Purpose

This Job Aid provides you with a document that describes how to perform the task. You can print this document or save it to your local hard drive.
Procedure

1. Follow the steps below to complete the task:

   **Colorado Trails - Google Chrome**

   ![Safety Assessment interface](image)

   - **General Information**
     - **Family Name**: JOHNLALI DOIENEVL
     - **Case ID**: 18345ML
     - **Created By**: MOD Test 6
     - **County**: Denver
     - **Approval Status**: Pending

   - **Children in Household**
     - **Name**: John (DOB: 7/17/2010, Age: 5 yrs)
     - **Name**: Jane (DOB: 2/3/2007, Age: 11 yrs)

This is Module 2: Current/Impending Danger of eight (8) modules in the Manage Safety Assessments process. Please ensure you have completed Module 1: General Information before beginning this module.

Colorado Trails - Google Chrome

3. The Safety Assessment displays.
Important Note: The steps demonstrating how to navigate to the Safety Assessment will be provided in the future as the navigation process is finalized.

This course will provide the steps for completing the Safety Assessment details after it is created or accessed from an Assessment or a Case.

4. The Safety Assessment Title Bar.
The Safety Assessment will have a title bar with the following information:

- Safety Assessment - Referral: (if the Safety Assessment was created from an Assessment)
  -- OR --
- Safety Assessment - Case: if the Safety Assessment was created from a Case
- Referral ID or Case ID
- Family Name

5. The Safety Assessment Sections / Panels.
The Safety Assessment contains the following sections or panels as listed in the left navigation bar:

- General Information
- Current/Impending Danger
- Strengths and/or Protective Capacities
- Caregiver(s) Functioning
- Child Functioning and Vulnerabilities
- Current/Impending Danger Conclusion
- Safety Intervention
- Safety Plan.

6. Click the Current/Impending Danger menu item.
To navigate within the Safety Assessment, select the section in the Navigation Bar or use the scroll bar on the right.

For this activity, click the Current/Impending Danger menu item.

Colorado Trails - Google Chrome

7. Click the less than icon ( < ) to close the navigation panel.
8. The Current/Impending Danger Section displays.
Current/Impending Danger Section

The **Current/Impending Danger** section displays.

### Instructions for completing the Current/Impending Danger section.

1. **To select “yes” of the following safety threshold criteria, ALL 5 must be present:**
   - **Specific and actionable threat:** (Danger is real, can be seen, can be reported, is evident in explicit, unambiguous ways.)
   - **Out-of-control:** (Individual and/or family conditions are unrestrained, unmanaged, not subject to influence or internal control.)
   - **Child is vulnerable to the threat of harm:** (A child is vulnerable to the threat of harm due to his/her age, status, etc.)
   - **Harm is likely to occur if not controlled:** (Without intervention to control, the child will be harmed.)
   - **Potential of moderate to severe harm:** (The consequence of the maltreatment is at a level consistent with a medium, severe, egregious, near fatal, or fatal level of physical abuse, sexual abuse, or neglect.)

List all household/family members who participated in completion, and the date the tool was completed.

#### 2. Current/Impending Danger

**Contact Date:**

#### 3. Strengths and/or Protective Capacities

Check all that apply of the following strengths and/or protective capacities that exist within the family system and provide descriptions of all selected items. Strengths or may not be protective capacities are resources and skills within the family and/or the family’s network or community that are important to building safety, but direct actions of protection. For each strength or protective capacity selected below, describe the specific resources and skills.

- Caregiver(s) has realistic expectations of the child/youth.
- Caregiver(s) provides for child/youth’s basic needs.
- There is evidence of a supportive relationship between caregiver(s) and child/youth.
- Caregiver(s) explanation is consistent with child/youth’s injury or circumstance.
- Caregiver(s) has supportive relationships with three or more persons.
- Caregiver(s) presently or historically demonstrates use of identified supportive relationships in providing safety and protection for the child/youth.
- Caregiver(s) presently or historically demonstrates the ability and willingness to use resources necessary to protect his/her child/youth as needed.
- Caregiver(s) presently or historically exhibits the ability to put the child/youth’s safety ahead of his/her own needs and wants.
- Other

None of the strengths identified above are present OR unable to assess.
Instructions display at the top of the panel explaining how to complete the Current/Impending Danger section.

10. Contact Sub-Panel.
Each Contact with the family will be a sub-panel in the Current/Impending Danger section. The Title of the Contact will be blank until the record is completed and saved.

You will be able to add new Contacts. To begin, click the **Actions** menu above to add a new Contact with the Family.

11. **Click the Actions menu to add a new Contact with the Family.**
12. Select the **Add Contact** menu item.
13. For this activity, click the **minus (-)** icon to collapse the panel.
A new Contact Panel is added. Each panel can be collapsed (-) or expanded (+) for better viewing. By default, all panels are expanded.

For this activity, click the **minus** (-) icon for the Contact to collapse the panel.

14. Click the **Trashcan** icon to remove a Contact.
Contacts can be removed from the Safety Assessment by clicking the Trashcan icon associated with a specific Contact.

For this activity, click the Trashcan icon for the first Contact.

15. Click the Yes button.
A message displays to confirm the deletion.

For this activity, click the Yes button.

16. Click the plus (+) icon to expand the panel.
17. Scroll down to view additional Contact fields.
18. Help information available by rolling over the Information (i) icon.
Help information is available throughout the Safety Assessment by rolling over the Information (i) icon.

Colorado Trails - Google Chrome

19. Contacted By, Contact Date, and Contact Time fields.
The **Contact Date** and **Contact Time** are required fields and default to blank.

**Contacted By** defaults to the signed on user, but can be changed to any other staff affiliated to the County of the Assessment or Case.

---

20. **Click in the Contact Date field** to enter the date of the contact.

```plaintext
MM/DD/YYYY
```
21. Use the drop-down calendar or enter a complete date.
A drop-down calendar displays. Either select the date from the calendar or enter the date in the text box in MM/DD/YYYY format.

For this example, select June 11, 2018 from the calendar.

Colorado Trails - Google Chrome

22. Click the June 11, 2018 date.
23. Click in the **Contact Time** field to enter the time of the contact.

**HH:MM**
24. Use the drop-down clock to set the time of the Contact.
A drop-down clock displays. Select the Up and Down arrows to increase or decrease the hours and minutes or to toggle between AM and PM.

After changing the time, click outside the clock to close the window.

For this example, change the time to 1:45 PM.

**Colorado Trails - Google Chrome**

25. Click the Hour down arrow to change the time to 1:45 PM.
26. The Tool Completed With Family set to No.
The **Tool Completed with Family** will default to blank with no associated questions.

When the Tool Completed with Family is **No**, the “Describe how you are able to complete this section without the family” comments are required.

For this activity, click in the **Describe how you are able to complete this section without the family** comments field to begin.

![Image of tool with comments field](https://example.com/image.png)

27. Click in the **Describe how you are able to complete this section without the family** comments field.
28. The Comments have been added for you.
For this activity, the comments have been added for you.

A rich text editor displays with a character count in the lower right hand corner to aid in formatting your comments.

Colorado Trails - Google Chrome

29. For this activity, click the Yes toggle.
30. Click the Yes button.
A Warning displays identifying the Comments will be removed. For this activity, click the Yes button.

Colorado Trails - Google Chrome

31. The Tool Completed With Family is set to Yes.
When the Tool Completed with Family is **Yes**, the **Completed With** panel displays.

For this activity, click in the **Actions** menu to add Clients and Collaterals for the Contact.

### Colorado Trails - Google Chrome

32. **Click** the **Actions** drop-down menu to add Participants for this Contact.
33. Select the **Add Participants** menu item.

Add Participants
The Add Participants window displays.

34.
The **Add Participants** pop-up window displays.

---

35. **Click the** **Add Participants** **drop-down menu below to select Clients and Collaterals.**
For this activity, click the drop-down arrow below to select Clients and Collaterals.

Colorado Trails - Google Chrome

36. The Completed With List of Clients and Collaterals.
The **Completed With** list displays all Clients and Collaterals involved in the Assessment or Case. At least one (1) must be selected to complete the Contact.

### Search and Select functions for the Completed With List.
To find a participant in the list, enter the first few characters of a participant's name in the Search field and click the Search icon.

To select one or more participants:

- Click the checkbox for the Select All menu item to select all participants.
- Click the checkbox for the Client or Collateral to select the individual participant.
- Click the checkbox again to de-select the menu item.

Colorado Trails - Google Chrome

38. Click the checkbox for Johnols Doeykty (Client).
For this activity, click the checkbox for Johnoljs Doeykty.

Colorado Trails - Google Chrome

39. Adding Clients to the Completed With list.
Scroll down to select additional Clients and Collaterals for the Contact.

Additional clients have been added for you.

Colorado Trails - Google Chrome

Adding Collaterals to the Completed With list.
Collaterals have been selected for you to include in the Completed With list. The selected participants display above. Click outside the selection window to close it.

After reviewing the participants, click the Add button.

41. Click the Add button.
42. The **Completed With** list.
The Completed With list displays the Clients and Collaterals involved in the Contact sorted showing Clients first youngest to oldest and then Collaterals alpha ascending.

- If the individual is a **Client**: Type is “Client” and Role is their Role in the Assessment or Case.
- If the individual is a **Collateral**: Type is “Collateral” and Role is their Role as Collateral.
- **Age** at Referral and Current Age will display in months if under the age of 2.

**Colorado Trails - Google Chrome**

43. Click the Trashcan icon for Johnoljs Doeyky to remove this participant.
Participants in the Contact can be removed by clicking the Trashcan icon associated with the participant.

For this activity, remove the first participant in the list.

44. Scroll down to view questions for this Contact.
45. Yes and No Toggle switches for the Questions within the Contact section.
Questions in the Contact section can be answered by clicking the **Yes** or **No** toggle. All questions default to not answered and must be answered to complete the Contact.

Comments are required for all **Yes** answers. Comments are not required for a **No** answer, but they can be entered.

For this activity, click **No** for the Caregiver(s) substance use impacts ability to supervise, protect, and/or care for the child/youth question.

46. Click the **No** Toggle for this question.
47. Click the **Yes** toggle for this question.
48. The criteria for responding Yes to a Contact question.
The Comment box populates with criteria that must be addressed to respond Yes to a question.

For this activity, click in the Comment box to enter responses to each area.

**Colorado Trails - Google Chrome**

- Caregiver(s) substance use impacts ability to supervise, protect, and/or care for the child/youth:
  - Yes
  - No

- Caregiver(s) is unwilling or unable to meet the child/youth’s immediate needs for food, clothing, and shelter:
  - Yes
  - No

  Please describe how all of these are present:
  1) Specific and observant threat.
  2) Out-of-control.
  3) Child or vulnerable to the threat of harm.
  4) Harm is likely to occur if not controlled.
  5) Potential of moderate to severe harm.

- Caregiver(s) is unwilling or unable to meet the child/youth’s significant medical or mental health care needs:
  - Yes
  - No

- Caregiver(s) is unwilling or unable to take protective action in response to child/youth’s inflicted or credible threat of moderate to severe harm to self:
  - Yes
  - No

- Caregiver(s) is engaged in domestic violence in the home and places child in danger of physical and/or emotional harm:
  - Yes
  - No

  Please describe how all of these are present:
  1) Specific and observant threat.
  2) Out-of-control.
  3) Child is vulnerable to the threat of harm.
  4) Harm is likely to occur if not controlled.
  5) Potential of moderate to severe harm.

**49.** Click in the Comment text box.
The rich text editor displays.
A rich text editor displays. The Comment box will expand based on the amount of text entered.

A count of the number of characters entered will display in the lower right hand corner. A minimum of 400 characters is required to complete the response.

Colorado Trails - Google Chrome

51. Completed response for the Comments.
Responses have been entered for you for this question.

The character count is 574 out of a 4000 maximum count.

Colorado Trails - Google Chrome

Caregiver(s) substance use impacts ability to supervise, protect, and/or care for the child/youth. *

Yes  No

Caregiver(s) is unwilling or unable to meet the child/youth's immediate needs for food, clothing, and shelter. *

Yes  No

Please describe how all of these are present:
1) Specific and observable threat.
   Shelter is an issue. Removed from apartment for non-payment.
   2) Out-of-control.
   Parents do not seem to be able to keep a place to live for more than 1 months.
   3) Child is vulnerable to the threat of harm.
   Children are sent to relatives and friend to sleep on a regular basis.
   4) Harm is likely to occur if not controlled.
   5) Potential of moderate to severe harm.
   Exposure to cold and heat is a high potential.

Caregiver(s) is unwilling or unable to meet the child/youth's significant medical or mental health-care needs. *

Yes  No

Caregiver(s) is unwilling or unable to take protective action in response to child/youth's inflicted or credible threat of moderate to severe harm to self. *

Yes  No

52. Scroll down to view additional questions.
Scroll down to view additional questions.

Colorado Trails - Google Chrome

Caregiver(s) is unwilling or unable to take protective action in response to child/youth's inflicted or credible threat of moderate to severe harm to self.*

Yes  No

Caregiver(s) is engaged in domestic violence in the home and places child in danger of physical and/or emotional harm.*

Yes  No

Caregiver(s) and child/youth's living situation is physically hazardous and/or immediately threatening to the child/youth’s health or safety based on the child’s age or development.*

Yes  No

Caregiver(s) does not provide supervision necessary to protect the child/youth, based on the child/youth’s age or development.*

Yes  No

Caregiver(s) or adult household member caused moderate to severe physical injury.*

Yes  No

53. Respond No to the next three (3) questions in the Contact.
The next three (3) questions were answered with a No response for you.

Remember, all questions in the Contact require a response of Yes or No to save the Contact.

For this activity, respond **Yes** to the next question.

**Colorado Trails - Google Chrome**

54. Click the **Yes** toggle for this question.
55. Click in the Comments box to respond to the criteria for a Yes response.
The criteria for a **Yes** response display in the Comment box.

For this activity, click in the **Comments** box to activate the rich text editor and enter responses to the criteria.

56. Completed comments for a Yes response.
Responses have been entered for you for this question.

Remember, Comments for Yes responses require a minimum of 400 characters to save the Contact.

Next, change the response to this question to **No**.

---

57. **Click the No toggle for this question.**
58. Comments are retained when responses are changed from Yes to No.
If the answer is changed from **Yes** to **No**, the Comments are retained.

For this activity, change the response back to **Yes**.

59. **Click the Yes toggle again for this question.**
60. The criteria is added above current comments when the response is changed from No to Yes.
When the answer is changed from **No to Yes** and Comments had been added, the criteria will be added above the existing Comments.

**61.** Scroll down to view the rest of the questions for this Contact.
62. Respond No to the last four (4) questions in the Contact.
The last four (4) questions were answered with a No response for you.

Remember, all questions in the Contact require a response of Yes or No to successfully save the Contact.

Colorado Trails - Google Chrome

63. The Decision Making field.
The Decision Making field displays as the questions in the Contact are answered.

If all answers are No:

- The Decision Making field will display **No current or impending danger is identified**.
- In the Current/Impending Danger Conclusion panel, the *No current or impending danger* response will be selected and cannot be changed.

If any question is answered Yes (as shown below):

- The Decision Making field will display **Current or impending danger is identified**.
- In the Current/Impending Danger Conclusion panel, the *No current or impending danger* response will be disabled and cannot be selected.

### Colorado Trails - Google Chrome

64. Click the **Save** button.
After completing all questions for the Contact, **Save** the information before continuing to the next section.

The **Current/Impending Danger** section can be updated if the Safety Assessment is not approved.

**Colorado Trails - Google Chrome**

65. **Click the Ok button.**
A message displays stating the Contact has been successfully saved. If information is missing, fields requiring information will be outlined in red. For this activity, click the OK button.

Colorado Trails - Google Chrome

66. Scroll back to the top of the Contact.
Scroll back to the top of the Contact.

Colorado Trails - Google Chrome

2. Current/Impending Danger

To select "yes" of the following safety threshold criteria ALL must be present:
• Specific and observable threat (Danger is real, can be seen, can be reported, is evidenced in explicit, unambiguous ways.)
• Out-of-control (individual and/or family conditions are unrestrained, unmanaged, not subject to influence or internal controls.)
• Child is vulnerable to the threat of harm (A child is vulnerable to the threat of harm due to his/her age, status, etc.)
• Harm is likely to occur if not controlled (Without intervention to control, the child will be harmed.)
• Potential of moderate to severe harm (The consequence of the maltreatment is at a level consistent with a medium, severe, egregious, near fatal, or fatal level of physical abuse, sexual abuse, or neglect.)

List all household/family members who participated in completion, and the date the tool was completed.

<table>
<thead>
<tr>
<th>Contacted by*</th>
<th>Contact Date*</th>
<th>Contact Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mod Test18</td>
<td>06/11/2018</td>
<td>1:45 PM</td>
</tr>
</tbody>
</table>

Tool Completed With Family*

Yes  No

Completed With:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Gender Identity</th>
<th>DDR</th>
<th>Age at Referral</th>
<th>Current Age</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Client</td>
<td>Male</td>
<td>7/17/2010</td>
<td>6 yrs.</td>
<td>7 yrs.</td>
<td>PAC</td>
</tr>
<tr>
<td>John Smith</td>
<td>Client</td>
<td>Male</td>
<td>2/3/2007</td>
<td>9 yrs.</td>
<td>11 yrs.</td>
<td>Relative</td>
</tr>
<tr>
<td>John Jr.</td>
<td>Collateral</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Caregiver(s) substance use impacts ability to supervise, protect, and/or care for the child/youth.*

Yes  No

67.  The Contact Title.
The title of the Contact will be the **Contact Date and Contact Time**. The Contacts will be sorted by Contact Date/Time, newest to oldest.

After reviewing the Contact, click the **minus (-) icon** to collapse the Contact.

---

68. Click the **minus (-) icon** to collapse the Contact.
69. Use the scroll bar to navigate to the next section.
Scroll down to the **Strengths and/or Protective Capacities** section.

The Strengths and/or Protective Capacities section displays.

This completes **Module 2: Current/Impending Danger** of the *Manage Safety Assessments* process. Please continue with **Module 3: Strengths and/or Protective Capacities**.