

South Carolina Department of Social Services
Child Welfare Quality Assurance Review: Orangeburg County
Summary Report

This summary report describes the results of the South Carolina Department of Social Services (DSS) Orangeburg County Quality Assurance Review, conducted March 3-7, 2014.

DSS Child Welfare Quality Assurance Reviews are conducted using the *Onsite Review Instrument* (OSRI) finalized by the federal Administration for Children & Families (ACF) in July 2008. This instrument is used to review foster care and family preservation services cases. Twenty cases were reviewed including ten foster care and ten family preservation cases.

The OSRI is divided into three sections: safety, permanency, and child and family well-being. There are two safety outcomes, two permanency outcomes, and three well-being outcomes. Reviewers collect information on a number of *items* related to each of the outcomes. The ratings for each *item* are combined to determine the rating for the outcome. Outcomes are rated as being substantially achieved, partially achieved, not achieved, or not applicable. The *items* are rated as *strength*, *area needing improvement*, or not applicable. Ratings for each of the outcomes are displayed in Table 1.

Table 1. Child Welfare QA Onsite Reviews – Ratings by Outcome

Outcome	Substantially Achieved	Partially Achieved	Not Achieved
Safety 1 <i>Children Are, First and Foremost, Protected from Abuse and Neglect</i>	100% (10)	0% (0)	0% (0)
Safety 2 <i>Children are Safely Maintained in their Homes whenever Possible and Appropriate</i>	45% (9)	20% (4)	35% (7)
Permanency 1 <i>Children have Permanency and Stability in their Living Situations</i>	30% (3)	50% (5)	20% (2)
Permanency 2 <i>The Continuity of Family Relationships and Connections is Preserved for Children</i>	30% (3)	60% (6)	10% (1)
Well-Being 1 <i>Families have Enhanced Capacity to Provide for their Children’s Needs</i>	40% (8)	45% (9)	15% (3)
Well-Being 2 <i>Children receive Appropriate Services to meet their Educational Needs</i>	100% (9)	0% (0)	0% (0)
Well-Being 3 <i>Children receive Adequate Services to meet their Physical and Mental Health Needs</i>	41% (7)	18% (3)	41% (7)

Results for outcomes and *items* are reported by the number of cases and the percentage of total cases given each rating. In addition, the percentage of *strengths* is calculated for each *item*. This percentage is calculated by adding the number of *strengths* and the number of *areas needing improvement*. The number of *strengths* is divided into this total to determine the *percentage of strengths*.

SECTION I: REVIEW FINDINGS

Safety Outcome 1: Children Are, First and Foremost, Protected from Abuse and Neglect

Two *items* are included under Safety Outcome 1. Ratings for the two *items* are shown in Table 2.

Item 1: Timeliness of initiating investigations

Purpose of Assessment: To determine whether responses to all accepted child maltreatment reports received during the period under review were initiated and face-to-face contact with the child made, within the timeframes established by agency policies or State statute.

Table 2.

Rating	Item 1	Item 2
<i>Strength</i>	50% (10)	50% (10)
<i>Area needing improvement</i>	0% (0)	0% (0)
<i>Not Applicable</i>	50% (10)	50% (10)
Total	100% (20)	100% (20)
<i>% Strengths</i>	100% (10)	100% (10)

Item 2: Repeat maltreatment

Purpose of Assessment: To determine if any child in the family experienced repeat maltreatment within a 6-month period.

Safety Outcome 2: Children are Safely Maintained in Their Homes Whenever Possible and Appropriate

Two *items* are included under Safety Outcome 2. Ratings for the *items* are shown in Table 3.

Item 3: Services to family

Purpose of Assessment: To determine whether, during the period under review, the agency made concerted efforts to provide services to the family to prevent children’s entry into foster care or re-entry after a reunification.

Table 3.

Rating	Item 3	Item 4
<i>Strength</i>	35% (7)	55% (11)
<i>Area needing improvement</i>	30% (6)	45% (9)
<i>Not Applicable</i>	35% (7)	0% (0)
Total	100% (20)	100% (20)
<i>% Strengths</i>	53.8% (7)	55% (11)

Item 4: Risk assessment and safety management

Purpose of Assessment: To determine whether, during the period under review, the agency made concerted efforts to assess and address the risk and safety concerns relating to the child(ren) in their own homes or while in foster care.

Permanency Outcome 1: Children Have Permanency and Stability in Their Living Situations

Six *items* are included under Permanency Outcome 1. Ratings for the *items* are shown in Table 4.

Item 5: Foster Care reentries

Purpose of Assessment: To assess whether children who entered foster care during the period under review were re-entering within 12 months of a prior foster care episode.

Item 6: Stability of foster care placement

Purpose of Assessment: To determine if the child in foster care is in a stable placement at the time of the onsite review and that any changes in placement that occurred during the period under review were in the best interest of the child and consistent with achieving the child’s permanency goal(s).

Item 7: Permanency goal for child

Purpose of Assessment: To determine whether appropriate permanency goals were established for the child in a timely manner.

Item 8: Reunification, guardianship or permanent placement with relatives

Purpose of Assessment: To determine whether concerted efforts were made, or are being made, during the period under review, to achieve reunification, guardianship, or permanent placement with relatives in a timely manner.

Item 9: Adoption

Purpose of Assessment: To determine whether, during the period under review, concerted efforts were made, or are being made, to achieve a finalized adoption in a timely manner.

Item 10: Other planned permanent living arrangement (APPLA)

Purpose of Assessment: To determine whether, during the period under review, the agency made concerted efforts to ensure:

- That the child is adequately prepared to make the transition from foster care to independent living (if it is expected that the child will remain in foster care until he or she reaches the age of majority or is emancipated).
- That the child, even though remaining in foster care, is in a “permanent” living arrangement with a foster parent or relative caregiver and that there is a commitment on the part of all parties involved that the child remain in that placement until he or she reaches the age of majority or is emancipated.
- That the child is in a long-term care facility and will remain in that facility until transition to an adult care facility.

Table 4.

Rating	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
Strength	10% (2)	30% (6)	25% (5)	5% (1)	10% (2)	5% (1)
Area needing improvement	5% (1)	20% (4)	25% (5)	20% (4)	25% (5)	5% (1)
Not Applicable	85% (17)	50% (10)	50% (10)	75% (15)	65% (13)	90% (18)
Total	100% (20)	100% (20)	100% (20)	100% (20)	100% (20)	100% (20)
% Strengths	66.7% (2)	60% (6)	50% (5)	20% (1)	28.6% (2)	50% (1)

Permanency Outcome 2: The Continuity of Family Relationships and Connections is Preserved for Children

Six items are included under Permanency Outcome 2. Ratings for the items are shown in Table 5.

Item 11: Proximity of Foster Care Placement

Purpose of Assessment: To determine whether, during the period under review, concerted efforts were made to ensure that the child’s foster care placement was close enough to the parent(s) to facilitate face-to-face contact between the child and the parent(s) while the child was in foster care.

Item 12: Placement with siblings

Purpose of Assessment: To determine if, during the period under review, concerted efforts were made to ensure that siblings in foster care are placed together unless a separation was necessary to meet the needs of one of the siblings.

Item 13: Visiting with parents & siblings in foster care

Purpose of Assessment: To determine if, during the period under review, concerted efforts were made to ensure that visitation between a child in foster care and his or her mother, father, and siblings is of sufficient frequency and quality to promote continuity in the child’s relationship with these close family members.

Item 14: Preserving connections

Purpose of Assessment: To determine whether, during the period under review, concerted efforts were made to maintain the child’s connections to his or her neighborhood, community, faith, extended family, tribe, school, and friends.

Item 15: Relative placement

Purpose of Assessment: To determine whether, during the period under review, concerted efforts were made to place the child with relatives when appropriate.

Item 16: Relationship of child in care with parents

Purpose of Assessment: To determine whether, during the period under review, concerted efforts were made to promote, support, and/or maintain positive relationships between the child in foster care and his or her mother and father or other primary caregiver(s) from whom the child had been removed through activities other than just arranging for visitation.

Table 5.

Rating	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16
Strength	30% (6)	20% (4)	10% (2)	30% (6)	25% (5)	0% (0)
Area needing improvement	5% (1)	10% (2)	30% (6)	20% (4)	25% (5)	40% (8)
Not Applicable	65% (13)	70% (14)	60% (12)	50% (10)	50% (10)	60% (12)
Total	100% (20)	100% (20)	100% (20)	100% (20)	100% (20)	100% (20)
% Strengths	85.7% (6)	66.7% (4)	25% (2)	60% (6)	50% (5)	0% (0)

Well-Being Outcome 1: Families Have Enhanced Capacity to Provide for Their Children’s Needs

Four items are included under Well-Being Outcome 1. Ratings for the items are shown in Table 6.

Item 17: Needs and services of child, parents, & foster parents

Purpose of Assessment: To determine whether, during the period under review, the agency made concerted efforts to assess the needs of children, parents, and foster parents (both at the child’s entry into foster care [if the child entered during the period under review] or on an ongoing basis) to identify the services necessary to achieve case goals and adequately address the issues relevant to the agency’s involvement with the family, and provided the appropriate services.

Item 18: Child & family involvement in case planning

Purpose of Assessment: To determine whether, during the period under review, concerted efforts were made (or are being made) to involve parents and children (if developmentally appropriate) in the case planning process on an ongoing basis.

Item 19: Caseworker visits with the child

Purpose of Assessment: To determine whether the frequency and quality of visits between caseworkers and the child(ren) in the case are sufficient to ensure the safety, permanency, and well-being of the child and promote achievement of case goals.

Item 20: Caseworker visits with parents

Purpose of Assessment: To determine whether, during the period under review, the frequency and quality of visits between caseworkers and the mothers and fathers of the children are sufficient to ensure the safety, permanency, and well-being of the children and promote achievement of case goals.

Table 6.

Rating	Item 17	Item 18	Item 19	Item 20
Strength	40% (8)	45% (9)	85% (17)	15% (3)
Area needing improvement	60% (12)	55% (11)	15% (3)	65% (13)
Not Applicable	0% (0)	0% (0)	0% (0)	20% (4)
Total	100% (20)	100% (20)	100% (20)	100% (20)
% Strengths	40% (8)	45% (9)	85% (17)	18.8% (3)

Well-Being Outcome 2: Children Receive Appropriate Services to Meet Their Educational Needs

One item is included under Well-Being Outcome 2. Ratings for the item are shown in Table 7.

Item 21: Educational needs of child

Purpose of Assessment: To assess whether, during the period under review, the agency made concerted efforts to assess children’s educational needs at the initial contact with the child (if the case was opened during the period under review) or on an ongoing basis (if the case was opened before the period under review), and whether identified needs were appropriately addressed in case planning and case management activities.

Table 7.

Rating	Item 21
Strength	45% (9)
Area needing improvement	0% (0)
Not Applicable	55% (11)
Total	100% (20)
% Strengths	100% (9)

Well-Being Outcome 3: Children Receive Adequate Services to Meet Their Physical and Mental Health Needs

Two items are included under Well-Being Outcome 3. Ratings for the items are shown in Table 8.

Item 22: Physical health of child

Purpose of Assessment: To determine whether, during the period under review, the agency addressed the physical health needs of the child, including dental health needs.

Item 23: Mental/behavioral health of child

Purpose of Assessment: To determine whether, during the period under review, the agency addressed the mental/behavioral health needs of the child(ren).

Table 8.

Rating	Item 22	Item 23
<i>Strength</i>	40% (8)	40% (8)
<i>Area needing improvement</i>	30% (6)	30% (6)
Not Applicable	30% (6)	30% (6)
Total	100% (20)	100% (20)
<i>% Strengths</i>	57.1% (8)	57.1% (8)

SECTION II: FOSTER HOME LICENSE REVIEW

As part of the Quality Assurance Review Process in Orangeburg County, ten Foster Home Licenses were randomly selected from the list of all licenses issued for the county during the period under review. These licenses are reviewed using the *South Carolina Department of Social Services Quality Assurance Foster Home License Review Instruments*. There is one instrument for issuance of initial licenses and another instrument for the renewal of licenses. Each instrument contains a section of deficiencies, namely agency oversight, data entry, and qualitative issues. Deficiencies noted in this section may not invalidate the license but still require attention and correction by county management. Each instrument includes the appropriate agency, state, and federal requirements.

Initial License review criteria include the following *items*:

- applications
- autobiography information
- financial information
- child factor's checklists
- initial home assessment studies
- references
- information related to firearms and ammunition in the house
- pet vaccination information
- background checks
- convictions
- required trainings
- medical reports
- fire inspections/re-inspections
- Disaster preparedness plans
- DHEC/Lead inspections
- alternative caregiver forms
- Central registry check on alternative caregiver, if applicable
- a review of any conflicts noted between file documents and CAPPS
- Discipline agreements
- Completion of the 1513 and issued prior to the license being issued
- Guidelines regarding in-ground swimming pools

Renewal License review criteria include the following *items*:

- convictions
- training hours
- medical reports if a new household member has been added or if there is a change in foster parent's medical status
- updated home studies
- discipline agreements
- fire inspections and drills
- quarterly home visits
- disaster preparedness plans
- FBI checks, if applicable
- Guidelines regarding in-ground swimming pools
- 1513 completed prior to issuance of the license
- Any amendments to the license, if applicable
- Documentation regarding if there are more than five children in the home
- annual firearms location update
- information concerning the alternative caregivers
- safety checks of alternative caregivers
- a review of child protective service allegations
- pet vaccination information
- a review of any regulatory infractions
- a review of any conflicts noted between file documents and CAPSS

Possible *deficiencies* found in Initial and Renewal cases include:

- updated home studies
- discipline agreements
- fire drills
- quarterly home visits

- disaster preparedness plans
- information concerning the alternative caregivers
- discipline agreements
- disaster preparedness plans
- alternative caregiver forms
- applications
- autobiography information
- financial information
- child factor’s checklists
- initial home assessment studies
- references

Areas noted as having occurred as required on the assessment are rated as *strengths*. Those *items* that were not met are rated as an *area needing improvement (ANI)*. If the issue is not applicable, it is rated N/A.

Additionally, the percentage of *strengths* is also calculated for each *item*. This percentage is calculated by adding the number of *strengths* and the number of *ANIs*. The number of *strengths* is divided into this total to determine the percentage of *strengths*. Results of the review are noted in Table 9.

Foster Home Licensing Findings for Orangeburg County

Initial License Cases. Four foster care issuances for initial/standard licenses were reviewed. Three of the four cases reviewed were rated as *area needing improvement* because all of the licensing requirements were not met prior to authorization of the license renewal. Issues identified in that led to the rating of *ANI* for the four cases include:

Safety:

- There was no documentation in the case file that DHEC’s inspection recommendations had been addressed.

Background Checks:

- A sex offender registry check was not completed.

Documentation

- There was no documentation of the 14-hour pre-screening training for the foster parents in the case file.

Renewal License Cases. All six cases reviewed were rated as *area needing improvement* because all of the licensing requirements were not met prior to authorization of the license renewal. Issues identified that led to the rating of *ANI* for all six cases include:

Medical Records:

- Medical statements for applicable individuals were not located in the case file.

Firearms:

- Records related to the safe storage of ammunition and firearms were inconsistent.

Training:

Table 9. Summary of Ratings for Initial and Renewal Cases

Rating	Section One: Initial	Section Two: Renewal
<i>Strength</i>	1 (25%)	0 (0%)
<i>Area needing improvement</i>	3 (75%)	6 (100%)
Total	4 (100%)	6 (100%)
% <i>Strengths</i>	1 (25%)	0% (0)

- Records did not include verification that all required training hours for the re-licensure period were completed.

Fire Safety:

- Records did not include verification of all annual fire inspections.

Background Checks:

- Central registry, SLED, sex offender registry checks, and/or FBI checks were not completed in a timely manner.

Deficiencies found in Initial and Renewal Cases. Deficiencies were noted for seven of the ten files reviewed. Issues identified by the reviewers include:

Initial Case Deficiencies

Alternative Caregivers:

- An alternative caregiver/babysitter was not identified.

Documentation:

- The current license could not be compared to CAPSS information because it was not located in the record.
- An autobiography was not conducted on the foster parents.
- The child factor checklist was not located in the case file.
- Documentation regarding the placement of foster children was inconsistent.
- The original licensing application was not located in the case file.

Renewal Case Deficiencies

Alternative Caregivers:

- An alternative caregiver/babysitter was not identified.

Fire Drills:

- Records did not include verification that fire drills were conducted regularly.
- Records did not include verification that fire drills were conducted within 24 hours of a child's placement.

Safety:

- Discipline Agreements were not located in the case file, were not up-to-date, or were not dated.
- Quarterly home visits were untimely or not completed at all.
- Disaster Plans were not located in the case file or were not up-to-date.

Documentation:

- The current license could not be compared to CAPSS information because it was not located in the record.

SECTION III: CHILD PROTECTIVE SERVICE SCREEN-OUT REVIEW

A review of ten screened-out allegations was completed to determine whether the reports were screened out according to agency policy and procedure. The reports were randomly selected from the list of reports screened out by the county during the period under review. The *South Carolina Department of Social Services Quality Assurance Review Screen-Out Report Instrument* was used to conduct the review. This instrument includes a description of the allegation and seven questions regarding the screened-out decisions and processes (see Table 10).

Table 10. Summary of Item Ratings for Screen-Out Review

	Yes	No	NA	Total
1. Illegal substance use alleged AND reason for safety threatened with harm	0	10	0	10
2. Use of CAPSS and/or other systems for prior involvement	10	0	0	10
3a. Maltreatment tab in CAPSS completed	6	4	0	10
3b. If “No” is selected, was there an explanation	0	10	0	10
4. Contact with necessary collaterals prior to screen-out decision	1	6	3	10
5. Another intake referral on same perpetrator and/or child within 12 months	2	8	0	10
6. Intake Supervisor ensured consultation with another supervisory-level authority	0	2	8	10

*Note: A single case may have more than one issue identified.

The percentage of *strengths* is also calculated for the cases reviewed. This percentage is calculated by adding the number of *strengths* and the number of *ANIs*. The number of *strengths* is divided into this total to determine the percentage of *strengths*. Findings of these reviews are noted in Table 11.

Eight of ten cases were determined to be screened-out in violation of agency policy and procedures. Issues identified that led to the rating of *ANI* include:

- The Maltreatment tab in CAPSS was not thoroughly completed, and no explanation was provided.
- The agency indicated that there was insufficient information to locate the family, but an address was provided and law enforcement made a welfare check.
- Information obtained from collateral contacts was not used to make an informed decision.
- The agency failed to make all appropriate collateral contacts.
- There was no documentation to indicate that a supervisor consulted with another supervisory-level individual prior to making the decision to screen- out.
- The agency failed to explain why the allegation did not meet the legal definition of maltreatment.
- Intake dictation was not located in CAPSS or the case file for review.

SECTION IV: FAMILY SUPPORT SERVICES REVIEW

A review of one allegation was completed to determine whether the report was referred to Family Support Services (FSS) according to agency policy and procedure. The report was randomly from the list of reports referred to a Community-Based Prevention Services Provider by the county during the period under review. The *South Carolina Department of Social Services Quality Assurance Review Screen-Out Report Instrument* was used to conduct the review. This instrument includes a description of the allegation and twelve questions regarding the referral to the FSS Community-Based Prevention Services Provider and processes (see Table 12).

Table 12. Summary of Item Ratings for Assessment

	Yes	No	NA	Total
1. Illegal substance use alleged AND reason for safety threatened with harm	1	0	0	1
2. Use of CAPSS and/or other systems for prior involvement	1	0	0	1
3a. Maltreatment tab in CAPSS completed	1	0	0	1
3b. Explanation for "no" in maltreatment tab	0	1	0	1
4. Existing Safety Factors not seen by intake worker or documented	0	1	0	1
5. Assessment made utilizing SCDSS Risk Matrix	1	0	0	1
6a. Results of SCDSS Risk Matrix contradicted allegation made by reporter	0	1	0	1
6b. Did results fail to include statements to support allegations made by reporter	0	1	0	1
7. Agency contacted collaterals for Community-Based Prevention Services	0	0	1	1
8. Additional intake referral made on same perpetrator AND/OR child	0	1	0	1
9. Family received community-based prevention services	0	0	1	1
9a. Community-based provider entered an account in CAPSS	1	0	0	1

*Note: A single case may have more than one issue identified.

The percentage of *strengths* is also calculated for the cases reviewed. This percentage is calculated by adding the number of *strengths* and the number of *ANIs*. The number of *strengths* is divided into this total to determine the percentage of *strengths*. Findings of these reviews are noted in Table 13.

Table 13. Summary of Ratings for FSS Review

Rating	Was this case referred according to agency policy?
<i>Strength</i>	1 (100%)
<i>Area needing improvement</i>	0 (0%)
Total	1 (100%)
<i>% Strengths</i>	1 (100%)

The one case reviewed was rated as *strength* and determined to be appropriately referred to FSS per agency policy and procedure.

SECTION V: VOLUNTARY CASE MANAGEMENT REVIEW

A review of one allegation was completed to determine whether the report was referred to Voluntary Case Management (VCM) according to agency policy and procedure. The report was selected from the list of reports referred to a Community-Based Prevention Services Provider by the county during the period under review. The *South Carolina Department of Social Services Quality Assurance Review Screen-Out Report Instrument* was used to conduct the review. This instrument includes a description of the allegation and twelve questions regarding the referral to the VCM Community-Based Prevention Services Provider and processes (see Table 14).

Table 14. Summary of Item Ratings for Assessment

	Yes	No	NA	Total
1. Illegal substance use alleged AND reason for safety threatened with harm	0	1	0	1
2. Use of CAPSS and/or other systems for prior involvement	1	0	0	1
3a. Maltreatment tab in CAPSS completed	1	0	0	1
3b. Explanation for "no" in maltreatment tab	1	0	0	1
4. Existing Safety Factors not seen by intake worker or documented	0	1	0	1
5. Assessment made utilizing SCDSS Risk Matrix	1	0	0	1
6a. Results of SCDSS Risk Matrix contradicted allegation made by reporter	0	1	0	1
6b. Did results fail to include statements to support allegations made by reporter	0	1	0	1
7. Agency contacted collaterals for Community-Based Prevention Services	0	1	0	1
8. Additional intake referral made on same perpetrator AND/OR child	0	1	0	1
9. Family received community-based prevention services	0	0	1	1
9a. Community-based provider entered an account in CAPSS	1	0	0	1

*Note: A single case may have more than one issue identified.

The percentage of *strengths* is also calculated for the cases reviewed. This percentage is calculated by adding the number of *strengths* and the number of *ANIs*. The number of *strengths* is divided into this total to determine the percentage of *strengths*. Findings of these reviews are noted in Table 15.

Table 15. Summary of Ratings for VCM Review

Rating	Was this case referred according to agency policy?
<i>Strength</i>	0 (00%)
<i>Area needing improvement</i>	1 (100%)
Total	1 (100%)
<i>% Strengths</i>	0 (0%)

The one case reviewed was determined to be inappropriately referred to VCM according to agency policy and procedure. Issues identified that led to the rating of *ANI* include:

- Documentation did not indicate that the intake worker contacted collaterals prior to making the decision to refer the family for VCM services.

SECTION VI: CHILD PROTECTIVE SERVICES UNFOUNDED REPORTS REVIEW

Five unfounded reports were reviewed to determine whether the reports were unfounded in accordance with agency policy and procedure. The five unfounded reports were randomly selected from the list of all reports unfounded by the county during the period under review. The review was conducted using the *South Carolina Department of Social Services Quality Assurance Review Unfounded Report Instrument*. This instrument includes a description of the allegation and items regarding three primary areas (see Table 16):

- Timeliness of initiating investigations of reports of child maltreatment,
- Repeat maltreatment, and
- Risk assessment and safety management.

Table 16. Summary of Item Ratings for Unfounded Review

	Yes	No	N/A	Total
1A. Investigation not initiated in accordance with timeframes and requirements	0	5	0	5
1B. Face-to-face contact not made in accordance with timeframes and requirements	1	4	0	5
1C. Delays in investigation initiation or face-to-face contact beyond control of agency	0	1	4	5
2A. At least one substantiated or indicated maltreatment report	0	5	0	5
2B. One substantiated or indicated maltreatment report within six months before or after	0	0	5	5
2C. Repeat maltreatment involving the same or similar circumstances	0	0	5	5
3A. Initial assessment of risk to the children and family in the home	2	3	0	5
3B. Initial assessment in accordance with established timeframe	4	1	0	5
3C. Ongoing assessment(s) of risk to the children and family in the home	1	4	0	5
3D. Safety concerns that were not adequately or appropriately addressed by the agency	3	2	0	5

*Note: A single case may have more than one issue identified.

The percentage of *strengths* is calculated for each decision to unfound. This percentage is calculated by adding the number of *strengths* and the number of *ANIs*. The number of *strengths* is divided into this total to determine the percentage of *strengths*. Findings of these reviews are noted in Table 17.

Reasons that four unfounded cases reviewed violated agency policy and procedures include:

- There was no documentation that the caseworker assessed whether the food in the home was adequate.
- The agency failed to make a referral when the family moved out-of-state during the investigation and closed the case without doing so.
- Risk assessments with children in the home were not adequate or ongoing.
 - The agency failed to conduct a thorough investigation of reported physical abuse.
 - The agency unfounded a case prior to receiving drug test results.