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# CHECK LIST

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## Before meeting response:

- SBAR staffing
- Contact reporter
- Review History – Doc that it was reviewed, a brief summary, and how it relates to the current case.

## Working the case:

- Meet response - See all VC's
- Safety Plan – if needed, have SSS sign immediately, scan a copy to SSS, and upload your copy in external docs
- Home Visit
- Interview all HHM
- Enter Documentation within 72 hours
- Complete ISA within 72 hours
- Person detail page – every HHM, every parent
- Screenings
- Enter Service Authorizations – if applicable
- Enter safety resource - if applicable
- Collateral 1
- Collateral 2
- Contact School for each child
- Out-of-home parent – if applicable

## Closing stage:

- Refer for services – if applicable
- BCW on age 3 and under of substantiated cases
- Services and Referrals tab
- Upload forms/photos – Court Docs, ROI's, Medical Records, Referrals made, HIPAA, any S.R. documents if used
- Risk assessment – only on substantiated cases
- Allegations – if applicable
- PDA – only on substantiated cases
- IDA – every case, complete and send to SSS
- Submit Conclusion
- Closure letter for FSS and UNSUB INV cases -upload signed closure letter
- Staff with family preservation – if applicable