

MISSOURI DEPARTMENT OF SOCIAL SERVICES
CHILDREN'S DIVISION
THE CD-14 FCS FAMILY ASSESSMENT INSTRUCTIONS

PURPOSE:

The FCS Family Assessment (CD-14) and related tools (CD-14A, CD-14B, CD14C, CD-14D, CS-16c, CD-17, CD-18 and CS-16-e) make up a comprehensive assessment packet designed for on-going assessment and treatment with families. The CD-14 and related tools are designed to facilitate a family-centered approach to assessing family structure, strengths, supports and service needs.

The CD-14 is used in combination with the CD-14A Family Functioning Assessment/Re-Assessment (See related [CD-14A forms instructions](#)) for the initial assessment (completed within 30 days) for open Family-Centered Services (FCS), Family-Centered Out-Of-Home Care (FCOOHC) and preventive service cases. The CD-14A will be used for re-assessment every 90 days after the initial assessment. The CD-14 and CD14A are used to assist the children's service worker in:

- The process of the initial FCS, FCOOHC or preventive services family assessment;
- Making a determination regarding the immediate safety of the child(ren);
- A comprehensive assessment of a family's functioning;
- Identification of family strengths and needs that affect family functioning;
- Assessing level of risk in the household and;
- Summarizing the worker's activities during the process of assessment.

NUMBER OF COPIES AND DISTRIBUTION:

The number of copies and distribution will depend on the circumstances in which the tool is used.

Family-Centered Services and Family-Centered Out-Of-Home Care:

Photocopies of the CD-14 are made and retained in the treatment section of the family's file for the purposes of reassessment and treatment.

Preventive Service and Other Referrals:

When a family is to receive services and there has been no child abuse/neglect report and no CA/N assessment, the tool is completed within 30 days of assignment and is filed in the treatment section of the family's file.

INSTRUCTIONS FOR COMPLETION:

FAMILY INFORMATION:

Initial Contact Case Priority:

Put an X in the appropriate initial contact case priority level. This level is derived from the most recent (SDM) Risk Assessment. If the case referral was due to a CA/N investigation/family assessment, the score can be found in the most recent CPS-1. The initial contact case priority indicates the timeframe in which the worker is required to conduct the initial face-to-face interview with the family. Priority levels are as follows:

- High or Very High Risk - within one (1) working day;
- Moderate Risk - within five (5) working days; and
- Low Risk - within ten (10) working days.

Case Name: Enter the name of the parent(s)/caretaker(s) for whom the assessment is completed.

County: Enter the county where the family resides.

Case Number: Enter the case number assigned to the designated head of household.

Address: Enter the address where the family resides.

Phone Number: Enter the phone number where the family can be reached.

Directions to the Above Address: Enter directions to the family's residence.

Worker Name: Enter the name of the worker conducting the assessment.

Worker Number: Enter the employee number of the worker conducting the assessment.

Supervisor: Enter the name of the worker's supervisor.

Case Assign Date: Enter the date the worker is assigned the case.

Assess Begin Date: Enter the date the worker begins the initial assessment with the family by face-to-face contact.

PARENTS:

- **Mother's Name:** Enter the name of the mother of the child(ren).
- **Custodial/Non-Custodial:** Put an X in the appropriate box.
- **DOB:** Enter mother's date of birth.
- **Address:** Enter Address of biological mother, if different from the household address.
- **DCN:** Enter DCN number for the biological mother.

- **Telephone Number:** Enter telephone number for the biological mother, if different from the household number.
- **Father's Name:** Enter the name of the father of the child(ren).
- **Custodial/Non-Custodial:** Put an X in the appropriate box.
- **DOB:** Enter father's date of birth.
- **Address:** Enter Address of biological father, if different from the household address.
- **DCN:** Enter DCN number for the biological father.
- **Telephone Number:** Enter telephone number for the biological father, if different from the household number.

CHILDREN:

- Enter the name of each child, the child's date of birth and DCN.

List Children with American Indian Heritage. Specify Tribe.

Document all children in the case file who have American Indian heritage and indicate which tribe in which they belong.

Related Subject: [Section 4, Chapter 19](#) Special Populations – Native American and Refugee

OTHER HOUSEHOLD MEMBERS/SIGNIFICANT OTHERS:

Enter the full names, DCN, relationship to child, address and telephone number of any other family members/significant others. This includes any additional biological/legal parents of children or siblings. **List significant others who are frequently in the home, but may not reside in the home.**

SUMMARIZE HISTORY WITH THE AGENCY:

Enter a brief description of prior reports of abuse/neglect, as well as a summary of concerns identified in unsubstantiated reports. Due to expungement criteria for unsubstantiated reports, incident numbers will NOT be listed here. Workers should use such phrases as *“Concerns have been identified in the past that include.”*, rather than stating “These concerns were from prior reports” in their documentation.

REASON FOR CD INVOLVEMENT:

Enter reasons for CD involvement. This may be the result of case openings for CA/N reports, preventive service/safe keeping referrals or because juvenile court is giving CD legal custody prior to CD involvement.

FAMILY'S PERCEPTION OF CD INVOLVEMENT:

Describe the family's perception/relationship to CD involvement. (Example: family was hostile/cooperative or family considers CD an asset/intrusive/indifferent...etc.)

SAFETY ASSESSMENT

NOTE: If a CD-17 Safety Assessment has been completed just prior to this opening this section is not required. Prior CD-17 Safety Assessments can be found in the CPS-1. If the safety assessment safety decision is unsafe at least one CD-18 Safety Plan will be attached. (See *CD-17 and CD-18 instructions*)

FAMILY ASSESSMENT TOOLS

For a more detailed instruction in completing the Genogram, Ecomap, and Time Line, and Pattern of Behavior see the *Child Welfare Manual*, [Section 7, Chapter 25](#).

Genogram:

The Genogram section is completed in order to gain information regarding the structure and history of the family/household. It is important to know who makes up the family and who lives in the household. The genogram should cover *at least three generations*. This provides information that relates to behavior passed from one generation to the next, extended family support and conflict, and important historical information that may be related to present functioning.

It is important, in a comprehensive assessment of the family, to construct a genogram that includes extended family members and intergenerational information. The worker will include as much information as is needed in order to make a thorough assessment of the family. Names, ages, significant family events, marriage dates, etc., are examples of information to include. The worker must use his/her judgment in determining the extent to which a genogram will be used.

Questions 1 through 3 should be addressed in the body of the genogram and question 4 should be answered at the bottom of the page.

Ecomap:

The ecomap is completed for all family assessments to map the family system and its relationships with individuals and systems outside the family. Family systems may include recreation; faith/cultural; social/community; court system, housing; healthcare; employment; school/education; extended family; friends or other sources for family support not named. The ecomap will include important nurturing or conflictual connections between the family and environment. It also demonstrates the flow of resources, as well as resources the family needs that are conflictual or non-existent.

Recognizing the family's sources of strength and support are crucial. Not only is it empowering for the family, but these areas of strength will be utilized and built upon to support change in the family, when change is needed. The Ecomap will assist the worker to thoroughly explore the family's unique personal characteristics including aspects of the person's racial, ethnic, and cultural background. The worker may also use information concerning conflictual relationships to act in the role of advocate and mediator to assist the family in better understanding and utilizing systems outside the family.

Careful attention should be given to assessing the family's financial needs and resources. This is particularly true when the reported concern(s) suggests that the child's basic needs are not being met. Although employment and day care needs can be assessed at any time, completing the ecomap with the family may naturally lead to a discussion about employment. The worker should explore the need for employment, financial assistance and day care if the family is experiencing unemployment, under-employment and/or receiving TANF and/or food stamps. Since public assistance is temporary, it is important to explore with the family a plan for long term self-sufficiency.

Questions 1 and 2 should be addressed in the body of the ecomap and question 3 should be answered at the bottom of the page.

Pattern of Behavior (Optional):

The Pattern of Behavior section is used to reveal specific information about family behavior that relate to care of the child(ren). The use of the pattern of behavior follows a process that begins in the initial contact with the family. This initial contact may be due to a report of child abuse/neglect, in response to out-of-home placement, in response to opening of family-centered services after a CA/N investigation, or in response to a referral other than CA/N (M, N, P, and A referrals).

In all initial contacts with families, regardless of the context of the contact, there is a need to explore concerns either reported as CA/N or for preventive services. The pattern of behavior is used to gain specific, chronological details regarding the family's behavior as it relates to care and safety of the child(ren).

In the initial contacts with the family the worker will use the pattern of behavior to gain behaviorally specific information regarding the following conditions:

- Specific "incidents" of CA/N that may or may not be repeated or on-going;
- Repeated or on-going CA/N that occurs in the day to day life of the family; and
- The child(ren) is safe and receiving adequate care.

In the event that no abuse/neglect is occurring, information from the pattern of behavior will illustrate the appropriate behaviors of the family, diagrammed in a sequential way, that show how the child(ren) is safe and is receiving adequate care. In this way, the pattern of behavior provides validity to the decision that a reported concern is not valid and there is no need for further involvement from CD or the community.

When it has been established through use of the pattern of behavior, that abuse/neglect is occurring; the tool can be utilized to diagram *exceptions to the abusive/neglectful behavior*. Working from a strength perspective, the pattern of behavior is used in conjunction with the Written Service Agreement (CD-14B). Behaviors that the family has experienced that are exceptions to the problem behavior are used as a *pattern* from which to model and use as a reference to design behaviorally specific goals. Change facilitated in this way is much more effective because the family has a frame of reference from which to operate that is based on positive, rather than negative behavior.

An example of a pattern of behavior is provided in the first section to provide the worker with a visual reference for the tools most effective use.

MEMORANDA HISTORY: [CD05-72](#); CD11-86