



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
CHILDREN'S ADMINISTRATION – FIELD OPERATIONS  
1115 Washington St. SE OB2 • PO Box 45710 • Olympia WA 98504-5710

June 12, 2013

TO: Children's Administration All Staff

FROM: Randy Hart, Deputy Assistant Secretary  
Children's Administration

SUBJECT: Safety Assessment Requirement Reminder

In February, I temporarily suspended the mandatory requirement for the completion of the Family Assessment and Assessment of Progress. The decision was made to alleviate workload demands until streamlined assessments debut in October 2013.

We have recently learned that some staff have been interpreting that suspension to also include the Safety Assessments. That was never the intention and that confusion is concerning. The Safety Assessments are a critical part of our safety decision making and planning progress.

This memo is a reminder that Safety Assessments are required on every case and must be completed per [Practices and Procedures Guide 1120 Safety Assessment](#). If a Family Assessment or Assessment of Progress is not completed, the Safety Assessment must be done at the time the ISSP is updated.

A stand alone Safety Assessment can be completed in FamLink at any time from the Create Case Work page by selecting Safety Assessment and Safety Plan from the Safety Assessment dropdown menu.

If you have further questions about the Safety Assessment requirement, feel free to contact Keli Drake at [Keli.Drake@dshs.wa.gov](mailto:Keli.Drake@dshs.wa.gov) or (360) 902-7871.