

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). Note: cases assigned a Childline number cannot be screened out.
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 at acceptance for service was and remained at low or no risk.
 - ✓ The child/children are and will remain in out of the home placement for 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.
 - If the return is a planned return, the risk matrix/summary is completed in conjunction with the judicial review and again 30 days after the actual return.
 - If the return is unplanned, the risk matrix/summary is completed within 2 weeks of the actual return home.**Exceptions:**
 - ✓ Risk assessment documentation is not needed if the risk to the child at acceptance for service was accepted and remained at low or no risk.
5. **Agency/Supervisor Discretion**: Risk assessment documentation may be done at any time the agency/supervisor requests. County agencies may exceed the case interval policy. This would include any new information or a change in the family circumstances that suggests that there may be a change to the overall risk to a child.
6. **Case Closure**: A risk matrix/assessment summary is required within 30 days prior to closing the case.