

## **Child Well Being Tool**

**Reference: Beth Dewyre**

### **Training Goal:**

The purpose of this section is to instruct users on the policy and requirements of the Child Well Being Tool.

### **Training Objectives:**

At the end of this section, students will be able to:

- Determine when entry of a Child Well Being Tool is required for a child in a workgroup.
- Create, save and print a Child Well Being Tool.
- Delete a Child Well Being Tool.
- Determine when to review the well being of a child.
- Identify the other child information related to a child's well being and enter this information in SSIS.

### **Resources: (list of handouts referred to in the module and their location on CountyLink)**

Alternative Response and Structured Decision Making


Pages 4 – 5


[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/dhs\\_id\\_008041.pdf](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_008041.pdf)


CMH Screening Indicator is found at:


[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/dhs\\_id\\_029495.pdf](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_029495.pdf)


Cues to assist you in the module:

 = User to perform an action

 = Warning

 = Best Practice

 = Hint

 = Refer to a module or handout for more information

## Graphics

### Introduction

## Instructions

The Child Well Being Tool is used to assess the presenting strengths and needs of an individual child. This assessment tool is used to systematically identify critical child needs and help plan effective service interventions. The Child Well Being Tool serves the following purposes:

- Provides an important case planning reference for workers and supervisors
- Ensures that all social workers consistently consider each child's strengths and needs in an objective format when assessing need for services.

## Graphics

## Instructions

A Child Well Being Tool must be completed within 60 days of case opening in case management when a child meets any of the following criteria:

- Each child in a CP case management workgroup whether Traditional or Alternative Response and whether in placement or not
- Each child in out-of-home placement in a non- CP case management workgroup who is also:
  - ? Receiving child welfare services
  - ? Receiving children's mental health services
  - ? Receiving services for developmental disabilities
  - ? Delinquent.

For those children in out-of-home placement in non-child protection cases, counties may choose to complete an alternative assessment instrument. The acceptable alternative assessment instruments are:

- Child and Adolescent Functional Scale (CAFAS)
- Developmental Disabilities Screening Document (DHS 3067)
- Youth Level of Service/Case Management Inventory (YLS/CMI).

As these instruments are not included in SSIS, counties electing to use these alternative instruments should document their use in a case note within Chronology.

The Child Well Being Tool is modeled after the SDM Family Needs & Strengths Assessment Tool and has the following similarities:

- The context-sensitive help for individual questions is implemented in the same manner.
- The printed version resembles that of the SDM Family Needs & Strengths Tool.
- An Assessment date must be entered to save the tool.

## Graphics

### CWB/CMH/Checkup/ Education Folder



## Instructions

The Child Well Being Tool differs from the SDM Family Needs & Strengths Tool as follows:

- The tool applies to one child, not the family situation.
- The system automatically groups and displays needs and strengths based on the score. Selection of up to three needs and three strengths is not needed.
- The tool does not need to be finalized and therefore, does not have a tool status.
- Some of the Well Being Factors are not applicable to all children.

Located under the Child's node, the Child Well Being Tool is grouped with CMH Screening Indicator, Checkup and Education together in a folder in the treeview entitled CWB/CMH/Checkup/Education. This grouping is designed to help workers consider other "well being" issues for a child in concert with the Child Well Being Tool. From this folder, a worker may:

- Indicate if a CMH Screening has been done.
- Record a child's checkup.
- View the dates and types of previous checkups.
- Record education information for the child.
- Indicate if the child has a specialized education plan.

### Child Well Being Tool Entry



*To create a Child Well Being Tool:*

1. *Select a child's CWB/CMH/Checkup/Education folder.*
2. *Access the **Action** menu.*
3. *Select **New Child Well Being**.*

**Graphics**

**Instructions**

**Child Well Being Tool Entry Screen**

Assessment date:

Assessor:

Well Being Factors | Needs/Strengths

**Well Being Factors**

CWB1. Physical Health:

CWB2. Emotional/Behavioral:

CWB3. Education:

CWB4. Family Relationships:

CWB5. Social/Community Relationships:

CWB6. Cultural/Community Identity:

CWB7. Development:

CWB8. Substance Abuse:

Enter assessment date

**Upper Section of Child Well Being Tool**

Assessment date:

Assessor:

The upper section of a Child Well Being Tool has two fields and navigation arrows. The two fields in this section are:

- Assessment date – the date the tool was completed
- Assessor – this drop-down list includes every user in a county who has access to SSIS.

## Graphics

## Instructions



*Enter a date of your choice and select a name, of your choice, from the Assessor drop-down list.*

## Well Being Factors Tab

The lower section of this tool has two tabs, the Well Being Factors tab and the Needs/Strengths tab.

There are eight different factors assessed with this tool on the Well Being Factors tab.



*Complete all eight factors by:*

- *Selecting the appropriate statement from the drop-down list for each factor.*

*OR*

- *Using context-sensitive help.*



*Refer to page 5 of the Alternative Response and Structured Decision Making module for more information on how to use context-sensitive help.*

Some of the Well Being Factors are not applicable to all children, for example, the choices in Education would not apply to a one-month-old child. For these factors that do not apply, the choice of **Not applicable** and a score of **99** display in the drop-down list. The system excludes “Not applicable” in the list of Strengths and Needs.



*Hint: Negative and zero values are considered strengths; Positive values are needs.*

## Graphics

## Instructions



After you have made your selections, click the **right green navigation arrow** to move to the Needs/Strengths tab.

## Needs/Strengths Tab

Needs		Strengths	
Score	Description	Score	Description
	1 Family Relationships		3 Physical Health
	2 Education		1 Cultural Community Identity
			2 Education
			3 Social Community Relationships

The selections made on the Well Being Factors tab display in two columns on the Needs/Strengths tab, either as a Need or Strength.

Each column displays:

- Score
- Description.



*DHS Policy: The social worker/case manager in collaboration with the family, and when appropriate with the child, determines which of the listed needs and strengths will be addressed in the case plan. The identification of a child's needs does not require that all needs must be addressed in a case plan nor does it obligate the county to provide services to address all the identified needs.*



After reviewing the Needs/Strengths tab, click **Save** to save the tool.

After the initial assessment of a child's strengths and needs, a review should be conducted every six months and at case closing by completing a new child well being tool.

## Graphics

## Instructions

### Entry of Other Factors Required to Document Child Well Being

The paper or e-docs version of the Child Well Being Tool, previously used by counties, includes indicators for CMH Screening, checkup, and education. In SSIS, these indicators are not included as part of the tool itself. Instead they are entered separately from the same folder as the Child Well Being Tool.

### CWB/CMH/Checkup/ Education Folder



To record a child's checkup, at the CWB/CMH/Checkup/Education folder:

1. Access the **Action** menu.
2. Select **New Checkup**.

### Checkup Entry Screen

## Graphics

## Instructions

The Checkup entry screen consists of two fields, both of which are mandatory:

- Checkup date – the date the check up was completed.
- Checkup type – a listing of types of checkups, e.g., Medical, Dental, Optical, Comprehensive child & teen checkup.



*Make selections of your choice and click **Save**.*

## CWB/CMH/Checkup/ Education Folder



*To record education information for the child or indicate if the child has a specialized education plan, at the CWB/CMH/Checkup/Education folder:*

1. Access the **Action** menu.
2. Select **New Education**.

## Education Entry Screen

The screenshot shows a form titled "New" with the following fields and options:

- School business organization:** A text box with the placeholder "Select school business organization" and a small icon to the right.
- Grade:** A dropdown menu.
- Schedule:** A text box.
- Full-time / Part-time:** Two radio buttons, with "Full-time" selected.
- Current as of:** A dropdown menu.
- Does the child have a specialized education plan?:** Two radio buttons, with "Yes" selected.

## Graphics

## Instructions

The Education entry screen consists of six fields for entry. The **School business organization** field is the only mandatory field. The fields are:

- School business organization
- Grade
- Full-time/Part-time option buttons
- Schedule
- Current as of
- Does the child have a specialized education plan? Yes/No option buttons.

Record information about the child in these fields. Select **Yes** to indicate the child has a specialized education plan.



*Make selections of your choice and click **Save**.*



*Refer to the **CMH Screening Indicator** job aid for information on documenting this final portion of child well being.*