



Texas Department of  
**Family and Protective Services**

## SA Family Preservation/FBSS

Overview

Job Aid

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# Safety Assessment-Family-Based Safety Services (FBSS) - Overview

Safety Assessments, as referenced in the Safety Assessments Procedure and Reference Manual, are currently completed in the Legacy IMPACT system in the **Investigation (INV)** and **Alternative Response (AR)** stages.

With the implementation of IMPACT 2.0 they will also be completed in the **Family Preservation Stage (FPR)** stage.

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## Safety Assessment List-FBSS Page - Introduction

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The **Safety Assessment List-FBSS** page displays all safety assessments created in the **FPR** stage. In addition, the list page will also display "Safe with Plan" assessments created in previous stages that led to the **FPR** stage.

From this list page you can view existing safety assessments, create a new safety assessment, and launch a **Case Event List** report.

Safety assessments for the **FPR** stage display chronologically, with all columns being sortable.

IMPACT 2.0 functionality supports multiple safety assessments in the **FPR** stage.

**Stages Impacted:** FPR

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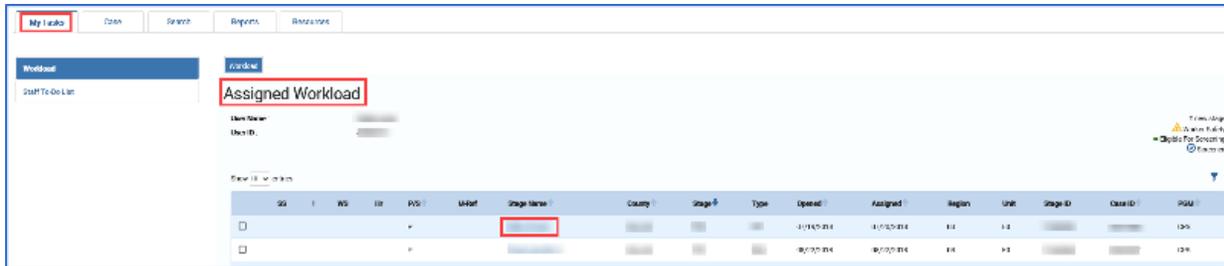
## Safety Assessment List-FBSS Page - How to Get There

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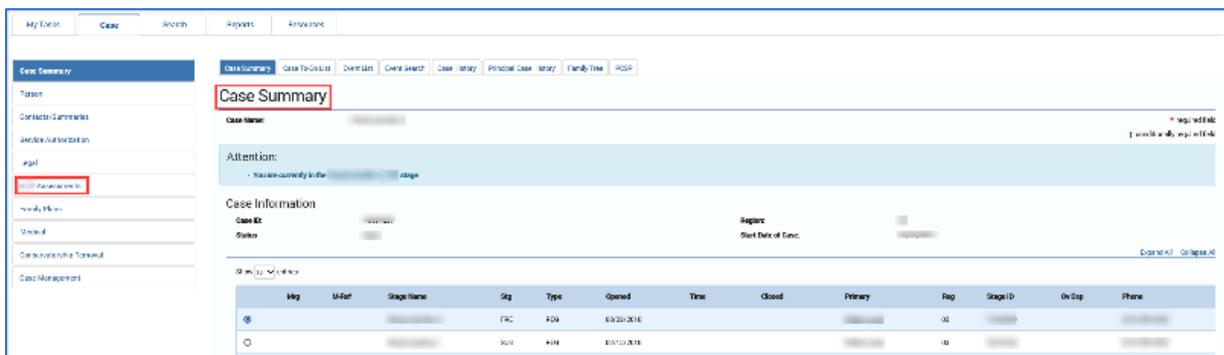


To reach the **Safety Assessment List-FBSS List** page, follow these steps:

From your **Assigned Workload** page within the **My Tasks** tab, select the **Stage Name** hyperlink to the case.



1. You will arrive at the **Case Summary** page.
2. Select **Assessments** from the secondary menu.



You will arrive at the **Safety Assessment List-FBSS** page.

## Safety Assessment List-FBSS Page - Take a Tour

To tour the page and familiarize yourself with its features and functionality, follow these steps:

3. Locate the **Add** button, which would be used to create a new safety assessment.
4. Experiment with sorting the list of assessments on this list page.

- a. By default, assessments sort chronologically by date, newest to oldest.
  - b. The **Status** will indicate if an assessment is read-only or editable.
  - c. **Important:** If assessment is in "In Process (PROC)" status it is editable, and if in "Completed (COMP)" status, it is read-only.
5. Select an "Assessment" hyperlink under **Type** to open and view that safety assessment.
6. Select the **Reports** dropdown.
7. Select the **Case Event List** report from the **Reports** dropdown.
8. Select the **Launch** button.
9. A pop-up message displays instructing you to go to the **Reports** tab to view the report.



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Safety Assessment Page

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## Safety Assessment Page-FBSS - Introduction

Once you select the **Add** button from the **Safety Assessment List-FBSS** page, a new Safety Assessment opens. You will arrive at the **Safety Assessment-FBSS** page.

Select the child(ren) and caregiver(s) being assessed by using the appropriate checkboxes, and complete the required fields.

IMPACT 2.0 supports performing multiple assessments on multiple households.

Once you select the **Save and Complete** button, the **Safety Assessment-FBSS** page is frozen and displays on the **Safety Assessment List-FBSS** page for the FPR stage.

**Stages Impacted:** FPR

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## Create and Complete a New Safety Assessment-FBSS

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To create and complete a new Safety Assessment, follow these steps:

1. Select the **Add** button on the **Safety Assessment List-FBSS** page.

A new safety assessment for FPR opens on the **Safety Assessment FBSS** page.

2. Note that both the **Case Name** and **Case ID** fields are prefilled.
3. Enter the **Date of Assessment** or select a date using the **Date** selector.
4. Select a time using the **Time** dropdown.

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## Completing the Household Section - Initial Assessment

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Follow these steps to examine the **Household** section for an Initial Assessment:

Select the **Household** from the dropdown list. Recognize how it lists the names and ages of all the principals in the **Person List** for the case. Persons from each household created in the last assessment from the stage that led to the **FPR** stage - **Investigation** and **Alternative Response** (INV, AR) — are included when you select the household's name.

The **Assessment Type** is displayed as "Initial" if a new household is selected that has not been listed in a Safety Assessment in any stage of the current case. In such a situation, the radio buttons for "Reassessment" and "Case Closure" are disabled for that assessment.

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## Completing the Household Section - Reassessment

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Follow these steps to examine the **Household** section for a Reassessment:

The "Reassessment" radio button is available when a household has been defined in a safety assessment marked "Initial" in any stage of the current case. When the **Assessment Type** is "Reassessment", the "Initial" radio button is disabled.

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## Completing the Household Section - Case Closure

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Follow these steps to examine the **Household** section for Case Closure:

The "Case Closure" radio button is available when a household has been defined in a safety assessment marked "Initial" in any stage of the case. The "Initial" radio button is disabled for that particular assessment.

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## Completing the Household Section in the Safety Assessment - Expand and Complete Each Section

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5. Select **Children & Caregivers Assessed** using the checkboxes.
6. Complete the assessment by expanding each of the five sections listed below and responding to the items.
  - a. **Factors Influencing Child Vulnerability**
  - b. **Current Danger Indicators**
  - c. **Household Strengths and Protective Actions**
  - d. **Safety Interventions**
  - e. **Safety Decision**

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## Safety Assessment-FBSS - Delete, Save, Save and Complete, and Launch Form

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7. Select the **Delete**, **Save** or **Save and Complete** button based on availability and desired result.
  - a. Select the **Delete** button when an assessment is saved and still in "PROC" status. Once the **Save and Complete** button has been selected, the **Delete** button will no longer display.
  - b. Select the **Save** button to save the assessment for future editing.
  - c. Select the **Save and Complete** button to finalize the assessment.
8. Select the **Safety Assessment Form** from the **Forms** section dropdown and select the **Launch** button.



**Note:** Please remember upon selection of the **Save and Complete** button, the assessment is frozen immediately, and you cannot edit the assessment.