

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

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This summary report describes the results of the South Carolina Department of Social Services (DSS) Williamsburg County Quality Assurance Review, conducted September 22-26 2014. The period under review was September 1, 2013 – August 31, 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. Seventeen cases were reviewed including seven 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 through case file review, the use of the Child and Adult Protective Services System (CAPSS), and case related interviews. CAPSS is South Carolina’s Statewide Automated Child Welfare Information System (SACWIS), which contains all case related information. This information is detailed on the OSRI as support for rating selection.

The ratings for each *item* are combined to determine the rating for the outcome. The *items* are rated as *strength*, *area needing improvement*, or not applicable. Outcomes are rated as being substantially achieved, partially achieved, not achieved, or not applicable. Ratings for each of the outcomes are displayed in Table 1.

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

<b>Outcome</b>	<b>Substantially Achieved</b>	<b>Partially Achieved</b>	<b>Not Achieved</b>
<b>Safety 1</b> CHILDREN ARE, FIRST AND FOREMOST, PROTECTED FROM ABUSE AND NEGLECT	100% (10)	0% (0)	0% (0)
<b>Safety 2</b> CHILDREN ARE SAFELY MAINTAINED IN THEIR HOMES WHENEVER POSSIBLE AND APPROPRIATE	65% (11)	6% (1)	29% (5)
<b>Permanency 1</b> CHILDREN HAVE PERMANENCY AND STABILITY IN THEIR LIVING SITUATIONS	0% (0)	86% (6)	14% (1)
<b>Permanency 2</b> THE CONTINUITY OF FAMILY RELATIONSHIPS AND CONNECTIONS IS PRESERVED FOR CHILDREN	83% (5)	17% (1)	0% (0)
<b>Well-Being 1</b> FAMILIES HAVE ENHANCED CAPACITY TO PROVIDE FOR THEIR CHILDREN’S NEEDS	47% (8)	29% (5)	24% (4)
<b>Well-Being 2</b> CHILDREN RECEIVE APPROPRIATE SERVICES TO MEET THEIR EDUCATIONAL NEEDS	100% (7)	0% (0)	0% (0)
<b>Well-Being 3</b> CHILDREN RECEIVE ADEQUATE SERVICES TO MEET THEIR PHYSICAL AND MENTAL HEALTH NEEDS	67% (10)	20% (3)	13% (2)

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*. Appendix 1 provides more detailed analysis of issues impacting the ANI ratings.

**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>	59% (10)	53% (9)
<i>Area needing improvement</i>	0% (0)	0% (0)
<i>Not Applicable</i>	41% (7)	47% (8)
Total	100% (17)	100% (17)
<i>% Strengths</i>	<b>100% (10)</b>	<b>100% (9)</b>

**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>	41% (7)	65% (11)
<i>Area needing improvement</i>	29% (5)	35% (6)
<i>Not Applicable</i>	30% (5)	0% (0)
Total	100% (17)	100% (17)
<i>% Strengths</i>	<b>58.3% (7)</b>	<b>64.7% (11)</b>

**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 (OPPLA)**

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	6% (1)	23% (4)	6% (1)	0% (0)	6% (1)	0% (0)
Area needing improvement	0% (0)	18% (3)	35% (6)	6% (1)	35% (6)	0% (0)
Not Applicable	94% (16)	59% (10)	59% (10)	94% (16)	59% (10)	100% (17)
Total	100% (17)	100% (17)	100% (17)	100% (17)	100% (17)	100% (17)
% Strengths	<b>100% (1)</b>	<b>57.1% (4)</b>	<b>14.3% (1)</b>	<b>0% (0)</b>	<b>14.3% (1)</b>	<b>N/A</b>

**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	6% (1)	6% (1)	18% (3)	35% (6)	29% (5)	12% (2)
Area needing improvement	6% (1)	6% (1)	0% (0)	0% (0)	6% (1)	0% (0)
Not Applicable	88% (15)	88% (15)	82% (14)	65% (11)	65% (11)	88% (15)
Total	100% (17)	100% (17)	100% (17)	100% (17)	100% (17)	100% (17)
% Strengths	<b>50% (1)</b>	<b>50% (1)</b>	<b>100% (3)</b>	<b>100% (6)</b>	<b>83.3% (5)</b>	<b>100% (2)</b>

**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	59% (10)	47% (8)	77% (13)	24% (4)
Area needing improvement	41% (7)	35% (6)	23% (4)	41% (7)
Not Applicable	0% (0)	18% (3)	0% (0)	35% (6)
Total	100% (17)	100% (17)	100% (17)	100% (17)
% Strengths	<b>58.8% (10)</b>	<b>57.1% (8)</b>	<b>76.5% (13)</b>	<b>36.4% (4)</b>

**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	41% (7)
Area needing improvement	0% (0)
Not Applicable	59% (10)
Total	100% (17)
% Strengths	<b>100% (7)</b>

**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.**

<b>Rating</b>	<b>Item 22</b>	<b>Item 23</b>
<i>Strength</i>	65% (11)	53% (9)
<i>Area needing improvement</i>	12% (2)	18% (3)
Not Applicable	23% (4)	29% (5)
Total	100% (17)	100% (17)
<i>% Strengths</i>	<b>84.6% (11)</b>	<b>75% (9)</b>

**Table 9. Williamsburg County Percentage of Strengths on 23 Quality Assurance Items Across 2 Reviews**

Item	June 2012 (PUR 6-1-2011 to 5-30-2012)	Sept. 2014 (PUR 9-1-2013 to 8-31-2014)
1. Timeliness of Initiating Investigations	12.5%	100%
2. Reoccurrence of Maltreatment	100%	100%
3. Services to Family	54.5%	58.3%
4. Risk Assessment and Safety Management	65%	64.7%
5. Foster Care Re-Entries	100%	100%
6. Stability of Foster Care Placement	80%	57.1%
7. Permanency Goal for Child	40%	14.3%
8. Reunification, Guardianship, or Perm. Placement with Relatives	50%	0%
9. Adoption	0%	14.3%
10. Other Planned Permanent Living Arrangement	75%	N/A
11. Proximity of Foster Care Placement	83.3%	50%
12. Placement with Siblings	100%	50%
13. Visiting with Parents and Siblings in Foster Care	57.1%	100%
14. Preserving Connections	60%	100%
15. Relative Placement	37.5%	83.3%
16. Relationship of Child in Care with Parent	16.7%	100%
17. Needs and Services for Child, Parents, and Caregivers	35%	58.8%
18. Child and Family Involvement in Case Planning	40%	57.1%
19. Worker Visits with Child	70%	76.5%
20. Worker Visits with Parents	13.3%	36.4%
21. Educational Needs of the Child	72.7%	100%
22. Physical Health of the Child	21.4%	84.6%
23. Mental Health of the Child	69.2%	75%

## SECTION II: FOSTER HOME LICENSE REVIEW

As part of the Quality Assurance Review Process in Williamsburg 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*:

- Information related to firearms and ammunition in the house
- Pet vaccination information
- Background checks
- Convictions
- Required trainings
- Medical reports
- Fire inspections/re-inspections
- DHEC/Lead inspections
- Central registry check on alternative caregiver, if applicable
- A review of any conflicts noted between file documents and CAPSS
- Completion and issuance of the 1513 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
- Fire inspections
- 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
- 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
- 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 *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 10.

## Foster Home Licensing Findings for Williamsburg County

**Initial License Cases.** Five foster home issuances for initial/standard license were reviewed. Information for ratings was obtained by reviewers through case file documentation, which includes the use of CAPSS. Two of the cases reviewed were rated as *ANI* because some pieces of the licensing requirements were not met prior to authorization of the license issuance including:

### Background Checks

- There was not documentation in the case file to verify that central registry, SLED, sex offender registry, and/or FBI checks for all applicable individuals were completed in a timely manner or at all. (2 cases)

### Documentation

- Documentation of medical records for all applicable family members was not located in the file. (1 case)

**Renewal License Cases.** Five foster home license renewals were reviewed. Information for ratings was obtained by reviewers through case file documentation, which includes the use of CAPSS. Three cases reviewed were rated as *ANI* because some pieces of the licensing requirements were not met prior to authorization of the license renewal. Issues identified that led to the rating of *ANI* for three cases include:

**Table 10. Summary of Ratings for Initial and Renewal Cases**

Rating	Initial	Renewal
<i>Strength</i>	3 (60%)	2 (40%)
<i>Area needing improvement</i>	2 (40%)	3 (60%)
Total	5 (100%)	5 (100%)
<i>% Strengths</i>	<b>3 (60%)</b>	<b>2 (40%)</b>

### Background Checks

- There was not documentation in the case file to verify that central registry, SLED, sex offender registry, and/or FBI checks for all applicable individuals were completed in a timely manner or at all. (2 cases)

### Documentation

- Medical statement documentation for all applicable family members was not located in the file. (2 cases)
- Documentation verifying the completion of all 28 training hours was not located in the case file. (1 case)

- Documentation confirming that pet vaccinations were up-to-date was not located in the case file. (1 case)

#### **Firearms**

- Documentation could not be located to verify whether the agency assessed if the foster family stored ammunition separately from firearms. (1 case)

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

#### **Initial Case Deficiencies**

##### **Documentation**

- Documentation did not include identification of an alternative caregiver/ babysitter. (1 case)
- Documentation of all references could not be located in the file. (1 case)

#### **Renewal Case Deficiencies**

##### **Fire Drills**

- Documentation verifying that fire drills were conducted within 24 hours of a child's placement could not be located in the case file. (2 cases)
- Documentation verifying that quarterly fire drills were conducted while children were placed in the foster home could not be located in the case file. (1 case)

##### **Documentation**

- Documentation verifying that quarterly home visits were completed in a timely manner or at all could not be located in the file. (3 cases)
- A signed and dated Licensing Application (1513) was not located in the case file. (1 case)
- Form 3059 requesting waiver status could not be located in the file. (1 case)

### SECTION III: CHILD PROTECTIVE SERVICE NO ACTION REPORTS REVIEW

A review of ten no action reports was completed to determine whether agency policy and procedures were followed. The reports were randomly selected from the list of reports on which no action was taken by the county during the period under review. The *South Carolina Department of Social Services Quality Assurance Review No Action Reports Instrument* was used to conduct the review. This instrument includes a description of the allegation and fourteen questions regarding the no action decisions and processes (see Table 11).

**Table 11. Summary of Item Ratings for No Action Reports Review**

	Yes	No	NA	Total
1. Illegal substance use alleged AND reason for safety threatened with harm	1	9	0	10
2. Use of CAPSS and/or other systems for prior involvement	9	1	0	10
3a. Did the intake worker thoroughly complete the Sufficiency tab in CAPSS	10	0	0	10
3b. If question 1 or 2 is answered no, did worker provide explanation	2	0	8	10
4a. Maltreatment tab in CAPSS completed	7	2	1	10
4b. If yes to maltreatment, did worker provide an explanation	2	0	8	10
4c. If yes to maltreatment, did supervisor provide additional information	0	0	10	10
5. Safety factors documented on Intake Assessment not discovered by intake worker	1	4	5	10
6. Assessment made utilizing SCDSS Risk Matrix	8	1	1	10
7a. Risk Matrix results included statements contradictory to allegation	7	1	2	10
7b. Risk Matrix results failed to include all statements that support allegation	7	1	2	10
8. Contact with necessary collaterals prior to screen-out decision	2	5	3	10
9. Another intake referral on same perpetrator and/or child within 12 months	2	8	0	10
10. Intake Supervisor ensured consultation with another supervisory-level authority	0	1	9	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 12.

**Table 12. Summary of Ratings for No Action Reports Review**

Rating	Were agency policy and procedures followed?
<i>Strength</i>	1 (10%)
<i>Area needing improvement</i>	9 (90%)
Total	10 (100%)
<i>% Strengths</i>	<b>1 (10%)</b>

In nine of ten cases, pieces of agency policy and procedures were not followed.

Information for ratings was obtained by reviewers through case file documentation, which includes the use of CAPSS. Issues identified that led to the rating of *ANI* include:

- Statements documented in the Risk Matrix were contradictory to documentation of the allegations, with no reconciliation of facts documented. (7 cases)
- Some of the areas in the Risk Matrix and/or other documentation did not include statements to address all documented allegations made by the reporter, with no reconciliation of facts documented. (6 cases)

- There was no documentation to verify that the agency made, or attempted to make, any direct contact with all indicated and appropriate collateral contacts as required. (4 cases)
- The intake documentation indicated that, on a few occasions, the mother was not home to provide supervision for her young children and had not arranged for alternative supervision, but the case documentation indicated a “No” response in the Maltreatment Tab with no documentation of reconciliation noted. (1 case)
- The intake documentation indicated a substantial risk of physical and mental injury was present as the mother had psychiatric diagnoses and was hospitalized for threatening to harm herself at the time of the referral, but the case documentation indicated a “No” response in the Maltreatment Tab with no documentation of reconciliation noted. (1 case)
- Case documentation in CAPSS indicated that a family had prior CPS history; however, a review of the records did not reveal that the family had prior CPS involvement. (1 case)

### SECTION III: CHILD PROTECTIVE SERVICES UNFOUNDED REPORTS REVIEW

Five unfounded reports were reviewed to determine whether agency policy and procedures were followed. 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 13):

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

**Table 13. Summary of Item Ratings for Unfounded Review**

1A. Investigation not initiated in accordance with timeframes and requirements. Total in five cases: 1				
1B. Face-to-face contact not made in accordance with timeframes and requirements. Total in five cases: 1				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total</b>
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	1	4	0	5
2B. One substantiated or indicated maltreatment report within six months before or after	0	1	4	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	5	0	0	5
3B. Ongoing assessment(s) of risk to the children and family in the home	5	0	0	5
3C. Safety concerns that were not adequately or appropriately addressed by the agency	0	5	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 14.

**Table 14. Summary of Ratings for Unfounded Review**

<b>Rating</b>	<b>Were agency policy and procedures followed?</b>
<i>Strength</i>	4 (80%)
<i>Area needing improvement</i>	1 (20%)
Total	5 (100%)
<i>% Strengths</i>	<b>4 (80%)</b>

Information for ratings was obtained by reviewers through case file documentation, which includes the use of CAPSS. Reasons that one unfounded case reviewed violated pieces of agency policy and procedures include:

- Case documentation did not verify that the agency made contact with the family within the allotted 2 -24 hour response time. There with no documented reason for the delay.

## SECTION IV: FAMILY STRENGTHENING SERVICES REVIEW

A review of five allegations was completed to determine whether agency policy and procedures were followed for reports referred to Family Strengthening Services (FSS). The reports were randomly 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 Community-Based Prevention Services Assessment Instrument* was used to conduct the review. This instrument includes a description of the allegation and sixteen questions regarding the referral to the (FSS) Community-Based Prevention Services Provider and processes (see Table 15).

**Table 15. Summary of Item Ratings for Assessment**

	Yes	No	NA	Total
1. Illegal substance use alleged AND reason for safety threatened with harm	0	5	0	5
2. Use of CAPSS and/or other systems for prior involvement	5	0	0	5
3a. Did the intake worker thoroughly complete the Sufficiency tab in CAPSS	5	0	0	5
3b. If question 1 or 2 is answered no, did worker provide explanation	0	0	5	5
4a. Maltreatment tab in CAPSS completed	3	2	0	5
4b. If yes to maltreatment, did worker provide an explanation	0	1	4	5
4c. If yes to maltreatment, did supervisor provide additional information	0	1	4	5
5. Existing Safety Factors not seen by intake worker or documented	0	5	0	5
6. Assessment made utilizing SCDSS Risk Matrix	5	0	0	5
7a. Results of SCDSS Risk Matrix contradicted allegation made by reporter	5	0	0	5
7b. Did results fail to include statements to support allegations made by reporter	3	2	0	5
8. Agency contacted collaterals for Community-Based Prevention Services	0	1	4	5
9. Additional intake referral made on same perpetrator AND/OR child	0	5	0	5
10. Family received community-based prevention services	0	0	5	5
11. Community-based provider entered an account in CAPSS	5	0	0	5
12. Family accepted services from Community-Based Prevention Services Provider	4	1	0	5

\*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 16.

**Table 16. Summary of Ratings for FSS Review**

Rating	Were agency policy and procedures followed?
<i>Strength</i>	0 (0%)
<i>Area needing improvement</i>	5 (100%)
Total	5 (100%)
<i>% Strengths</i>	<b>0 (0%)</b>

Information for ratings was obtained by reviewers through case file documentation, which includes the use of CAPSS. In five cases reviewed, there were pieces of agency policy and procedures that were not followed. Issues identified that led to the rating of *ANI* include:

- Statements documented in the Risk Matrix were contradictory to the documentation of the allegations, with no reconciliation of facts documented. (5 cases)
- Some of the areas in the Risk Matrix and/or other documentation did not include statements to address all documented allegations made by the reporter, with no reconciliation of facts documented. (3 cases)
- Documentation did not verify that all indicated and appropriate collateral contacts were made. (1 case)
- The documentation indicated that the allegation stated the mother was aware of the child's truancy and substance abuse, but the agency indicated "No" on the Maltreatment Tab documentation, with no reconciliation of facts noted. (1 case)

## SECTION V: VOLUNTARY CASE MANAGEMENT REVIEW

A review of five allegations was completed to determine whether agency policy and procedures were followed for reports referred to Voluntary Case Management (VCM). The reports were randomly 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 Community-Based Prevention Services Assessment Instrument* was used to conduct the review. This instrument includes a description of the allegation and sixteen questions regarding the referral to the VCM Community-Based Prevention Services Provider and processes (see Table 17).

**Table 17. Summary of Item Ratings for Assessment**

	Yes	No	NA	Total
1. Illegal substance use alleged AND reason for safety threatened with harm	0	5	0	5
2. Use of CAPSS and/or other systems for prior involvement	4	1	0	5
3a. Did the intake worker thoroughly complete the Sufficiency tab in CAPSS	5	0	0	5
3b. If question 1 or 2 is answered no, did worker provide explanation	0	0	5	5
4a. Maltreatment tab in CAPSS completed	5	0	0	5
4b. If yes to maltreatment, did worker provide an explanation	3	0	2	5
4c. If yes to maltreatment, did supervisor provide additional information	0	0	5	5
5. Existing Safety Factors not seen by intake worker or documented	0	5	0	5
6. Assessment made utilizing SCDSS Risk Matrix	5	0	0	5
7a. Results of SCDSS Risk Matrix contradicted allegation made by reporter	5	0	0	5
7b. Did results fail to include statements to support allegations made by reporter	5	0	0	5
8. Agency contacted collaterals for Community-Based Prevention Services	1	2	2	5
9. Additional intake referral made on same perpetrator AND/OR child	0	5	0	5
10. Family received community-based prevention services	0	0	5	5
11. Community-based provider entered an account in CAPSS	5	0	0	5
12. Family accepted services from Community-Based Prevention Services Provider	0	2	3	5

\*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 18.

**Table 18. Summary of Ratings for VCM Review**

Rating	Were agency policy and procedures followed?
<i>Strength</i>	0 (0%)
<i>Area needing improvement</i>	5 (100%)
Total	5 (100%)
<i>% Strengths</i>	<b>0 (0%)</b>

Information for ratings was obtained by reviewers through case file documentation, which includes the use of CAPSS. In five cases reviewed, pieces of agency policy and procedures were not followed. Issues identified that led to the rating of *ANI* include:



- Some of the areas in the Risk Matrix and/or other documentation did not include statements to address all documented allegations made by the reporter, with no reconciliation of facts documented. (5 cases)
- Statements documented in the Risk Matrix were contradictory to the documentation of the allegations, with no reconciliation of facts documented. (5 cases)
- Documentation did not verify that all indicated and appropriate collateral contacts were made. (1 case)

## **APPENDIX 1. SUMMARY OF ISSUES CAUSING AN AREA NEEDING IMPROVEMENT (ANI) RATING FOR APPLICABLE CASES**

The following is an overview of strengths and weaknesses that were found in the cases for Williamsburg County conducted September 22-26, 2014. The period under review was September 1, 2013 – August 31, 2014.

### **Positives:**

*Items 1 (Timeliness of initiating investigations), 2 (Repeat Maltreatment), 5 (Foster Care reentries), 13 (Visiting with parent & siblings in foster care), 14 (Preserving connections), 16 (Relationship of child in care with parents) and 21 (Educational needs of child) were identified as strengths of the agency; all applicable cases reviewed were rated as strength with no area needing improvement (ANI).*

### **Concerns:**

The following examines the *items* that had the highest ANI ratings.

- *Item 7 (Permanency goal for child)* – 6 of 7 (85.7%) applicable cases rated as ANI
  - Documentation indicated that concurrent plans were either not appropriate or initiated when applicable to the target child. (3 cases)
    - The agency did not thoroughly consider the concurrent goal of APPLA, given the circumstances of the case. (2 cases)
    - Concerted efforts were not made to identify potential relative placements despite relative placement being the concurrent plan. (1 case)
  - Documentation indicated the agency did not file the paperwork for TPR in a timely manner. (2 cases)
  - Documentation indicated that the permanency goal was not established in a timely manner. (1 case)
  - Documentation indicated the permanency goal of adoption was not appropriate.
    - No concerted efforts were made to address why the target child was adamant about not wanting to be adopted. (1 case)
  
- *Item 8 (Reunification, guardianship, or permanent placement with relatives)* – 1 of 1 (100%) applicable cases rated as ANI
  - Documentation indicated the agency did not make concerted efforts to achieve the goal of reunification in a timely manner.

- Documentation indicated the permanency goal of placement with relatives was not appropriate, as no search for relatives had been conducted.
- *Item 9 (Adoption)* – 6 of 7 (85.7%) applicable cases rated as ANI
  - The agency did not make concerted efforts to achieve adoption in a timely manner. (6 cases)

A case that included specific reasoning stated the following:

- Documentation indicated that children were eligible for TPR, yet TPR complaints were not filed in a timely manner. (1 case)
- *Item 11 (Proximity of Foster Care Placement)* – 1 of 2 (50%) applicable cases rated as ANI
  - Documentation indicated that the child was placed in a different county from his family due to capacity issues.
- *Item 12 (Placement with siblings)* – 1 of 2 (50%) applicable cases rated as ANI
  - Documentation indicated the agency did not make concerted efforts to ensure that siblings in foster care were placed together.
    - The target child's sibling was moved due to the sibling's behavior issues.
- *Item 20 (Caseworker visits with parents)* – 7 of 11 (63.6%) applicable cases rated as ANI
  - Documentation indicated the frequency of the visits between the worker and the following family members was not sufficient per agency policy: (7 cases)
    - Mother – (7 cases)
    - Father(s) – (4 cases)
    - Paramour – (1 case)
  - Documentation indicated the quality of the visits between the worker and the following family members was not sufficient per agency policy: (3 cases)
    - Mother – (3 cases)
    - Father(s) – (3 cases)
  - Documentation indicated diligent efforts were not made to locate the following family members, which prevented the required visits with the caseworker: (3 cases)
    - Father – (1 case)
    - Mother - (2 case)