

## **ADMIN LETTER # C.S. 2-02**

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TO: COUNTY DIRECTORS OF SOCIAL SERVICES

### **SUBJECT: STRUCTURED DECISION MAKING ASSESSMENT TOOLS AND REVISED CHILDREN'S SERVICES STANDARDS**

DATE: March 27, 2002

**EFFECTIVE DATE: April 1, 2002**

**ATTENTION: Children's Services Supervisors**

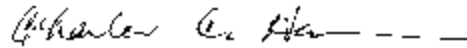
#### **Children's Services Social Workers**

This letter contains the Structured Decision Making Assessment Tools and Children's Services Standards that have been revised to reflect the new tools. As you will note, both the Assessment Tools and the Standards become effective April 1, 2002. We have tried to make the required documentation time frames coincide as much as possible with either the Service Agreement or the Permanency Planning Action Team meetings. Implementation of the Structured Decision Making Assessment Tools and the revised Standards will help lead to greater consistency in case decision making and planning. As you know, inconsistent practice was a major finding for North Carolina in the federal Child and Family Services Review conducted in March, 2001. The revised Standards are in bold type.

The Children's Services Committee approved revised Children's Standards at their meeting on March 13. However, as the Standards were being finalized, it became apparent that additional changes were needed. For example, Standard #41 was changed to include the Assessment Tools as part of the required documentation for Case Planning and Case Management. As we double-checked the time frames for the documentation requirements, we realized that some of the time frames did not coincide and we have made the necessary adjustments. Policies and Procedures section of the Assessment Tools also contains the changes that were as promised during the recent training sessions.

If you have questions relating to the new Structured Decision Making Assessment Tools or Children's Services Standards, please contact the Policy and Initiatives Team at (919) 733-4622.

Sincerely,



Charles C. Harris  
Children's Services Section Chief

cc: Pheon Beal  
Sherry Bradsher  
Children's Services Team Leaders  
Children's Programs Representatives

Attachments

[CS Standards for Service Delivery](#)

[Safety Assessment](#)

[Family Risk Assessment of Abuse](#)

[Family Assessment of Strengths and Needs](#)

[NC Case Decision on Summary/Initial Case Plan](#)

[Family Risk Reassessment of Abuse/Neglect](#)

[Family Reunification Assessment](#)

[Part D- Recommendation Summary](#)

[Timeline for Assessment Tool Completion-1](#)

[Timeline for Assessment Tool Completion-11](#)

[Timeline for Assessment Tool Completion-12](#)