



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1198.1 ALTERNATIVE ASSESSMENT PRACTICES

Policy Directive: **22-49**

Approved:

Effective Date: **August 2022**

Implements Policy: **1198**

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This SOP defines the procedures for identifying Assessments that may be closed through the Alternative Assessment process when the SDM determines the risk level is low or moderate.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. CPSWs plan and commence all Assessments in accordance with policy [1172 CPS Assessments of Abuse and Neglect](#) and complete the SDM Risk Assessment within 30 days, or sooner if circumstances allow.
- II. Assessments with low or moderate risk identified may be considered for closing through the Alternative Assessment process.
- III. The CPS Supervisor approves the decision to not complete interviews, make contact, or visit the home.
- IV. Interviews with non-victim siblings, or other children in the home, may not be required when the Safety Assessment has been completed indicating the home is safe, the SDM risk level is low or moderate, **and** one of the following criteria have been determined:
 - A. The non-victim sibling(s) or other children in the home were not witness to the alleged abuse/neglect;
 - B. The non-victim sibling(s), or other children in the home do not have contact with the alleged perpetrator; or
 - C. When interviewed, the victim(s) did not disclose any abuse or neglect of the non-victim sibling(s) or other children in the home.
- V. Interviews with non-victim siblings should occur if the siblings were witness to the allegations or have direct contact with the alleged perpetrator.
- VI. A home visit may not be necessary when the Safety Assessment has been completed indicating the home is safe, the SDM risk level is low or moderate, and one of the following criteria have been determined:

- A. The alleged perpetrator is not a household member and there are no concerns reported in the household;
 - B. A CPSW has visited the home in the past 90 days and there have been no new allegations regarding the caregiver's home; or
 - C. The custodial parent's home has already been visited and information was obtained that indicates a home visit to the other caregiver's home is not needed.
- VII. Documentation is completed using standard Assessment practices with the following exceptions:
- A. Contacts for individuals interviewed may be summarized in the SDM Risk Assessment decision box with a notation made in the narrative box "see Risk Assessment decision box";
 - B. A contact is not necessary for individuals not interviewed, however the CPSW documents who was not interviewed and why (due to low/moderate risk level) in the closing summary; and
 - C. The closing summary also specifies that the Assessment has been identified as LMRA, any supervisory decisions regarding Alternative Assessment Practice, and an explanation as to why Alternative Assessment Practices were appropriate.

Frequently Asked Questions

Q1. If it is past the first 2 weeks of an Assessment, can I still use this process?

- A** The goal is to allow staff to close Assessments using this process within the first 2 weeks after assignment, but this does not preclude staff from closing an Assessment after the 2 weeks, as long as it is closed within 30 days of the last face-to-face with the family as determined appropriate in consultation with their Supervisor.

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)

Document Change Log

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