Recording an Actuarial Risk Assessment

Knowledge Base Article

Recording an Actuarial Risk Assessment

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Recording an Actuarial Risk Assessment

Overview

This article describes the steps for recording an **Actuarial Risk Assessment** when child abuse and/or neglect has been alleged. The **Actuarial Risk Assessment** is a stand-alone tool used to determine a family's level of risk of future maltreatment. This is the same tool that is completed within the **Family Assessment**; it is being made available as an optional stand-alone tool to allow workers the flexibility to complete it prior to the Family Assessment, as needed, to help inform case decision-making and service provision. When completed prior to creation of the Family Assessment, the **Actuarial Risk Assessment** may be linked to populate information into the Family Assessment.

Note: The Actuarial Risk Assessment is not available in an Adoption Case, as it is not applicable for children in permanent custody.

For more information, please see the **Actuarial Risk Assessment Comprehensive Field Guide** available here: SACWIS Knowledge Base - Risk Assessment Comprehensive Field Guide (jfskb.com).

Navigating to the Case

1. From the SACWIS Home screen, click **Case**.

2. Click **Workload**.

3. Click the plus sign to expand the Case Workload screen.
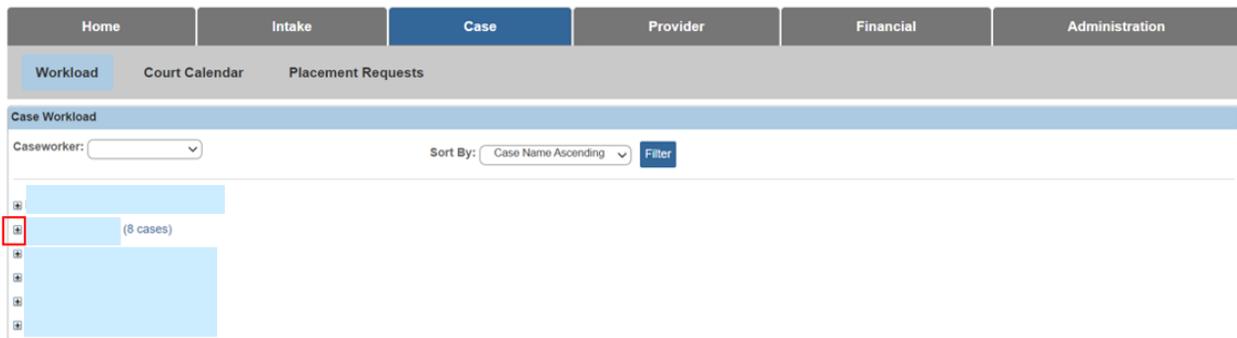
Recording an Actuarial Risk Assessment

4. Click the **Case ID** hyperlink.

The **Case Overview** page displays.

Recording an Actuarial Risk Assessment

1. Click the **Actuarial Risk Assessment** link in the navigation menu.

The **Actuarial Risk Assessment** page displays.

2. Click the **Add Actuarial Risk Assessment** button.

Recording an Actuarial Risk Assessment

The **Identifying Information** tab screen displays.

Linking an Intake to the Actuarial Risk Assessment

Important: The **Actuarial Risk Assessment** is completed in response to a screened in report of child abuse and/or neglect. Upon linking the Intake(s), some **Risk Scores** will be populated based on the linked Intake Type(s), which is detailed in the **Recording Risk Scores** section of this article.

1. Click **Link Intake**.

Case / Workload / Actuarial Risk Assessment

CASE NAME / ID:	ACTUARIAL RISK ASSESSMENT ID:	STATUS:
Charlesworth-Dewitt, Janey Hacksaw / *000000000*	*000000000*	*In Progress*

Identifying Information	Risk Scores	Policy Override

Intake Information

There are no Intake(s) linked to this Risk Assessment.

Link Intake

Family Information

Children in the Home

There are no children listed in this Risk Assessment.

Add Child

Caretakers in the Home

Primary Caretaker:
Participant:
Lastname Firstname Adult 1

Secondary Caretaker:
Participant:
Lastname Firstname Adult 2

Status: *   Draft   **Apply**   **Save**   Cancel

The **Available Intake(s)** grid displays, showing all Screened In and Screened In AR CA/N and FINS Stranger Danger Intakes for the current case episode that have not already been linked.

2. Select one or more **Intakes** by checking the box(es).

3. Click **Save**.

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Case / Workload / Actuarial Risk Assessment

CASE NAME / ID:	SAFETY ASSESSMENT ID:	STATUS:
Charlesworth-Dewitt, Janey Hacksaw / 000000000	000000000	**In Progress**

Available Intake(s)

	Intake ID	Decision Date / Time	Intake Category	Intake Type(s)	Agency
☐	000000000	MM/DD/YYYY 00:00 PM	CA/N Report	Physical Abuse	Franklin County Children Services Board
☐	000000001	MM/DD/YYYY 00:00 PM	CA/N Report	Physical Abuse	Franklin County Children Services Board
☐	000000002	MM/DD/YYYY 00:00 PM	CA/N Report	Physical Abuse	Franklin County Children Services Board

Save   Cancel

The system returns to the **Identifying Information** tab screen, displaying the selected **Intake Information**.

Adding Family Information

Note: Upon creating the **Actuarial Risk Assessment**, the system will automatically populate the **Child Participants** from the most recent **Safety Assessment** created since case opening, if any exists, into the **Child Participants** grid in the **Actuarial Risk Assessment**. Participants may be added or removed manually as needed by following the steps below.

1. Click **Add Child**.

Case / Workload / Actuarial Risk Assessment

CASE NAME / ID:	ACTUARIAL RISK ASSESSMENT ID:	STATUS:
		Draft

✔ Your data has been saved.   ✕

Identifying Information   Risk Scores   Policy Override

Intake Information

Intake ID	Decision Date / Time	Intake Category	Intake Type(s)	Agency	
	11/29/2021 11:15 AM	CA/N Report	Physical Abuse	County Department of Job and Family Services	🗑

Link Intake

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The **Available Participant(s)** grid displays, showing all **Active Case Members** under age 22.

2. Select the **Participant(s)** by checking the box(es) for each.

3. Click **Save**.

The system returns to the **Identifying Information** tab screen with the selected **Child(ren) Participants** shown in the **Family Information** grid.

Note: If any Child Participant has been added in error, click the delete icon to remove them from the list.

Note: If a **Primary Caretaker** and/or **Secondary Caretaker** has already been entered on the **Case Detail** tab within **View Case Information**, the **Primary Caretaker** and **Secondary Caretaker** dropdowns will be populated with these previously selected Case Member(s) upon creation of the **Actuarial Risk Assessment**; these may be edited if needed.

Important: The **Primary Caretaker** is the adult (typically the parent) living in the household who has legal responsibility for the children. When two adult caregivers are present and both have legal responsibility, select the one who provides the majority of childcare. When two caregivers are present and only one has legal responsibility, select the one who is legally responsible for the children (even if they do not assume the most responsibility for

childcare). If this rule does not resolve the question, select the legally responsible adult who is an Alleged Perpetrator in the current report.

The **Secondary Caretaker** is defined as an adult living in the household who has routine responsibility for childcare, but less than the Primary Caretaker. A paramour residing in the home may be a **Secondary Caretaker** even if he/she has minimal responsibility for care of the child(ren).

4. Select the **Primary Caretaker** from the drop-down menu.
5. Select the **Secondary Caretaker**, if applicable, from the drop-down menu.

Important: The selected **Primary Caretaker** and **Secondary Caretaker** (if any) will be saved to the **Case Detail** tab within **View Case Information** upon Completion of the **Actuarial Risk Assessment**.

6. Click the **Risk Scores** tab.

Identifying Information	Risk Scores	Policy Override

Intake Information

Intake ID	Decision Date / Time	Intake Category	Intake Type(s)	Agency	
	02/01/2022 01:30 PM	CA/N Report	Neglect	County Department of Job and Family Services	🗑

Link Intake

Family Information

Children in the family

Bear, Junior	Male Age 3, DOB 09/09/2018	🗑
Bear, Baby	Female Age 0, DOB 09/09/2021	🗑

Add Child

Parents/Custodians/Guardians/Caretakers and/or Other Adults in the Home

Primary Caretaker: Participant:
[⌄]

Secondary Caretaker: Participant:
[⌄]

Status: * [Draft ⌄] Apply Save Cancel

All data is saved and the **Risk Scores** tab screen displays.

Recording Risk Scores

Note: Some of the Risk Score questions are automatically completed by the system, but may be edited by the user as needed:

- N1 will be answered **Yes** if any linked Intake has the type of Neglect and/or Medical Neglect; otherwise it will be **No**.

- N2 will be answered based on the number of CA/N and FINS-Stranger Danger Intakes in the Case that have an AI Completion Date.

- N5 will be answered based on the age of the Primary Caregiver selected on the previous screen.

- A1 will be answered **Yes** if any linked Intake has a type of Physical Abuse, Physical Abuse – Shaken Baby, and/or Emotional Maltreatment; otherwise it will be **No**.

- A2 will be answered based on the number and type(s) of CA/N and FINS-Stranger Danger Intakes in the Case that have an AI Completion Date.

    All other Risk Scores will default to **Not Answered** and require a different response for completion.

1. Answer each **Risk Score** question by selecting the appropriate radio button.

2. Click **Calculate**.

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Case / Workload / Actuarial Risk Assessment

CASE NAME / ID:	ACTUARIAL RISK ASSESSMENT ID:	STATUS:
Charlesworth-Dewitt, Janey Hacksaw / 000000000	000000000	*In Progress*

Identifying Information	Risk Scores	Policy Override

Family Risk Assessment of Abuse / Neglect

[Field Guides](#)

Neglect

N1. Current report is for neglect.	⦿ Not Answered ○ No ○ Yes
N2. Number of prior reports	⦿ Not Answered ○ None ○ One or two ○ Three or more
N3. Number of children in the home.	⦿ Not Answered ○ Two or fewer ○ Three or more
N4. Number of adults in home at time of report.	⦿ Not Answered ○ Two or more ○ One / none
N5. Age of primary caregiver.	⦿ Not Answered ○ 28 or older ○ 27 or younger

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N6. Characteristics of either caregiver	⦿ Not Answered
	○ Not applicable
	○ Parenting skills are major problem
	○ Mental health issue (self-esteem, withdrawn, hopeless, MH evaluation, treatment referral)
	○ Parenting skills are major problem and Mental health issue (self-esteem, withdrawn, hopeless, MH evaluation, treatment referral)
N7. Either caregiver involved in harmful relationships.	⦿ Not Answered
	○ No
	○ Yes, some problems but no history of domestic violence
	○ Yes, major domestic conflict and/or domestic violence
N8. Either caregiver has a current substance abuse problem.	⦿ Not Answered
	○ No
	○ Yes, alcohol or drug, either caregiver
N9. Household is experiencing severe financial difficulty.	⦿ Not Answered
	○ No
	○ Yes
N10. Primary caregiver's motivation to improve parenting skills.	⦿ Not Answered
	○ No
	○ Yes
N11. Caregiver(s) response to investigation and seriousness of complaint.	⦿ Not Answered
	○ Attitude consistent with seriousness of allegation and complied satisfactorily
	○ Attitude not consistent with seriousness of allegation (minimizes)
	○ Failed to comply satisfactorily
	○ Both Attitude not consistent with seriousness of allegation (minimizes) and Failed to comply satisfactorily

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Abuse

A1. Current report is for physical or emotional abuse.
- ○ Not Answered
- ◉ No
- ○ Yes

A2. Prior abuse reports.
- ○ Not Answered
- ◉ None
- ○ Physical or sexual abuse report(s)
- ○ Emotional abuse report(s)
- ○ Both Physical or sexual abuse report(s) and Emotional abuse report(s)

A3. Prior CPS service history.
- ◉ Not Answered
- ○ No
- ○ Yes

A4. Number of children in the home.
- ◉ Not Answered
- ○ One
- ○ Two or more

A5. Either caregiver abused as a child.
- ◉ Not Answered
- ○ No

A6. Secondary caregiver has a current substance abuse problem.
- ◉ Not Answered
- ○ No, or no secondary caregiver
- ○ Alcohol abuse problem
- ○ Drug abuse problem
- ○ Both alcohol and drug abuse problem

A7. Either caregiver has a history of domestic violence.
- ◉ Not Answered
- ○ No
- ○ Yes

A8. Either caregiver has major parenting skills problem (uses excessive discipline, over-controlling, parenting skills).
- ◉ Not Answered
- ○ No
- ○ Yes

A9. Child in the home has special needs or history of delinquency.
- ◉ Not Answered
- ○ No
- ○ Special needs
- ○ History of delinquency
- ○ Both special needs and history of delinquency

[Calculate]

Status: * [Draft ▾] [Apply] [Save] [Cancel]

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Recording an Actuarial Risk Assessment

The **Policy Override** tab screen displays, showing the calculated **Neglect Score**, **Abuse Score**, and **Actual Risk Level** derived from the responses on the **Risk Scores** page.

Determining the Final Risk Level

1. Select the checkbox(es) to answer the question, **Does a Policy Override exist?**

   - Review and select all applicable reasons for a **Policy Override** from the list, OR

   - Select **No** if none of the listed reasons apply.

The **Final Risk Level** displays.

2. If one or more reasons was selected, enter narrative in the **Describe Reasons for any Mandatory Policy Override** text field,

3. In the **Status** dropdown, select **Completed**.

4. Click **Save**.

   Note: Once the status is updated to **Completed** and saved, the **Actuarial Risk Assessment** cannot be edited.

Case / Workload / Actuarial Risk Assessment

CASE NAME / ID:	ACTUARIAL RISK ASSESSMENT ID:	STATUS:
Bear, Mama		**Completed**

Identifying Information   Risk Scores   Policy Override

Policy Override

Actual Risk Level Summary

Neglect Score:	Intensive
Abuse Score:	Intensive
Actual Risk Level:	Intensive

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Policy Override to Intensive Risk Level

Does a Policy Override exist?

☑ No   **OR**   *Select all that apply below:*

☐ An in-home or out-of-home safety plan is still active

☐ A non-accidental physical injury to any age child requiring medical treatment

☐ Death (previous or current) of a caregiver's child or any other child in their care as a result of abuse or neglect

☐ Sexual abuse cases where the alleged perpetrator is likely to have immediate access to the child victim

☐ Cases with non-accidental physical injury to an infant

☐ Positive toxicology screen of child at birth

Describe Reasons for any Mandatory Policy Override: (expand full screen)

Final Risk Level: **Intensive**

Status: * [Completed ⌄] [Apply] [Save] [Cancel]

Creating a Family Assessment with an Actuarial Risk Assessment

Note: If an **Actuarial Risk Assessment** has been completed in the case prior to creation of the **Family Assessment**, the worker has the option of pulling the **Actuarial Risk Assessment** data forward into the **Family Assessment** tool by following the steps below.

1. From the Case Overview screen, click **Family Assessment** in the navigation pane.

Case Overview
Activity Log
Attorney Communication
Intake List
Safety Assessment
Substance Abuse Screening
Forms/Notices
Category/Pathway Switch
Safety Plan
Actuarial Risk Assessment
Family Assessment

CASE NAME / ID: **Bear, Mama**   *Alternative Response Assessment* Open (02/01/2022)

ADDRESS: CONTACT:

AGENCY: County Department of Job and Family Services
PRIMARY WORKER: *Assign Primary Worker*   SUPERVISOR(S):

Recording an Actuarial Risk Assessment

The **Family Assessment** list page displays.

2. Click **Add AR Family Assessment** or **Add Family Assessment** (depending on case category).

If there is at least one **Actuarial Risk Assessment** completed within the case episode, the **Available Actuarial Risk Assessment(s) to Create the Family Assessment** selection screen displays.

Note: If no **Actuarial Risk Assessment** has been completed within the case episode, the **Participants** tab displays.

3. Click **select** beside the Actuarial Risk Assessment to be pulled forward.

OR

4. Click **Continue with no Actuarial Risk Assessment** to proceed without linking the Actuarial Risk Assessment and without pulling any of its data forward to the Family Assessment.

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Recording an Actuarial Risk Assessment

	Completion Date	ARA ID	Intake ID	Risk Level
select	03/02/2022			INTENSIVE

Case ID: Family Assessment ID:
Case Name: Bear, Mama   Family Assessment Status: In Progress

Available Actuarial Risk Assessment(s) to Create the family Assessment

[Continue With No Actuarial Risk Asessment]

Note: The **Completion Date** and the Intake(s) linked to the **Actuarial Risk Assessment** are displayed to assist in selecting the record that best corresponds to the Intake(s) for which the **Family Assessment** is being completed, if any.

The **Participants** tab screen displays.

5. Complete the **Participants** tab screen.
6. Click the **Safety Review** tab.

Case > Workload > Family Assessment

Participants	Safety Review	Strengths & Needs	Risk Assessment	Substance Use	Case Analysis

Case ID: Family Assessment ID:
Case Name: Bear, Mama   Family Assessment Status: In Progress

Participant Information

Intake Information

Intake ID	Decision Date / Time	Intake Category	Intake Type(s)	Safety Assessment ID	Safety Response	Agency	Case Disposition	
	02/01/2022 01:30 PM	CA/N Report	Neglect			County Department of Job and Family Services		delete

[Link Intake]

Children in the Family

Name	Role	DOB	Age	Gender	
Bear, Junior		09/09/2018	3	Male	delete
Bear, Baby		09/09/2021	0	Female	delete

[Add Child] [Add/Change Roles]

Adults in the Family

Caregiver	Name	Role	DOB	Age	Gender	
No Results Returned.						

[Add Adult] [Relationships]

[Apply] [Save] [Cancel]

The **Safety Review** tab screen appears.

7. Complete the screen.
8. Click the **Strengths & Needs** tab.

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The **Strengths & Needs** tab screen appears.

9. Complete the screen.

10. Click, the **Risk Assessment** tab.

The **Risk Assessment** tab screen displays.

Note: If an Actuarial Risk Assessment was selected upon creation of the Family Assessment, the **Selected Actuarial Risk Assessment** section displays at the top of the Risk Assessment tab, showing the Linked Intakes associated with the Actuarial Risk Assessment, the Neglect and Abuse Scores, and the Final Risk Level from the Actuarial Risk Assessment.

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The Risk Scores from the Linked Actuarial Risk Assessment will be pulled forward into the Family Assessment.

If no Actuarial Risk Assessment was selected upon creation of the Family Assessment, that section will not display, and user will manually enter the Risk Score responses.

Important: All **Risk Scores** should be reviewed and updated as needed based on the current information available.

11. Update **Risk Scores**, as needed, by selecting the correct radio button response.
12. Click **Calculate**.

Participants	Safety Review	Strengths & Needs	Risk Assessment	Substance Use	Case Analysis

Risk Scores | Policy Override

Case ID:	000000000	Family Assessment ID:	000000000
Case Name:	Lastname, Firstname	Family Assessment Status:	In-Progress

Selected Actuarial Risk Assessment

Linked Actuarial Risk Assessment ID:	0000000000
Linked Intakes:	0000000000, 0000000000, 0000000000

⚠ Linked Actuarial Risk Assessment and Linked Intakes do not match please review risk scores.

Neglect Score:	MEDIUM
Abuse Score:	MEDIUM
Final Risk Level:	MODERATE

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Family Risk Assessment of Abuse / Neglect

Neglect

N1. Current report is for neglect.

- ◉ Not Answered
- ○ No
- ○ Yes

N2. Number of prior reports

- ◉ Not Answered
- ○ None
- ○ One or two
- ○ Three or more

N3. Number of children in the home.

- ◉ Not Answered
- ○ Two or fewer
- ○ Three or more

N4. Number of adults in home at time of report.

- ◉ Not Answered
- ○ Two or more
- ○ One / none

N5. Age of primary caregiver.

- ◉ Not Answered
- ○ 28 or older
- ○ 27 or younger

N6. Characteristics of either caregiver

- ◉ Not Answered
- ○ Not applicable
- ○ Parenting skills are major problem
- ○ Mental health issue (self-esteem, withdrawn, hopeless, MH evaluation, treatment referral)
- ○ Parenting skills are major problem and Mental health issue (self-esteem, withdrawn, hopeless, MH evaluation, treatment referral)

A8. Either caregiver has major parenting skills problem (uses excessive discipline, over-controlling, parenting skills).

- ◉ Not Answered
- ○ No
- ○ Yes

A9. Child in the home has special needs or history of delinquency.

- ◉ Not Answered
- ○ No
- ○ Special needs
- ○ History of delinquency
- ○ Both special needs and history of delinquency

Calculate

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Recording an Actuarial Risk Assessment

The **Policy Override** screen displays. Complete the remaining Family Assessment information as usual.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).

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