

SET Referral Review Tool

This tool will be used to review referrals only

Referral Name: _____

Referral # _____ Referral Received Date _____

Region: _____ Program: _____

Social Workers assigned/ involved during referral time period: _____

Reviewer's Name: _____

Date(s) of Review(s): _____

Directions: Evaluate the referral record to determine if there is evidence of Safety Enhanced Together (SET), values, principles, practices and skills in the agency's work with the family. The referral record refers to everything that is available in CWS/CMS and Structured Decision Making reports and the hard file.

Section 1

1. Did the worker utilize Safety-Organized Practice tools/ interventions to engage the family, including solution focused inquiry during the investigation?

Yes _____ rate below

No _____

Connection to Key Expectations- SOP Assessments; Family Partnerships

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker asks questions required for investigation and attempted solution focused inquiry or other SOP tools but use was incomplete or incorrect. Did not attempt to contact the father (s) or non-custodial parent.	Worker made minimal use of SOP tools or Solution Focused Inquiry – e.g. asked scaling question but failed to follow up or use information to direct interview or make assessment. Attempts made to locate other parent.	Worker uses Solution-Focused questions and other SOP tools to successfully identify strengths, safety, resources and acts of protection with both parents.	In addition to Accomplished practice, worker utilized information from SOP tools and solution focused interviewing to discuss safety planning with the family.	In addition to Distinguished practice, worker shared information gathered from SOP tools and solution focused inquiry with the safety network to develop a robust safety plan.

Comments:

2. Did the caseworker create a genogram and/or ecomap of the family or provide information in narrative form about family connections?

Yes ____ rate below

No ____

Connection to Key Expectations-Support Systems/Networks; Assessment with Agency Tools

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
The worker only included minimal information about family connections, e.g. only includes nuclear family and relationships between them.	Worker documented or created a genogram which includes some extended family, e.g. some grandparents or aunts and uncles.	Genogram includes nuclear family and relationships to the 5 th degree and uses appropriate symbols denoting relationships.	In addition to Accomplished practice, worker documented family patterns, such as substance abuse, domestic violence, or mental health.	In addition to Distinguished practice, worker continued use and updating of the genogram, including asking the child/youth about their perspective on family relationships.

Comments:

3. Was the worker responsive to the cultural factors present in the family system, including educating the family about child abuse laws that may be different from the family's cultural practice?

Yes ____ rate below

No ____

Connection to Key Expectations - Cultural factors; SOP

<input type="checkbox"/> Novice 1	<input type="checkbox"/> Emerging 2	<input type="checkbox"/> Accomplished 3	<input type="checkbox"/> Distinguished 4	<input type="checkbox"/> Master 5
Worker documented the race/ethnicity of the family but did not ask about cultural factors or preferred language. Worker did talk about child abuse laws but did not educate or problem solve with the family.	Worker did ask about cultural issues/practices/beliefs but did not use information to inform their work with family. Did educate family about child abuse laws but did not problem solve.	Worker elicited information about cultural issues/practices/beliefs and used the information to inform their work with family. Educated and problem solved with family dealing with differences between cultural	In addition to Accomplished practice, worker researched family's cultural and built on cultural strengths to engage family, including utilizing cultural connections in safety planning.	In addition to Distinguished practice, worker helped the family share important aspects of their culture with the safety network to develop a more robust safety plan.

		practices and child abuse laws and utilizing strengths from the family culture.		
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Comments:

4. Did worker connect or attempt to connect the family with support systems, community providers and/or services that would address their needs?

Yes ____ rate below

No ____

Connection to Key Expectations - Safety Systems/Networks; Communication with families

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker provided family with list or pamphlets of resources and recommended contact.	Worker provided specific referrals and explained nature/ type of service and how will meet family's need.	In addition to Emerging practice, worker helped the family make connections to particular services through phone calls and/or sending over referrals to providers.	In addition to Accomplished practice, worker followed up with the family to ensure the family made contact with providers.	In addition to Distinguished practice, worker conducted joint visits with service providers to help engage the family in their services.

Comments:

5. During the course of the investigation did the worker correctly identify any and all safety threats?

Yes ____ Rate Below and Complete Sec. 2

No ____

There are no Safety Threats to be identified ____

Connection to Key Expectations -- Assessments; SOP

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker marked a safety threat on the SDM Safety Assessment but did not document evidence of the safety threat in CWS/CMS or safety threat documented in CWS/CMS, but not marked on the SDM.	Worker identified some safety threats but did not accurately identify all safety threats present.	Worker identified all safety threats posing immediate danger to the child (ren). Safety threats were documented both in SDM and CWS/CMS narratives using behaviorally descriptive language demonstrating the extent and impact of the safety threat.	In addition to Accomplished practice, worker included documentation of the voice of the child/youth and family when describing the impact of the safety threats.	In addition to Distinguished practice, worker explained to the family the meaning of safety threats and engaged the family in safety planning conversations.

Comments:

6. Did the worker identify acts of protection and protective capabilities of the family?

Yes ____ rate below

No ____

N/A-Explain why there are no acts of protection

Connection to Key Expectations-SOP; Assessments; Family Partnerships

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker identified caregiver strengths but, did not clearly identify acts of protection or protective capacities or was incorrect in identification. No	Worker correctly identified at least one act of protection or protective capacity for the family. At least one Solution Focused Question was identified.	Worker correctly identified one or more acts of protection or protective capacity the family demonstrated over time. Worker documented how	In addition to Accomplished practice, worker utilized identified acts of protection with the family to discuss safety planning and used three or more Solution Focused	In addition to Distinguished practice, worker consistently assessed the family's progress in utilizing acts of protection to mitigate danger throughout the time

Solution Focused Questions were identified.		these acts of protection have mitigated some or all safety threats. The worker used at least two Solution Focused Questions.	Questions.	the referral was open. The worker continuously practiced Solution Focused Questions with the family.
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Comments:

***Stop Here if No Safety Threat Identified.**

Section 2

This section is to be completed **only** if the worker identified a Safety Threat upon completion of the SDM Safety Assessment.

1. Did the worker explain or describe for the family the safety threat and Agency's concern in clear, behaviorally specific language?

Yes ____ rate below

No ____

Connection to Key Expectations - Communication; SOP; Family Partnerships

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Documentation indicates that the worker provided the family with an explanation of the reason for the Agency intervention and used jargon or language that was not family friendly. Worker did not explain the impact on the child and did not utilize the SOP terms of safety, harm and danger.	Worker provided the family with the clear understandable explanation. Worker used the terms of safety, harm and danger but lacked behavioral detail.	Worker provided the family with a clear explanation of the reason for the Agency's intervention using the terms of safety, harm and danger, including behavioral detail, and the impact to the child.	In addition to Accomplished practice, worker checked with the family about their understanding of safety, harm and danger as it related to their case.	In addition to Distinguished practice, the worker utilized various methods/ analogies to explain the terms. The worker referred back to the concepts continuously throughout their work with the family.

Comments:

2. If a Safety Plan was implemented did it effectively address the safety threat and were the goals Specific, Measurable, Attainable, Relevant, and Time bound (SMART)?

Yes ___ rate below

No Safety Plan ___

Connection to Key Expectations- Communication; SOP; Family Partnerships

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker developed a Safety Plan to address threat but it was not behaviorally specific or did not adequately address the threat.	Worker developed a Safety Plan which addressed the safety threat and is behaviorally specific but did not include involvement from the family in the development of the plan.	Worker developed Safety Plan which was specific; practical, addressed the threat and demonstrated that the family was included in the development of the plan.	In addition to Accomplished practice, worker included the safety network in the safety plan and follows up on the effectiveness of interventions.	In addition to Distinguished practice, worker helped the network use dry runs to test the plan and makes changes as needed in the plan and continually evaluates effectiveness.

Comments:

3. Did the caseworker educate the family on the how the abuse and/or neglect impacts the child/youth?

Yes ___ rate below

No ___

Connection to Key Expectations- Child/youth voice; SOP; Family Partnerships; Open Communication

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker used general, professional language such as "abusive", "harmful" or "damaging" when discussing impact on child/youth.	Worker explains to family his or her perspective on the impact of abuse/neglect to child/youth i.e. fear, insecurity, illness, developmental	In addition to Emerging practice, worker explains clearly and specifically the impact of specific abuse/ neglect on the child/youth and/	In addition to Accomplished practice, worker identifies jointly with the family ways in which the impact of abuse/ neglect can be mitigated for their	In addition to Accomplished practice, the worker continually assesses the family's understanding of the impact and the actions they need to

	problems.	or the potential impact in behavioral detail including the voice of the child/youth in the explanation.	child (ren)/youth.	take to help their child (ren)/youth.
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Comments:

4. Did the worker coordinate or attempt to coordinate a Family Centered Meeting (TDM, mapping, FGC,) with the family in order to address the Safety Threat?

Yes ___ rate below

No ___

Connection to Key Expectations - Meetings with families; Assessments; SOP

<input type="checkbox"/> Novice	<input type="checkbox"/> Emerging	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Master
Worker arranged FCM but failed to include relevant parties (CASA, SCP, and Service Providers) and only had the parents participate or attempted to arrange a FCM with family but they refused.	Worker arranged FCM and included or attempted to include formal service providers but none of the family's natural supports.	Worker arranged FCM and included or attempted to include formal and informal supports for the family and child/youth if appropriate. If not appropriate the worker represented the child's/youth's voice in the meeting.	In addition to Accomplished practice, worker followed up with family on action plan agreed upon in the meeting.	In addition to Distinguished practice, worker follows up with all parties on agreed upon actions and utilizes information obtained from parties to make adjustments in the plan and/or provides feedback to parties on progress on goals.

Comments: