	New Hampshire Division for Children, Youth and Families Policy Manual
	1173 ENGAGING FAMILIES DURING AN ASSESSMENT
	Chapter: **Child Protective Field Services**
	Section: **CPS Family Assessments**

Approved:	**References Of Note**
signature	Federal Authority:
Joseph E. Ribsam, Jr., DCYF Director	Statutes: **RSA 169-C** and **RSA 170-G:8-a**
	Administrative Rules:
Policy Directive: **20-25**	Case Law:
Effective Date: **June 2020**	

This policy establishes the requirements for engaging families involved with the Division for Children, Youth and Families (DCYF) through an open Assessment.

I. Child Protective Service Workers (CPSWs) shall continually assess for risk and danger relevant to all children in the home throughout the course of their involvement with a family.

II. CPSWs shall make concerted efforts to engage all children who are part of the identified household (including non-identified siblings who reside in the home or who visit the home frequently) around their safety and well-being needs. These efforts shall:

A. Continue for the life of the Assessment unless it has been determined it would not be prudent to do so after consultation with a Supervisor; and

B. Be made a minimum of once per month, in children's homes/residences, and shall consist of face-to-face contact (as outlined in procedures) unless there are mitigating circumstances that prevent face-to-face contact from occurring or which necessitate meeting outside the home.

1. Mitigating circumstances may include the mental health needs or unavailability of a child.

2. Additional contact shall be made as necessary to support children and address concerns of safety and risk.

III. Monthly visits with children shall:

A. Include a thorough assessment of safety and well-being; and

B. Include one-on-one time apart from the parent(s)/guardian(s) whenever possible.

IV. CPSWs shall make concerted efforts to identify, locate, and engage all parents whose children are involved with the Division around meeting the safety and well-being needs of their children. This includes custodial parents, non-custodial parents, stepparents who reside in the home or who provide care for children, missing parents, and legal guardians.

V. Efforts to identify, locate, and engage a missing/non-custodial parent shall:

    A. Be made regardless of the disposition of the Assessment or placement status of the child;

    B. Include a variety of approaches when necessary to ensure engagement; and

    C. Continue for the life of the Assessment unless it has been determined, through consultation with a Supervisor, appropriate to cease efforts.

VI. Contact with parents/guardians shall include:

    A. Assessment of safety and risk within the home and of all family members;

    B. Assessment of family needs and consideration of community resources to meet those needs; and

    C. Creation/review of Safety and/or Action Plans (as appropriate) to address ongoing needs or barriers to success, that include family supports and available resources/services as appropriate.

VII. All efforts with parents/guardians and children shall be thoroughly documented, in a timely manner, in the DCYF electronic information system.

VIII. When a case is opened (regardless of court involvement) and transferred to a Family Services CPSW, the Assessment CPSW shall ensure the Family Services CPSW has all available information pertaining to the household and any missing/non-custodial parents. This shall include efforts to engage household members, locate any missing parents, and engage any non-custodial parents.

Standard Operating Procedures

SOP	Title	Applicable Disciplines
1173.1	Engaging Children-Assessment	CPS
1173.2	Engaging Parents/Guardians-Assessment	CPS
1173.3	Missing Parents-Assessment	CPS
1173.4	Considerations when Court Action is Taken	CPS

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			
PD	**Modification Made**	**Approved**	**Date**