ASSESSMENT SUBMISSION CHECKLIST

FULL-KIT ASSESSMENT SUBMISSION IN FRAME TO FSS

Attachments

- ☐ All Tool 1- CPS intake forms & SFN 960(s).
- ☐ Tool 2.1- Present Danger Assessment(s).
    - ☐ Tool 2- SFN 455- Present Danger Plan(s).
- ☐ Tool 3- CPS Assessment- signed & dated by worker & supervisor.
- ☐ Notification Letters- signed & dated.
    - ☐ Subject:
        - ☐ Affidavit of Mailing- SFN 499 (Confirmed).
        - ☐ CPS Appeal Insert (Confirmed).
    - ☐ Non-Subject- document due diligence to notify (Confirmed).
    - ☐ Mandated Reporter(s) or if verbal, document in CAL.
    - ☐ Juvenile Court Notification (Confirmed).
- ☐ CAPTA Referral- SFN 486 (Confirmed and SEI-AR).
- ☐ Tool 4- Safety Plan- when impending danger identified.
- ☐ Medical, mental health, and substance use disorder records.
- ☐ Law enforcement records; calls for service, reports, pictures, etc.
- ☐ Court documents; TCO, shelter care, CHIPS, GAL, etc.
- ☐ School records or documentation.
- ☐ Pictures- uploaded in zip file or together in one document, not individually.
- ☐ CAC/Forensic Interview documentation.
- ☐ FCE documentation.
- ☐ Plan of Safe Care- SFN 485- for all Substance Exposed Infants.
- ☐ Substance Exposed Infants- AR Assessments- signed and dated.
    - ☐ Alternative Response Agreement- SFN 495.
    - ☐ Alternative Response Safety Support Agreements- SFN 487 (at least 3).
    - ☐ Child Abuse and Neglect Background Inquiry- SFN 433 (at least 3).
- ☐ Releases of Information- SFN 1059.
- ☐ Family Services Assessment (FSA) documents.
- ☐ Petition for Involuntary Commitment-PWA.
- ☐ All other documentation gathered throughout the life of the assessment.

Additional Documentation FSS Reviewing

- ☐ Confirmation of safe sleep environment.
- ☐ Evidenced-based screening tool documented as completed in CAL- do not upload document or indicate results.
- ☐ Determine military status and notification to appropriate branch contact, if applicable.
- ☐ Notification to ICWA Coordinator/IFP Inquiry, if applicable, via ND ICWA Inquiry/Case Update form.

ASSESSMENT SUBMISSION CHECKLIST

FULL-KIT ASSESSMENT SUBMISSION IN FRAME TO FSS

FRAME Data

- ☐ Assessment details completed entirely- no extra characters or 'x' remains.
- ☐ Correct assessment location (home, childcare, foster home).
- ☐ Subject advised section complete.
- ☐ Face to Face in assessment details and CAL match & is not before Date/Time Received from Intake.
- ☐ Individuals/Caregivers/Victims section correct.
  - ☐ Suspected subjects.
  - ☐ Suspected victims.
  - ☐ Suspected maltreatments for each subject/victim.
  - ☐ Correct findings for each subject/victim.
- ☐ Team staffing- accurate date, team members, decision, impending danger, & details.
- ☐ CPS Assessment Notification.
- ☐ All contacts made throughout the life of the case documented in CAL(email, phone call, F2F, meetings, supervision. etc.).
  - ☐ Case initiated with "CPS initiated w/contact with victim"- always.
  - ☐ At least one "Monitoring Plan of Safe Care" contact for SEI.
- ☐ Extensions up to date.
- ☐ Risk Factors and Service Outcomes accurate for victim, subject, and assessment.
  - ☐ SEI infant- must include a risk factor of prenatal exposure.
- ☐ FRAME Summary 'Home Page'- Family Unit Details accurate- who is in the household at the time of closing assessment- end participation with accurate dates/reason if needed.