

Knowledge Base Article

Table of Contents

Overview	3
Navigating to the Case	3
Recording an Actuarial Risk Assessment	4
Linking an Intake to the Actuarial Risk Assessment	5
Recording Risk Scores	
Determining the Final Risk Level	13



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: <u>SACWIS Knowledge Base - Risk Assessment Comprehensive Field</u> <u>Guide (jfskb.com)</u>.

Navigating to the Case

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

Ohio SACWIS	U/	Log_off County Depa AT <u>1</u> / <u>4.18.0</u> i 🗳 / La	artment of Job and Far ist Login:	nily Services		🔒 Home 🚽 🛛	③ Recent +	Q Search 👻	🤁 Help 👻
Hon	Home Intake		Case	Provider	Financial		Administration		
Alerts A	Action Items	Approvals	Assignments						

2. Click Workload.

County Department of Job and Family Services			A Home -	⊙ Recent → Q Search →	😯 Help 👻	
Home	Intake	Case	Provider	Financial	Administration	
Workload Court Cale	ndar Placement Requests					

3. Click the plus sign to expand the Case Workload screen.

Home	8	Intake	Case	Provider	Financial	Administration
Workload	Court Caler	ndar Placement Rec	juests			
Case Workload						
Caseworker:	~		Sort By: Case Name Ase	conding v Filter		
٠						
۲	(8 cases)					
٠						



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

	(8 cases)		
±		- Open 11/29/2021 - Alternative Response Assessme	ent
±		- Open 12/15/2021 - Alternative Response Assessme	ent

The Case Overview page displays.

Recording an Actuarial Risk Assessment

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

Home	Intake	Case	Provider	Financial	Administration			
Workload Court Calenda	r Placement Requests							
<>								
Case Overview Activity Log	CASE NAME / ID: Doe, Janie		Assess/Invest Open (01/14/2022)					
Attorney Communication Intake List	ADDRESS:		CONTACT.					
Safety Assessment Substance Abuse Screening Forms/Notices	AGENCY: County Department of C PRIMARY WORKER:	AGENCY. County Department of Job and Family Services PRIMARY WORKER. SUPERVISORISE						
AR Pathway Switch Safety Plan	Assign Primary Worker							
Family Assessment Ongoing Case A/I	Case Actions View Case Information. DLinked Cases. Program Categories. Case Status History							
Specialized A/I Tool Law Enforcement Justification/Waiver	One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB							
Case Services Legal Actions	Action Items	Cas	e Alerts	Dashboard	Assignments / Eligibility			
Legal Custody/Status Living Arrangement	No Action Items Found							

The Actuarial Risk Assessment page displays.

2. Click the Add Actuarial Risk Assessment button.

Case Overview Activity Log Attorney Communication	CASE NAME / ID: Ongoing HAZARD Open (12/08/2021)	
Intake List		
Safety Assessment	Actuarial Risk Assessment Filter Criteria	
Substance Abuse Screening		
Forms/Notices		
Category/Pathway_Switch		
Safety Plan	From Date To Date	
Actuarial Risk Assessment		
Family Assessment		
Ongoing Case A/I		
Specialized A/I Tool	Sort Results By:	
Law Enforcement	Completion Date (Descending) ~	
Justification/Waiver		
Case Services		
Legal Actions	Filter Clear Form	
Legal Custody/Status		
Living Arrangement		
Initial Removal		
Placement Request	Actuarial Risk Assessment	
Placement/ICCA		
Residential Treatment Information		
Independent Living	Add Actuarial Risk Assessment	
Case Plan Tools		



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 / Actuar	ial Risk Assessmen	t					
CASE NAME / ID: Charlesworth-Dewitt,	Janey Hacksaw	/ 00000000	ACTUARIAL RIS	K ASSESSMENT I	D:	STATUS: In Progress	
Identifying Information	n Risk	Scores	Policy Override				
Intake Information							
There are no Intake(s) linke	d to this Risk Assessi	nent.					
Link Intake							
Family Information							
Children in the Home							
There are no children lis	ted in this Risk Asses	sment.					
Add Child							
Caretakers in the Home							
	Participant:						
Primary Caretaker:	Lastname Firstnam	ne Adult 1		~			
	Participant:						
Secondary Caretaker:	Lastname Firstnam	ne 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.



Case	Case / Workload / Actuarial Risk Assessment								
CAS Cha	CASE NAME / ID: Charlesworth-Dewitt, Janey Hacksaw / 000000000		00000000 0	AFETY ASSESSMENT ID: 00000000	STATUS: In Progress				
Avai	able 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				
	<u>000000001</u>	MM/DD/YYYY 00:00 PM	CA/N Report	Physical Abuse	Franklin County Children Services Board				
	00000002	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 RI	SK ASSESSMENT ID:	STATUS: Draft				
O Your data has	been saved.				×			
Identifying Inform	Identifying Information Risk Scores Policy Override							
Intake Informatio	on							
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	â			
Link Intake								



Family Information	
Children in the family	
	8
	â
	8
Add Child	

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.

Case	/ Workload / Actuarial Risk Assessment			
CAS Bea	E NAME / ID: r, Mama	ACTUARIAL RISK ASSESSMENT ID:	STATUS: Draft	
O Y	our data has been saved.			×
Ava	ilable Participant(s) ult(s) 1 to 2 of 2 / Page 1 of 1			
	Name	DOB	Age	Gender
	Bear, Junior	09/09/2018	3	Male
	Bear, Baby	09/09/2021	0	Female

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**.

- Policy Override Identifying Information Risk Scores Intake Information Intake Category Intake Type(s) 02/01/2022 County Department of Job and Family Services CA/N Report Neglect 01:30 PM Link Intake Family Information Children in the family Male Age 3, DOB 09/09/2018 侖 Bear, Junior Bear, Baby Female Age 0, DOB 09/09/2021 侖 Parents/Custodians/Guardians/Caretakers and/or Other Adults in the Home Participant Primary Caretaker: Participant: Secondary Caretaker: Status: * Draft Cancel
- 6. Click the **Risk Scores** tab.



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**.



Case / Workload / Actuarial Risk Assessment		
CASE NAME / ID: ACTUARI. Charlesworth-Dewitt, Janey Hacksaw / 00000000000000000000000000000000000	AL RISK ASSESSMENT ID: 000	STATUS: In Progress
Identifying Information Risk Scores Policy Overrid	le	
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 	



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
	O 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
	O Attitude consistent with seriousness of allegation and complied satisfactorily
	O 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



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 O 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 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	





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 / Actuaria	I Risk Assessment	
CASE NAME / ID: Bear, Mama	ACTUARIAL RISK ASSESSMENT ID:	STATUS: Completed
Identifying Information	Risk Scores Policy Override	
Policy Override		
Actual Risk Level Sumr	nary	
Neglect Score:		Intensive
Abuse Score:		Intensive
Actual Risk Level:		Intensive



licy Override to Intensive Risk Level	
oes 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	
scribe Reasons for any Mandatory Policy Override: (<u>expand full screen)</u>	
nal Risk Level:	Intensive

	Status: *	Completed ~	Apply	Save	Cancel
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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	CASE NAME / ID:	Alternative Response Assessment
Attorney Communication	Bear, Mama	Open (02/01/2022)
Intake List		
Safety Assessment	ADDRESS:	CONTACT:
Substance Abuse Screening	•	
Forms/Notices	AGENCY:	
Category/Pathway Switch	County Department of Job and Family Services	
Safety Plan	PRIMARY WORKER:	SUPERVISOR(S):
Actuarial Risk Assessment	Assign Primary Worker	
Family Assessment		



The Family Assessment list page displays.

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

Case Overview Activity Log Attorney Communication	CASE NAME / ID: Alternative Response Assessment Bear, Mama Open (02/01/2022)
Safety Assessment Substance Abuse Screening	Family Assessment Filter Criteria
Forms/Notices Category/Pathway.Switch	From Date: To Date:
Actuarial Risk Assessment	Sort Results By: Approval Date (Descending)
Ongoing Case A/I Specialized A/I Tool	Filter Clear Form
Law Enforcement Justification/Waiver	Family Assessment
Case Services Legal Actions	Family Assessment ID Status Approval Date Final Case Decision Agency
Legal Custody/Status Living Arrangement	No Results Returned.
Initial Removal Placement Request	
Placement/ICCA Residential Treatment Information	Add AR Family Assessment
Index and each little a	

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.

Case ID: Case Name:	Bear, Mama	Family Assessment ID: Family Assessment Status:		In Progress	
Available Actuarial Risk Asse	essment(s) to Create the family Assessment				
	Completion Date	ARA ID	Int	ake <u>ID</u>	Risk Level
select 03/02/2022		1224			INTENSIVE
Continue With No Actuarial Risk	Asessment				

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.



Case ID: Case Name:	Bear, Mama	Family Assessment <u>ID</u> : Family Assessment Status:		In Progress	
Available Actuarial Risk Ass	essment(s) to Create the family Assessment				
	Completion Date	ARA ID	Inte	ike <u>ID</u>	Risk Level
select 03/02/2022					INTENSIVE
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.

Participan	ts	Safety Revie	w	Strengths & Needs	Risk	Assessment	Substar	ice Use	Case Analy	/sis
e ID:				Family	Assessment ID:					
e Name:	Bear, Man	na		Family	Assessment Status:		In Progress			
articipant Informat	ion									
ntake Information										
Intake <u>ID</u>	Decision Date / Time	Intake Category	Intake Type(s)	Safety Assessment <u>ID</u>	Safety Response		Agency		Case Disposition	
	02/01/2022 01:30 PM	CA/N Report	Neglect			County Depa	artment of Job and Family	Services		delete
Link Intake										
hildren in the Far	nily									
	Name		Role		DOB		Age		Gender	
Bear, Junior				09/09/2018	}	3		Male		dele
<u>Bear, Baby</u>				09/09/2021	I	0		Female		dele
Add Child Add/C	hange Roles									
dults in the Fami	У									
	Caregiver		Name	F	Role	DOB	Age		Gender	
No Results Return	ed.									
Add Adult Relati	onships									

The Safety Review tab screen appears.

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



ty Review Child Harm					
se ID:		Family Assessmen	t ID:		
se Name:	Bear, Mama	Family Assessmen	t Status:	In Progress	
afety Review Details					
Select and Complete the Appro Circumstance:	opriate Case		~		
Safety Response Review					
None Selected					
○ Maintain					
⊖ Create					
○ Modify					
O Discontinue Date:	1				
O Previously Discontinued					

The Strengths & Needs tab screen appears.

- 9. Complete the screen.
- 10. Click, the **Risk Assessment** tab.

Case > Workload > Family As	ssessment							
Participants		Safety Revie	w Strengt	ths & Needs	Risk Assessment	Subs	tance Use	Case Analysis
Child Functioning Adult Fur	nctioning Eamily.Eu	nctioning H	storical Functioning					
Case ID:				Family Assess	ment ID:			
Case Name:	Bear, Mama			Family Assessment Status:		In Progress		
Child Functioning								
Child	DOB	Age	Self Protection	Physica	I / Cognitive / Social Development		Emotional / Beha	avioral Functioning
edit Bear, Junior	09/09/2018	3						
edit Bear, Baby	09/09/2021	0						
Write a rationale for each elements impact one and (expand full screen)	h child that supports	s the ratings strengths ea	in Child Functioning. Desc ich child may have in relation	ribe the impact other in to the assessment	household members not included elements.	in this assessment	have on each child. C	liscuss how the individual
Spell Check Clear	10000							
Apply Save Cancel								

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.



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: 000	000000	Family A	ssessment ID:	00000000	
Case Name: Las	tname, Firstname	Family Assessment Status:		In-Progress	
Selected Actuarial Risk	Assessment				
Linked Actuarial Risk As	ssessment ID:				000000000
Linked Intakes:				000000000, 0000	000000, 0000000000
Linked Actuaria	Risk Assessment and Linked	Intakes do not match please	e review risk scores.		
Neglect Score:					MEDIUM
Abuse Score:					MEDIUM
Final Risk Level:					MODERATE



mily 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	Not Answered
discipline, over-controlling, parenting skills).	○ No
	⊖ Yes
A9. Child in the home has special needs or history of delinquency.	Not Answered
	○ No
	⊖ Special needs
	O History of delinquency
	◯ Both special needs and history of delinquency



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 <u>Customer Care Center</u>.

