the total score based on the selections made. Score is cumulative; therefore, if "One or more apply" is selected and both "Current housing is physically unsafe" and "Homeless" are selected the total is "3".	
	Total Neglect Score	Captures the total, cumulative "Neglect" Score. Calculates the total score for N1-N10 using the individual score for each. ; system derived automatically based on the selections made; ONLY displayed once a response has been documented in full for each of the Neglect statements.	
	A10. Characteristics of children in household	Captures the characteristics of children in the household. User selected radio buttons; enabled and the selection of 1 is required upon selecting the Complete check box and attempting to save the Risk Assessment page.	

			Hover
	Not Applicable	Indicates that the selections available for characteristics are not applicable to the children in the household. Has a value of "0"	The following hover text displays when the user "hovers" anywhere over the words "Not Applicable": No child in the household exhibits characteristics below.
	One or more apply *(mark applicable items and add for score)*	Indicates that one or more characteristics apply to the children. User selected radio button; upon selection, the associated check boxes are enabled and the selection of at least 1 is required.	
	Delinquency	Indicates if children in the household demonstrate delinquency. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 3 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 3 check boxes.	The following hover text displays when the user "hovers" over the word "Delinquency": Any child in the household has been referred to juvenile court for criminal charges OR status offenses by the child (running away, truancy, or ungovernable behavior) create stress in the home and/or have been brought to the attention of the court. See full definition.
	Develop-mental or learning disability	Indicates if children in the household have a developmental or learning disability. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 3 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 3 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Developmental or learning disability": Any child in the household. See full definition.

			Hover
	Mental health or behavioral problem	Indicates if children in the household have a mental health or behavioral problem. User selected check box; has a value of "1"; conditionally enabled and the selection of 1 of the 3 check boxes is required when the "One or more apply" radio button is selected; multi-selection is available for the 3 check boxes.	The following hover text displays when the user "hovers" anywhere over the words "Mental health or behavioral problem": • Any child in the household has been diagnosed with a condition (other than substance abuse), is receiving mental health treatment, is receiving a specialized instruction or educated in a specialized classroom environment, or is currently taking psychoactive medication none of which are related to a physical or developmental disability. See full definition.
	A10 Score	Captures the total score based on the selections made. Score is cumulative; therefore, if "One or more apply" is selected and "Delinquency", "Developmental or learning disability" and "Mental health or behavioral problem" are selected the total is "3".	
	Total Abuse Score	Captures the total, cumulative "Abuse" Score. Calculates the total score for A1-A10 using the individual score for each; system derived automatically based on the selections made; ONLY displayed once a response has been documented in full for each of the Abuse statements.	
Group Box	Actions	Actions that can be performed for the Risk Assessment page.	
	Risk Level Override	Launches the "Risk Level Override" pop-up page. Conditionally displayed once a response has been documented in full for every Neglect and Abuse Statement.	
Group Box	Text	Text templates or notifications that can be launched in association with the Risk Assessment page.	

			Hover
	Risk Assessment	Launches the Risk Assessment notification. Conditionally displayed only once the Risk Assessment page has been successfully saved for the first time. This hyperlink will launch the Risk Assessment notification (template) regardless if all fields have been documented on the Risk Assessment page or not; those fields not documented will just not populate the template.	
	Save	Invokes save processing on the Risk Assessment page. Upon clicking Save, if the Complete check box is selected, the system first displays the validation prompt indicating that upon saving the page will become frozen, asking if the user wishes to continue; upon selecting Yes the system will run all the applicable validation edits and display any applicable errors; upon selecting No the user will be returned to the Risk Assessment page and the save will not have been processed; Upon clicking Save, if the Complete check box is not selected, the system only validates that the Assessment Date has been entered.	
	Close	Closes the Risk Assessment page. Upon selecting the Close button, if at least 1 change was made to the Risk Assessment page OR the Risk Level Override pop-up page, the system will throw a validation prompt asking if the user wishes to continue closing without saving the page and that all changes will be lost. If Yes is selected the Risk Assessment page will be closed and none of the changes made since the last successful save will be stored in the database; If No is selected the user is returned to the Risk Assessment page and the Save button is enabled for selection.	

1.2.1.3   Background Processing

- Upon creating the Risk Assessment page, all Investigation Participants populate the Participants group box. Each participant will have an associated check box displayed in

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each of the Primary and Secondary Caregiver columns in order to identify the Primary Caregiver and any Secondary Caregivers, if applicable. These check boxes display for every participant that pre-fills from the Investigation, including children, since there could be an adolescent parent.

- Within the Participants group box, a participant can ONLY be identified as either a Primary or Secondary Caregiver, but not both. Therefore, once one of the check boxes is selected the other will become disabled and grayed out for that participant. In addition, only ONE Primary Caregiver and ONE Secondary Caregiver can be selected. Once a Primary Caregiver is identified, all other Primary Caregiver check boxes will become disabled and grayed out. In addition, once a Secondary Caregiver is identified, all other Secondary Caregiver check boxes will become disabled and grayed out.

- The Participants group box will automatically refresh to pull in the most current demographic information each time the Risk Assessment page is saved OR each time the Risk Assessment page is launched, while in a "pending" status. Once the Risk Assessment is frozen, the Participant's information will no longer update. Please note that even if the demographic information changes, if the Primary or Secondary Caregiver check box was previously selected it will remain selected and will not be nulled out due to the demographic update.

- The Participants group box will automatically refresh to pull in the most current set of Investigation Participants every time the Risk Assessment page is saved OR each time the Risk Assessment page is launched, while in a "pending" status. Therefore, if an Investigation Participant is added OR removed from the Investigation while the Risk Assessment is in a "pending" Status, when the Risk Assessment page is launched it will automatically refresh to pull in and display the newly added Investigation Participant OR no longer display the removed Investigation Participant, whichever is applicable.

- If the Risk Assessment page has been completed and frozen, but the Investigation is still "open" and a participant is "added" or "removed" from the Investigation, the system will automatically de-select the Complete check box, thereby resulting in the Risk Assessment page not being "complete". As a result, if the user attempts to submit the Child Investigation for approval for closure, the system will display the validation message that the Risk Assessment must be completed. This will ensure that if a participant was added or removed from the Investigation that the Risk Assessment is fully evaluated.

- If a future date is entered in the Assessment Date field, upon clicking "Save" the system will display the following validation message: The Assessment Date cannot be a future date. <Close> In order to save successfully, the user must enter a current or past date in the Assessment Date field.

- The Complete check box is only enabled once the Risk Assessment has been successfully saved for the first time.

- The "Unable to Assess" check box is conditionally enabled ONLY once the Risk Assessment has been successfully saved for the first time.

- The Total Neglect Score is automatically calculated by the system but is ONLY displayed on the Risk Assessment page once responses have been documented in full for all Neglect statements.

- The Total Abuse Score is automatically calculated by the system but is ONLY displayed on the Risk Assessment page once responses have been documented in full for all Abuse statements.

- The Risk Level Override hyperlink is ONLY displayed in the Actions panel once responses have been documented in full for all Neglect and Abuse statements.

- If a change is made to statements N1-N10 or A1-A10, the system will automatically update the calculations, and if the Total Abuse or Total Neglect Scores were displayed, the system will automatically update the score(s) accordingly. This is a dynamic change and will happen immediately, "live" on the page.

- If a change is made to either the statements N1-N10 or A1-A10 which results in a change to the Scored Risk Level OR information on the Risk Level Override pop-up page which results in a change to the Scored Risk Level or Final Risk Level, the system will automatically update the Scored Risk Level and/or Final Risk Level fields captured in the Case Information header group box.

- If a change is made to the statements N1-N10 or A1-A10 and it results in a change to the Scored Risk Level, resulting in the Scored Risk Level being "Very High", if there was previously a discretionary override documented with associated narrative on the Risk Level Override pop-up page, the system will automatically null out the Discretionary Override selection and associated narrative because the field would not have been enabled otherwise.

- If a change is made to the statements N1-N10 or A1-A10 and it results in a change to the Scored Risk Level that is OTHER THAN "Very High" AND the Discretionary Override was previously "Yes", the system will automatically null out the Discretionary Override selection and associated narrative.

- When printing the Risk Assessment, the system will pre-fill completed data to the output directly from the Risk Assessment and the associated Risk Level Override pop-up page.

- Upon clicking Close, if the user made any change(s) to the Risk Assessment page or Risk Level Override pop-up page and did not save the Risk Assessment page, the system will generate the following pop-up: "Do you wish to close without saving (including documents)?"

  - If yes is selected, the Risk Assessment page will be closed and none of the changes made since the last successful save will be stored in the database.

  o If No is selected, the user is returned to the Risk Assessment page and the Save button is enabled for selection.

- If the Risk Assessment has been saved but the "Complete" check box is not selected, the "Status" is "Pending."

- If the Risk Assessment is marked "Complete" and saved successfully, but prior to submitting the associated Investigation for approval for closure one of the "Child In Home" or "Victim" participants EITHER no longer has a Date of Birth or Estimated Age (both are null) documented on Person Management OR the Date of Birth or Estimated Age has changed and results in a change to the system derived response for N5., the system will automatically remove the "Complete" flag for the Risk Assessment. This will ensure that if the user makes a change to the Date of Birth or Estimated Age that the Risk Score is accurately reflected. Please see the additional Save Processing related to this edit in Section 2.2.8.4.

- Upon selecting the "Complete" check box and successfully saving the page, the page becomes disabled. CPIs and their Supervisors have the ability and security to de-select the "Complete" check box prior to the Child Investigation receiving approval for closure. Upon de-selecting the "Complete" check box and successfully saving the Risk Assessment page becomes enabled, allowing a user to make any necessary updates. This security works the same as the user having the security to create the Risk Assessment page from the Investigation. Therefore, if the user can document the Risk Assessment then they can de-select the "Complete" check box in order to re-enable the fields and make any necessary updates. The approval of the Risk Assessment page and its review by the Supervisor is tied to the approval of the Investigation as a whole just as the FFA – Investigation is. The Supervisor is able to access an existing Risk Assessment page through the Workers expando > workers name > applicable FSFN Case > Assessment and Planning or Investigation icons, as well as from Case Book or Person Book from within the Workers expando. If accessed from the Workers expando on the Desktop, the Supervisor will have the ability to de-select the "Complete" check box and work on the existing Risk Assessment just as with other pieces of work. Again, the "Complete" check box is only able to be de-selected up to the point at which the Investigation is "approved" for closure by the Supervisor. Once the Investigation is approved for closure by the Supervisor, the Child Investigation page and all its associated pieces of work, including the Risk Assessment, become permanently disabled and grayed out.

- Upon selecting the "Complete" check box and clicking Save, if the Scored Risk Level is Very High, resulting in the Final Risk Level automatically being set to Very High, the user will be able to successfully complete the Risk Assessment page if all other existing validation edits are met.   Therefore, the user will have the ability to launch the Risk Level Override pop-up page for informational purposes, but will not be required to do so. This is because the Risk Level is already Very High, at which point the user will be unable to document a Policy Override or Discretionary Override.

- If the Risk Assessment is initially documented and the Scored Risk Level is Low, Moderate or High and the user documents the associated Risk Level Override pop-up page, but a subsequent modification is made to the statements, resulting in the Scored Risk Level changing to Very High, the system will automatically wipe out the Policy Overrides section, as well as the Discretionary Overrides section, which will be disabled and grayed out.

- If the Risk Assessment is initially documented and the Scored Risk Level is Very High, but a subsequent modification is made to the statements, resulting in the Scored Risk Level changing to Low, Moderate or High, the system will enforce the existing edits related to the Risk Level Override pop-up page.

1.2.1.4   Save Processing

- Upon clicking Save, the following items are required in order to initially save the Risk Assessment page for the first time:
  - Assessment Date on the Risk Assessment page
  - All participants with an Initial Role documented on the associated Investigation page of "Child In Home" or "Victim" must have a Date of Birth or Estimated Age documented on their Person Management record. Please see the additional Background Processing related to this edit in Section 2.2.8.3.

- Upon clicking Save, if the "Complete" check box is not selected, the system will not run the validations and the page will be saved with a "Pending" status with one exception:
  - The only required fields that must be entered in order to initially save the Risk Assessment page is the Assessment Date and any participants with an Initial Role on the associated Investigation page of "Child In Home" or "Victim" must have a Date of Birth or Estimated Age documented on Person Management.

- Upon clicking Save, if the "Complete" check box is selected, the user will receive a validation message indicating: "Upon completing the Risk Assessment all fields will become frozen. Are you sure you wish to continue? <Yes><No>.
  - If the user clicks "Yes," the system will close the validation message, process saving the Risk Assessment, return the user to the Risk Assessment page and run the applicable validation edits. If the user clicks "No," the system will close the validation message and return the user to the Risk Assessment page, which remains enabled and not saved.
  - NOTE: As indicated within the Background Processing section, if the Scored Risk Level is Very High, the Final Risk Level will automatically be coded as Very High and therefore will not require the user to launch the Risk Level Override pop-up page.

- Once the user clicks Yes to the validation message directly above, the system will run validations that require either of the following:

o All required fields are documented which includes the Assessment Date (required upon initial save); all N1-N10 and A1-A10 radio button and check box selections; and all applicable Risk Level Override pop-up page fields IF the Scored Risk Level is Low, Moderate or High.

OR

o The "Unable to Assess" check box is selected, Reason is selected and the Assessment Date is documented (required upon initial save).

- If the identified validations above are not met, the following validation message is displayed:

    o Upon completing the Risk Assessment, all fields must be entered or "Unable to Assess" check box selected with associated Reason identified. Please make the applicable updates. <Close>

        ▪ Clicking "Close" returns the user to the Risk Assessment page and the Save function is not processed, allowing the user to make the necessary updates.

- Upon clicking Save, if the "Complete" check box is selected and the "Unable to Assess" check box is selected but the Reason is not selected, the following validation message is displayed: "A Reason must be selected when the "Unable to Assess" check box is selected. Please select the applicable Reason." <Close>

- Upon clicking Save, if the "Complete" check box is selected and the "Unable to Assess" check box is selected with the Reason of "No Surviving Children", the system will validate that all Investigation Participants, if identified as a Victim or Child In Home, have a "Death Date" documented on their Person Management record. If they do not have a Death Date the system will display the following validation message: "The Reason of "No Surviving Children" cannot be selected because there are children for whom there is not a Death Date documented. Please select a valid Reason or update the child(ren)'s Person Management page with the Death Date." <Close>

- If the identified validations above are met, the Risk Assessment page becomes frozen, disabled and grayed out.

- Upon clicking Save, if the "Complete" check box is selected the system will validate that at least 1 participant is identified as the Primary Caregiver. The identification of a Secondary Caregiver is optional.

- Upon de-selecting the "Complete" check box (based on security) and clicking Save, fields become re-enabled and follow logic as identified above.

1.2.1.5 Security

- New Security Resource will be added for the Risk Assessment page. This Risk Assessment resource will contain actions for create, update, view. This resource will also include the applicable actions for the Risk Level Override pop-up page which is launched from the Risk Assessment page.

- The new Security Resources, Create and Update for the Risk Assessment, will be associated to a new Security Profile labeled "Risk Assessment – All".

- The new Security Resources, View for the Risk Assessment, will be associated to a new Security Profile labeled "Risk Assessment – View".

- The new "Risk Assessment – All" Security Profile will be associated to all Security User Groups that have the security to "create" the FSDMM Child Investigation page.
  - This means that only Security User Groups that have the "FSDMM Child Investigation – All" Security Profile currently associated will have the ability to create the Risk Assessment page.
  - CPIs and their Supervisors must have the ability and security to de-select the "Complete" check box prior to the Child Investigation receiving approval for closure. This security works the same as the user having the security to create the Risk Assessment page from the Investigation. Therefore, if the user can document the Risk Assessment then they can de-select the "Complete" check box in order to re-enable the fields and make any necessary updates. The approval of the Risk Assessment page and its review by the Supervisor is tied to the approval of the Investigation as a whole just as the FFA – Investigation is.

- The new "Risk Assessment – View" Security Profile will be associated to all Security User Groups that have the security to view the FSDMM Child Investigation page. This refers to the Security User Groups which have the "FSDMM Child Investigation – View" Security Profile selected/ associated.

NOTE: If the new Security Profile is implemented labeled "FSDMM Child Investigation – Update" prior to Risk Assessment functionality being implemented, the new "Risk Assessment – All" Security Profile must also be associated with any Security User Groups that have the "FSDMM Child Investigation – Update" Security Profile associated with it.
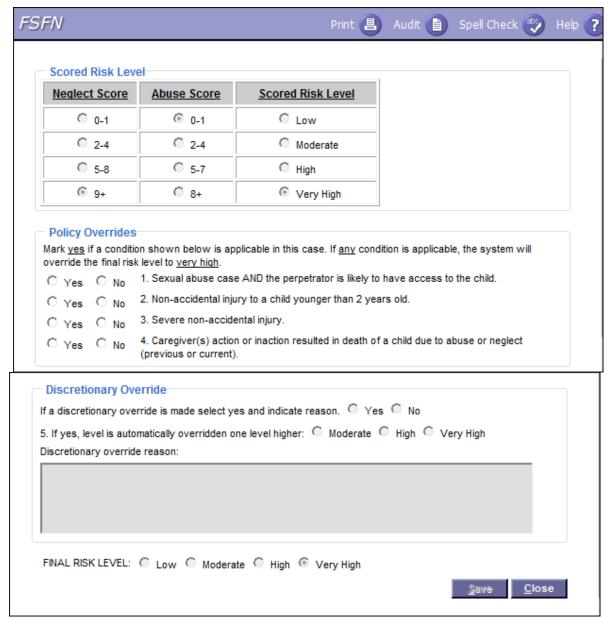
1.3   Pages

1.3.1   Page - Risk Level Override pop-up page

1.3.1.1   Page Functionality and Overview

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.

1.3.1.2   Page Information

	Risk Level Override Pop-Up Page	Captures the individual Neglect and Abuse scores; determines the overall Scored Risk Level; captures policy overrides and allows the user to document a discretionary override, if applicable.
Group Box	Scored Risk Level	Captures the cumulative Neglect and Abuse Scores, as well as the Scored Risk Level.
		Selecting the Case Name hyperlink launches the Maintain Case page; if the Risk Assessment was launched from Desktop or launched from a page that was launched from the Desktop, displays in Edit mode if security exists; otherwise, displays in view only mode.
Fields	Neglect Score	Captures the cumulative Neglect Score.
		System derived based on the total Neglect Score calculated from N1-N10; disabled and grayed out.
	Abuse Score	Captures the cumulative Abuse Score.
		System derived based on the total Abuse Score calculated from A1-A10; disabled and grayed out.
	Scored Risk Level	Captures the overall Scored Risk Level based on the Neglect and Abuse Scores.
		System derived based on the highest score on either neglect or abuse index.
Group Box	Policy Overrides	Additional questions/statements to determine if the scored risk level should be higher than what was calculated based on the criteria identified in items 1-4.
		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 all be disabled and grayed out; once enabled the selection of Yes or No is required for each of the 4 statements; required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected.
	Mark yes if a condition shown below is applicable in this case. If any condition is applicable, the system will override the final risk level to very high.	Informative text
		Displays at all times

Fields	1. Sexual abuse case AND the perpetrator is likely to have access to the child.	Statement Yes/No radio button selections; the selection of 1 is required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected; if Yes is selected the Final Risk Level is automatically defaulted to Very High.
	2. Non-accidental injury to a child younger than 2 years old.	Statement Yes/No radio button selections; the selection of 1 is required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected; if Yes is selected the Final Risk Level is automatically defaulted to Very High.
	3. Severe non-accidental injury.	Statement Yes/No radio button selections; the selection of 1 is required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected; if Yes is selected the Final Risk Level is automatically defaulted to Very High.
	4. Caregiver(s) action or inaction resulted in death of a child due to abuse or neglect (previous or current).	Statement Yes/No radio button selections; the selection of 1 is required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected; if Yes is selected the Final Risk Level is automatically defaulted to Very High.
Group Box	Discretionary Override	Allows the user to perform a discretionary override in the event the current Final Risk Level should be higher based on worker's professional judgment.
Fields	If a discretionary override is made select yes and indicate reason.	Informative text Displays at all times

	5. If yes, level is automatically overridden one level higher:	Statement Yes/No radio button selections; conditionally enabled and the selection of 1 is required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected; if Yes is selected the Final Risk Level is automatically defaulted to one level higher than the current Final Risk Level; ONLY enabled and required if current Final Risk Level is Low, Moderate or High. The logic goes in the order of the group boxes - the Scored Risk Level is first derived > then the user selects Yes or No to each of the Policy Override statements > only if the current Final Risk Level is other than Very High at that point will the Discretionary Override Yes/No field be enabled and the selection of 1 is required; if Yes is selected the system will automatically mark the corresponding Risk Level that is 1 level higher and is disabled and grayed out; not user modifiable.
	Discretionary override reason	Captures the narrative information regarding the reason for the discretionary override. Conditionally enabled and required if Yes is selected to #5; required upon selecting the Complete check box on the Risk Assessment page and attempting to save the Risk Assessment page UNLESS the "Unable to Assess" check box is selected.
	Final Risk Level (mark final level assigned)	Captures the Final Risk Level If the Second Risk Level is Very High based on the selections made on the Risk Assessment page, this field will automatically be derived as Very High without requiring the user to access the Risk Level Override pop-up page; only if the Scored Risk Level is Low, Moderate or High will this field be system derived using the current hierarchy in place.
Buttons	Save	Returns the user to the Risk Assessment page. Upon selecting Save the user is returned to the Risk Assessment page with all selections captured and retained; in order for the selections on the Risk Level Override page to be saved to the database, the user will be able to save the pop-up page immediately; the validations for the required fields are run once the user selects the Complete check box on the Risk Assessment page and attempts to save the Risk Assessment page.

	Close	Returns the user to the Risk Assessment page.
		If information is documented on the Risk Level Override pop-up page and the user clicks the Close button, validation prompt is displayed asking if the user wishes to close without saving <Yes><No>. If Yes, none of the information documented is saved, and the user is returned to the Risk Assessment page; if No, user remains on the Risk Level Override pop-up page. Therefore, if the user selects Yes and is returned to the Risk Assessment page and saves the Risk Assessment page, the data will not be retained and saved because they closed and did not "continue" which is what retains the information documented.

1.3.1.3   Background Processing

- Upon selecting the Continue button, the user is returned to the Risk Assessment page which must then be saved in order for any information documented on the pop-up page to be saved to the database.

- If a change is made to the statements N1-N10 or A1-A10 and it results in a change to the Scored Risk Level, resulting in the Scored Risk Level being "Very High", if the Policy Overrides section was previously documented AND/OR there was previously a discretionary override documented with associated narrative on the Risk Level Override pop-up page, the system will automatically null out the Discretionary Override sections because the field would not have been enabled otherwise. If a change is made to the statements N1-N10 or A1-A10, which previously had an associated Scored Risk Level of Very High, and it results in a change to the Scored Risk Level, resulting in the Scored Risk Level being Low, Moderate or High, the existing hierarchy of edits will be employed.

- Existing functionality will remain such that if a change is made to the statements N1-N10 or A1-A10 and it results in a change to the Scored Risk Level that is OTHER THAN "Very High" AND the Discretionary Override was previously "Yes", the system will automatically null out the Discretionary Override selection and associated narrative. This will ensure that if the user attempts to complete the Risk Assessment that they MUST access the Risk Level Override pop-up page to ensure they re-assess their discretionary override response. However, the Policy Override statement selections will REMAIN and not be nulled out because these are required.
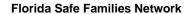
1.3.1.4   Save Processing

- N/A

1.3.1.5 Security

- N/A

1.4　Inventories

1.4.1　CRUD Matrix

Table Name	Create	Read	Update	Delete
INVESTIGATION	X	X	X	
RISK_ASSESSMENT	X	X	X	
RISK_LEVEL_POP-UP_PAGE	X	X	X	

1.4.2　Reference Data

Reference Values		
FSFN Page:	Risk Assessment	
Tab Name:	N/A	
Field Name:	Reason	
	Values	**Status**
	Duplicate	New
	Family Fled	New
	No Jurisdiction – Federal Property	New
	No Jurisdiction – Non-Caregiver	New
	No Jurisdiction – Official Capacity	New
	No Jurisdiction – Victim Out of State	New
	No Jurisdiction – Victim Over 18	New
	No Surviving Children	New
	Patently Unfounded	New
	Unable to Locate	New

1.4.3 Automated Messaging

- N/A

1.4.4 Tasks Due

- N/A

1.4.5 Approvals

- N/A

1.4.6 Notifications and Templates

- Risk Assessment
  - o The Risk Assessment notification will be launched and pre-filled from the Risk Assessment page. The user can choose to print the Word document that is launched when the user selects the Risk Assessment hyperlink within the Text section of the Actions and Text (notifications and templates) list box. (See Appendix A for template)

1.4.7 SACWIS Compliance

- The following are two SAR findings that have been identified as met with the implementation of the Risk Assessment page within the FSFN application.
- SAR finding: Functional Requirement 13: Determine and record risk assessment. Describe how the automated system supports the evaluation and determination of risk factors affecting the case.
- SAR finding: Functional Requirement 13c: SACWIS must provide automated support to improve worker efficiency. FSFN should include features to populate fields and screens with relevant information from the database to prevent unnecessary duplicate data entry

1.4.8 Reports

- Modification to existing "Child Investigation and Special Conditions Referral" Detail report
- Risk Assessment Summary Report (new)
- Risk Assessment Detail Report (new)

- All new fields captured on both the Risk Assessment and Risk Level Override pop-up pages must be added to the Investigation Universe in the BOE environment

1.4.9 Interface and Web Services

- N/A

1.4.10 Batch Programs

- N/A

1.5   Requirements Covered In This Paper

REQ Number	Requirement Description
REQT1.34	The system must provide the fields necessary to document the RA within the application as defined in the "Risk Assessment - Final" document, as well as the business rules associated with each field.
REQT1.52	The system must provide the CPI the ability to create the Risk Assessment and associate it to the Investigation.
REQT1.52.1	The system must provide the ability for the user to print the Risk Assessment and populate directly from the page.
REQT1.52.2	The system must only allow one Risk Assessment per Investigation and it will become frozen at the time the Investigation is approved for closure.
REQT1.76.1	The system must provide a quick link to view the Risk Assessment that the CPI completed.
REQT1.89.2 - Modified	The system must require that if the Risk Assessment is begun, it must be completed unless otherwise noted/special processing identified within these requirements. NOTE: This requirement was modified to not include the reference to Risk Re-Assessment and Risk Reunification Assessment.
New Requirement	The system must automatically total the score based on the user selections made.
New Requirement	The system must provide a Risk Assessment template as an output from the Risk Assessment page and be a "notification" which populates everything directly from the Risk Assessment page.
New Requirement	The system must provide hover definitions for applicable fields.
New Requirement	The system must provide the ability to close an Investigation and bypass the edit for creating a Risk Assessment based on the selected Determination.
New Requirement	The existing Child Investigation and Special Conditions Detail Report must be modified to include additional columns to capture detail information regarding Risk Assessments created at the Child Investigation level.
New Requirement	A new report for Risk Assessments must be created.