



Comprehensive Assessment Tool (CAT) Safety and Risk Assessment System

Overview of the CAT Wizard Data-Entry Functionality



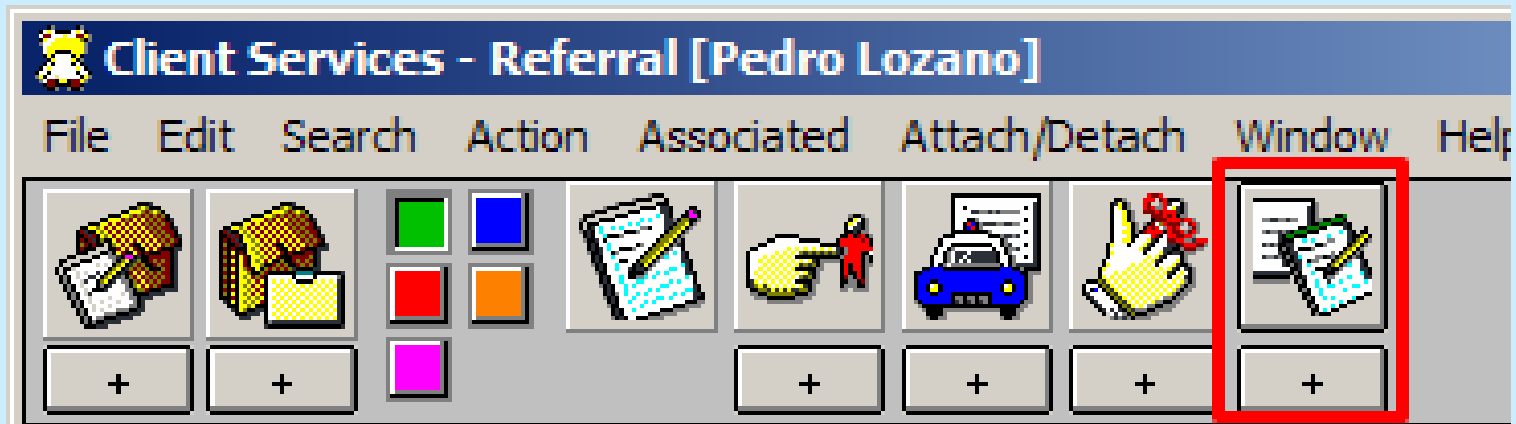
SPHERE Institute
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Introduction

- This presentation offers an overview of the CAT wizard.
- You will see:
 - How CAT Forms are created in CWS/CMS.
 - How to enter important information.
 - The wizard data entry interface.
 - Sample assessment screens.

Creating CAT Forms

- You can access and create CAT forms from the CWS/CMS Documents Notebooks.



Example CAT Form

CAT – Emergency Response Assessment					<u>Start/Resume Wizard</u>			
Referral ID: 12345678901234567890								
SOCIAL WORKER: Test Worker		Wrkr/ Emp # ABCD		Phone: 650-558-3980		Referral Date:	1/1/2006 mm/dd/yyyy	
	PARENT/GUARDIAN NAME (F/M/L)			ICWA	Ethnicity	Language	Gender	DOB
MOTHER								
a	Jane		Last Name	Y	Asian Indian	Arabic	F	1/1/1980
FATHER								
b	John		Last Name	N	Chinese	Farsi	M	1/1/1980
GUARDIAN								
c								
d								
e								
f								
g								
h								
	CHILD NAME (F/M/L)			ICWA	Ethnicity	Language	Gender	DOB
1	Bobby		Last	Y	Hispanic	Farsi	U *	1/1/2000
2	Sue		Last	Y	Samoan	Korean		2/2/2005
3							M F U	

Information about Children and Families

- Information, such as name and ethnicity, is entered directly into the form.
- Drop-down menus speed data entry in gender, language, ethnicity, relationship, and ICWA fields.

	PARENT/GUARDIAN NAME (F/M/L)			ICWA	Ethnicity	Language	Gender	DOB
	MOTHER							
a	Jane		Doe	N	White		F	1/1/980
	FATHER							
b	John		Doe	N	English		M	1/1/1980
	GUARDIAN				Spanish			

Using the Wizard

- The wizard data entry interface opens when you click on the red “Start/Resume Wizard” link.

CAT – Emergency Response Assessment
Referral ID: 1111-2222-3333-1234567

[Start/Resume Wizard](#)

CAT Wizard Main Menu

Emergency Response Main Menu

CAT Emergency Response Referral ID: **1111-2222-3333-1234567** Refresh Participants List Hide

Referral Date: **12/31/2005** (mm/dd/yyyy)

Please click on a button to open the associated section:

1. Initial Safety Intervention

Participant Information
Participants Not Assessed
Referral Allegations
Response Assignment

Standard Areas for Review

<input type="checkbox"/>	All Participants (Q1-6)
<input type="checkbox"/>	Children (Q7-10)
	Child Strengths
	Child Vulnerabilities
<input type="checkbox"/>	Adults (Q11-16)
	Adult Strengths
<input type="checkbox"/>	Conclusion (Q17)
	Initial Safety Intervention Conclusion
	Specific Safety Interventions

2. Referral Disposition

Participant Information
Participants Not Assessed
Referral Allegations

Standard Areas for Review

<input type="checkbox"/>	All Participants (Q1-6)
<input type="checkbox"/>	Children (Q7-10)
	Child Strengths
	Child Vulnerabilities
<input type="checkbox"/>	Adults (Q11-16)
	Adult Strengths
<input type="checkbox"/>	Conclusion (Q17)
	Referral Disposition Conclusion
	Referral Disposition Action & Rationale
	TDM / SWR

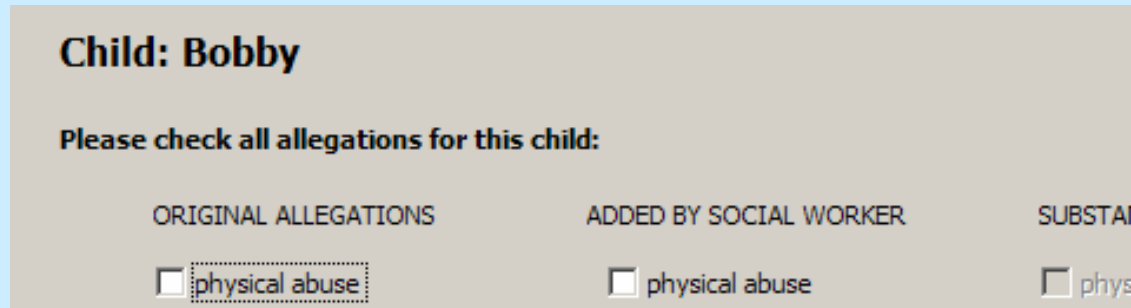
Form Completed, Save for Analysis Run Spell Check Print Document Exit Document without Saving Exit and Save Document

CAT Wizard Main Menu

- Buttons on the Main Menu list sections of the tool
 - e.g., “Child Strengths and Vulnerabilities” and “Action and Rationale.”
- The user can click on any button to move to a specific section.
- Like CWS/CMS, yellow fields are mandatory.

Data Entry Screens

- Instructions on each screen guide the user to complete the assessment items.

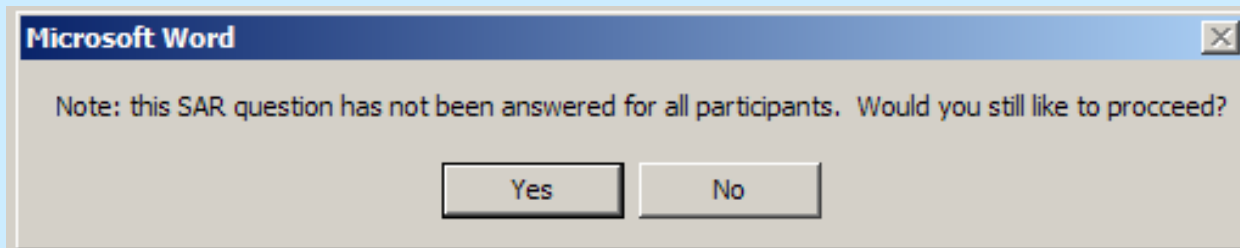


Child: Bobby

Please check all allegations for this child:

ORIGINAL ALLEGATIONS	ADDED BY SOCIAL WORKER	SUBSTAINED
<input checked="" type="checkbox"/> physical abuse	<input type="checkbox"/> physical abuse	<input type="checkbox"/> physical abuse

- Prompts alert users when answers are incomplete or inconsistent.



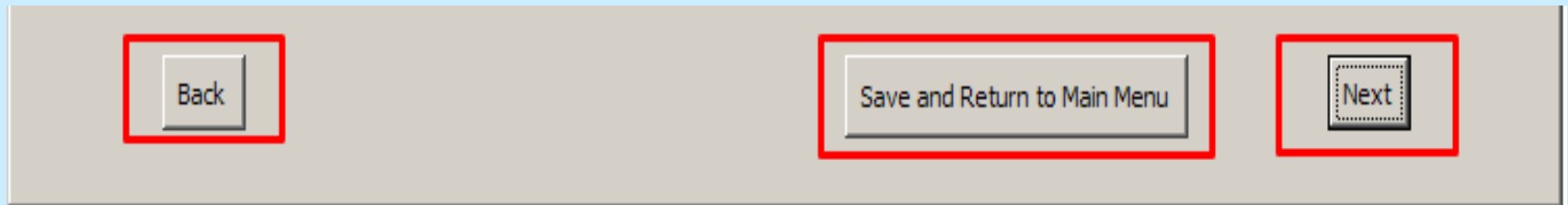
Microsoft Word

Note: this SAR question has not been answered for all participants. Would you still like to proceed?

Yes No

Data Entry Screens

- Navigation buttons allow the user to move quickly between screens when completing the assessment.



Standard Areas For Review (SAR)

- The CAT incorporates SAR content mandated by the Statewide Safety Assessment system.
- Easy data entry features include:
 - A title bar to identify the assessment section.
 - Assessment questions with Yes and No options, check boxes, or radio buttons for each participant.
 - Options to click “Mark all Yes” or “Mark all No” if one answer applies to all participants.
 - A text section for comments or notes.

Example: Standard Areas For Review

Code Participants [X]

> Initial Safety > Standard Areas for Review [Hide]

1. Does any family member have a child welfare history?

(Review CWS/CMS and other available documentation to determine whether or not any family member has a past referral or case with Child Welfare Services.)

Adults	Children
a - Nadine <input checked="" type="radio"/> Y <input type="radio"/> N	1 - Eve <input checked="" type="radio"/> Y <input type="radio"/> N
b - Tom <input checked="" type="radio"/> Y <input type="radio"/> N	

Additional Comments / Notes:

Select Options

[Mark All Yes] [Mark All No]

[Back] [Save and Return to Main Menu] [Next]

Example: Child Strengths

Child Strengths

> Initial Safety > Child Strengths Hide

Child: 111

Please select this child's strengths:

- Communication Skills
- Physical Health
- Behavior Health
- Social Development
- School Performance
- Resiliency
- Other:

Back Save and Return to Main Menu Next

Example: Assessment Conclusion

Referral Disposition Rationale

> Referral Disposition > Conclusion and Rationale Hide

Child: 111

Action Taken:

Close referral Open case: Child in home
 Open case: Child out-of-home

Rationale:

Parent(s) protecting child(ren)/Child(ren) not at risk. Parent agreed to safety intervention. Child to remain at home with CWS follow-up (CFM).

Insufficient evidence to substantiate allegation. Parent agreed to safety intervention. Parent to arrange for child to stay with relative/NREFM.

Non-offending parent/guardian protective. Other agency involved for follow up (PD, Fam. Ct, etc). Parent agreed to safety plan. Child placed in foster home (VFR).

Parent agreed to intervention. Child to remain at home with community follow-up. Placement by child welfare agency is the safety plan. Emergency placement (CFR).


Parent agreed to safety intervention. Child to remain at home with CWS follow-up (VFM). Parent declined services offered.

Other. Provide details:

Back Save and Return to Main Menu Next

More CAT Wizard Features

- Copy and paste text from other documents.
- Run Spell Check on the text fields.
- Save and resume partially completed forms.
- Hide the wizard to work on other important documents at the same time.



**Please contact us if you
would like additional
information about the CAT.**

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