

OVERVIEW OF SDM® POLICY AND PROCEDURES

ASSESSMENT/ DECISION GUIDELINE	WHICH CASES	WHO	WHEN	DECISIONS
Intake Assessment Screening Criteria	All reports of child abuse and neglect.	Caseworker receiving the report	Immediately on receipt of the call.	Whether the report meets Section 11 criteria for Investigation.
Intake Assessment Response Priority	All reports of child abuse and/or neglect screened in for investigation.	Caseworker receiving the report	Immediately following screening in for investigation.	How quickly to initiate the investigations—immediately or within five days.
Safety Assessment	<ul style="list-style-type: none"> • All assigned investigations. • Any open investigations or cases in which changing circumstances require safety assessment. • All open cases, prior to closing the case for services. 	Caseworker assigned investigation	<ul style="list-style-type: none"> • REQUIRED: Process completed during first in-person contact. Documented by completing safety assessment form within three working days. • If new circumstances, process completed with family during face-to-face contacts and safety assessment; form is completed within three working days. • Prior to closure. 	Identifies safety threats, protective capacities, and whether a child can remain safely in the home or must be removed from the home.
Risk Assessment	All assigned investigations.	Caseworker assigned investigation	During the course of the investigation, after the safety assessment has been completed and the caseworker has reached a conclusion regarding allegation. No later than 30 calendar days from the date of investigation assignment and prior to any decision to open a case for post-investigation services or closure of the referral with no additional services.	Identifies the level of risk of future maltreatment. The risk level guides the decision to close an investigation without continuing services or provide post-investigation services; also assists in determining whether contacts above provincial minimum standards are recommended for the open case by risk level.
Strengths and Needs	All cases open for ongoing services (foster care or in-home).	Caseworker assigned	Upon conclusion of an investigation and prior to developing the case plan. Reassessments are completed in conjunction with risk reassessment and reunification.	Identifies up to three priority caregiver needs and the child needs that must be addressed in the assessment and case plan

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Risk Reassessment	All open cases in which all children remain in the home, or cases in which all children have been returned home and in-home services will be provided.	Caseworker assigned to provide continuing services	No later than 120 days from the receipt of the referral and every 120 days thereafter in conjunction with each scheduled case review and appropriate SDM reassessment, and no less than every 120 days.	Guides the decision to continue in-home services or close ongoing services. If the case remains open, the reassessment assists in determining whether contacts above provincial minimum standards are recommended for the open case by risk level.
Reunification Assessment	All cases where the Ministry has temporary wardship — those placed in care under Section 9 and in which at least one child has a return home.	Caseworker assigned to provide continuing services	In conjunction with each review of the assessment and case plan, no more than 15 days prior and prior to any recommendation of change of case plan goal.	Guides the decision to reunify, maintain placement and services, or change the permanency case plan goal; also assists in determining whether contacts above provincial minimum standards are recommended for the open case by risk level.