

## Pennsylvania Risk Assessment Case Interval Policy

Assessments of risk shall be completed at a minimum as follows:

1. **Screening**: An assessment of risk is initially completed on the agency screening form. The referral may be screened out or accepted for assessment/investigation. If a referral is screened out, no risk matrix/assessment summary is necessary. A screen out may also occur after one contact is made on a bogus referral (2nd screen out option).
2. **Conclusions of Intake**: A risk matrix/assessment summary is completed at the conclusion of intake investigation/evaluation which may not exceed 60 days.
3. **6 month intervals**: A risk matrix/assessment summary is required every six months in conjunction with the Family Service Plan or judicial review. The expectation is that one risk matrix is completed every six months, either at the point of the FSP or judicial review, not at both times, if different.  
**exceptions:**
  - **The risk to the child remains at low risk or no risk.**
  - **The child/children are placed out of the home six months or more, and there are no other children in the family home.**
4. **Return Home**: A risk matrix/assessment summary is required when a child or children are being returned home.
  - \* **Planned**: If the return is a planned return, the risk matrix/summary is completed 30 days prior to and again 30 days after the return home. However, if the judicial review occurs within the 30 days prior to the return home, only one risk matrix/summary is required prior to the return home and again 30 days following the return home.  
**exception:**
    - **The risk to the child remains at low or now risk.**
  - \* **Unplanned**: If the return is unplanned, the risk matrix/summary is completed within two weeks of the child's return to the home.
5. **Case Closure**: A risk matrix/assessment summary is required within 30 days prior to closing the case.
6. **Agency/Supervisor Discretion**: Risk assessment documentation maybe done at any time the agency/supervisor requests. County agencies may exceed the case interval policy.

**Note:** *The information contained in this handout supercedes the Interval Policy found in Bulletin: 3490 -97-01 Risk Assessment Policies and Procedures and is consistent with the Protective Services Regulations (55 PA Code, Chapter 3490). The aforementioned bulletin is currently under revision.*