

Home Study/Licensing Update Process

Updating a SAFE Home Study

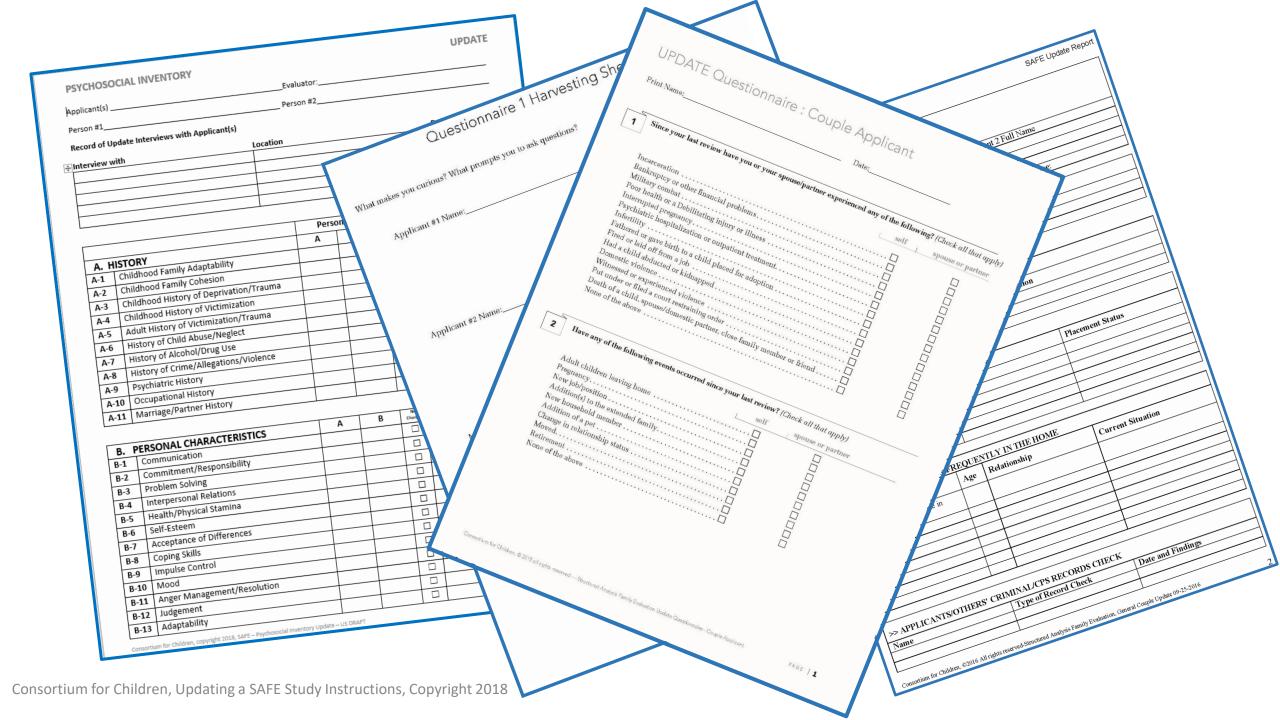
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Updating a SAFE Home Study

Required Materials:

- **□** SAFE Update Psychosocial Inventory
- **□** Harvesting Sheet
- **□** SAFE Update Questionnaire
- **□** SAFE Update Report



Review the initial SAFE study and subsequent updates and documents looking for information that "makes you curious" and needs further clarification and understanding.

Use the SAFE Harvesting Sheet and record the things that "make you curious" from the original Home Study and supporting documents.

Begin with a blank Update Psychosocial Inventory...

		Person #1			Person #2		
A. HISTORY		A	В	No Change	Α	В	No Change
A-1	Childhood Family Adaptability						
A-2	Childhood Family Cohesion						
A-3	Childhood History of Deprivation/Trauma						
A-4	Childhood History of Victimization						
A-5	Adult History of Victimization/Trauma						
A-6	History of Child Abuse/Neglect						
A-7	History of Alcohol/Drug Use						
A-8	History of Crime/Allegations/Violence						
A-9	Psychiatric History						
A-10	Occupational History						
A-11	Marriage/Partner History						

The **Update** Psychosocial Inventory

If you are doing the first Update (from the original Home Study) carry over *all* of the Final SAFE Desk Guide Ratings of 3, 4, or 5 as well as their Mitigation Ratings (example: 4/3) from the last Evaluation and place in Column A.

		Person #1			Person #2		
A. HISTORY		A	В	No Change	Α	В	No Change
A-1	Childhood Family Adaptability	2			4/3		
A-2	Childhood Family Cohesion	2			3/2		
A-3	Childhood History of Deprivation/Trauma	3/3			4/2		
A-4	Childhood History of Victimization	3/2			3/3		
A-5	Adult History of Victimization/Trauma	2			4/2		
A-6	History of Child Abuse/Neglect	4/2			2		
A-7	History of Alcohol/Drug Use	2			3/2		
A-8	History of Crime/Allegations/Violence	2			2		
A-9	Psychiatric History	2			2		
A-10	Occupational History	2			3/3		
A-11	Marriage/Partner History	4/2			n/a		

The **Update** Psychosocial Inventory

If you are updating from the *previous* Update (not the original Home Study) move ALL FINAL SAFE Desk Guide Ratings and their Mitigation Ratings into Column A.

If a previous rating has changed during the last update process, please carry over the SAFE Desk Guide Rating/Mitigation Rating from Column B of the previous update to Column A of your current Update Psychosocial Inventory.

Administer the Update Questionnaire in the same manner you do Questionnaire II (administer together and interview immediately after). After the interviews, go through the SAFE Update Psychosocial Inventory and use the SAFE Desk Guide to assign ratings.

Insert any **new** SAFE Desk Guide Ratings and your Mitigation Ratings (example: 4/2). in Column B If there is no change to a factor, check the box to the right.

Last Completed Update Psychosocial Ratings		Person #1			Person #2			
A. F	IISTORY	Α	В	No Change	Α	В	No Change	
A-1	Childhood Family Adaptability	2		\boxtimes	4/3			
A-2	Childhood Family Cohesion	2		\boxtimes	3/2			
A-3	Childhood History of Deprivation/Trauma	3/3	3/2		4/2		\boxtimes	
A-4	Childhood History of Victimization	3/2		×	3/3		\boxtimes	
A-5	Adult History of Victimization/Trauma	2		×	4/2	4,′3	Image: control of the	
A-6	History of Child Abuse/Neglect	4/2		×	2		×	
A-7	History of Alcohol/Drug Use	2	4/3		3/2	3/3		
A-8	History of Crime/Allegations/Violence	2		Ø	2		\boxtimes	
A-9	Psychiatric History	2		Ø	2		\boxtimes	
A-10	Occupational History	2		\boxtimes	3/3	3/2		
A-11	Marriage/Partner History	4/2		\boxtimes	n/a		X	

Carry Forward
Rating/Mitigation

New Safe Desk Guide Rating or changed Mitigation Rating

Your	Beginning Update Psychosocial Ratings	Perso	on #1		Perso	on #2	
A. H	IISTORY	Α	Ь	No C. ange	Α	В	No Change
A-1	Childhood Family Adaptability			0	4/3		
A-2	Childhood Family Cohesion				3/2		
A-3	Childhood History of Deprivation/ Kauma	3/2			4/2		
A-4	Childhood History of Victimization	3/2			3/3		
A-5	Adult History of Victimization/Trauma				4/3		
A-6	History of Child Abuse/Neglect	4/2					
A-7	History of Alcohol/Drug Use	4/3			3/3		
A-8	History of Crime/Allegations/Violence						
A-9	Psychiatric History						
A-10	Occupational History				3/3		
A-11	Marriage/Partner History	4/2			n/a	,	

Because this is an update, you will only have to write about any rating that has changed (Column B)

		Person #1			Person #2		
A. HISTORY			В	No Change	Α	В	No Change
A-1	Childhood Family Adaptability	2		\boxtimes	4/3		\boxtimes
A-2	Childhood Family Cohesion	2		\boxtimes	3/2		\boxtimes
A-3	Childhood History of Deprivation/Trauma	3/3	3/2		4/2		\boxtimes
A-4	Childhood History of Victimization	3/2		×	3/3		\boxtimes
A-5	Adult History of Victimization/Trauma	2		×	4/2	4/3	
A-6	History of Child Abuse/Neglect	4/2		×	2		\boxtimes
A-7	History of Alcohol/Drug Use	2	4/3		3/2	3/3	
A-8	History of Crime/Allegations/Violence	2		×	2		\boxtimes
A-9	Psychiatric History	2		\boxtimes	2	,	\boxtimes
A-10	Occupational History	2		\boxtimes	3/3	3/2	
A-11	Marriage/Partner History	4/2		\boxtimes	n/a		\boxtimes

Finally...

Once you have administered the Update Questionnaire and interviewed the Applicants, go through the final SAFE Desk Guide Ratings and review all SAFE Desk Guide Ratings and determine whether past Mitigation Ratings were correct.

Next determine if any new SAFE Desk Guide ratings should be assigned. In factors where there is no change check the "no change" box.

Remember, once assigned, final SAFE Desk Guide Ratings never change unless a factor worsens or a new issue with the Applicant is identified.

The Mitigation Rating may change as an Applicant changes or the Home Study Practitioner determines that past mitigation was erroneous.

These are the instructions on how to narrate your 3s, 4s, and 5s

If the Final SAFE Desk Guide Rating is a 3, 4, or 5 provide a narrative that includes the following:

- What issue, behavior, or event warranted the SAFE Desk Guide Rating of 3, 4, or 5? State what the issue, behavior, or event is/was.
- Describe the societal, personal, cultural and/or family dynamic that contributed to or set the stage for the issue, behavior, or event.
- Describe the frequency and severity or intensity of the issue, behavior, or event.
- Describe how the issue, behavior, or event influenced the Applicant's ability to function, both in the past and currently.

REMEMBER: All mitigation that Sustains, Reduces, or Erases a Final SAFE Desk Guide Rating must include supporting evidence or documentation – facts, observations, analyses, and/or examples.

Sustaining: If an issue, behavior, or event is not resolved and you are sustaining the SAFE Desk Guide Rating, please indicate how it affects the Applicant's current functioning, ability to parent, and how it would or does affect children in the home.

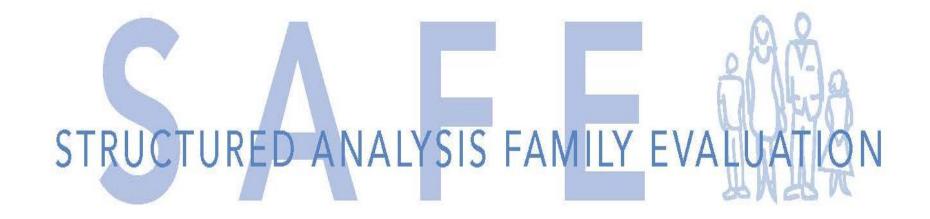
Reducing: If an issue, behavior, or event is partially resolved and you are reducing the SAFE Desk Guide Rating, please provide evidence that indicates how the issue, behavior, or event was reduced, how it would or does affect current functioning, ability to parent, and how it would or does affect children in the home.

Erasing: If you believe that an issue, behavior, or event no longer affects the Applicant and you are erasing the SAFE Desk Guide Rating, please provide evidence to support your assessment that the issue, behavior, or event no longer affects the Applicant's current functioning or ability to parent.

Remember! Write about it ONCE, write about it WELL and be DONE with it!!

NEVER REFERENCE NUMBERS OR RATINGS IN YOUR NARRATION!

*PLEASE ELECTRONICALLY DELETE THIS PAGE BEFORE PRINTING THE FINAL HOME STUDY REPORT



If you require further clarification or have questions please call us at: 415-491-2200 or use the "Contact Us" tab on www.SAFEHomeStudy.org.

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