

## APPENDIX

<b>ASSESSMENT INSTRUMENT &amp; RESOURCE DEVELOPMENT &amp; SAFETY PLAN</b>
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The following section is by Linda G. Mills & Colleen Friend, UCLA School of Public Policy & Social Research, Department of Social Welfare, Center for Child & Family Policy Studies, 3250 Public Policy Building, Los Angeles, CA 90095-1656; Health & Human Services Grant #: 09CT0206/01.

## SUMMARY SHEET<sup>1</sup>

### **INITIAL ASSESSMENT for Domestic Violence and Child Abuse**

- First, determine if domestic violence is present.
- Explain why you are interested in the child and her safety. State that you want to share information on which decisions are made.
- Ask questions using indirect/direct approach.
- Explain that you are not asking her to leave the relationship permanently.
- Address the possibility of removal of children; however, this is not your first alternative. Reasonable efforts must be explored. Remember that she may have difficulty receiving this message at this time. It must be addressed directly.
- Ask her to describe her situation. Use her terms; try not to interrupt.
- Explore multiple aspects of her relationship with the partner. Refer to him by name.
- Explain the limits of confidentiality; do not jeopardize her safety.
- Use this opportunity to educate, validate and listen to what she has done so far.
- Use the Threat Assessment to engage her in a collaborative effort to assess dangerousness.
- Avoid blaming her for the abuser's actions; note that a childhood history of abuse should not automatically lead to an assessment of inability to protect.
- Assess for substance abuse and mental health issues with all parties.
- In your assessment of high/low risk, be objective; assess all parties for risk of child abuse.
- Give her a copy of the Safety Measures/Plan handout.
- Provide information and advocacy on obtaining an EPO/TRO, shelter and resources; explore family and friends as a resource.
- Advise that this assessment is preliminary and will require your supervisor's (and perhaps Law Enforcement's) concurrence.

### **ONGOING ASSESSMENT for Domestic Violence & Child Abuse**

- Review the recent case activities and current case plan for appropriateness. Determine what really happened. Review original documents.
- Continue the ongoing assessment of the situation; ask for her impressions, plans, desirable outcomes. Listen to her story. Elicit the range of her experiences with her partner. Give validating messages and use this opportunity to educate her.
- Describe your/agency's interests in her and her children's long-term safety. This may be an educational process.

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<sup>1</sup> The authors would like to acknowledge that while both genders can be victims and victimizers, and not all intimate partners are heterosexual, Child Protective Services (CPS) workers are more likely to encounter a female victim and a male victimizer. Thus we have used gender pronouns that reflect this. The worker should be sensitive to the possibility that this may not reflect the situation that is before him or her.

- Remind her of the limits of confidentiality.
- Find out what she has done historically to manage the situation.
- Review the Threat Assessment, if necessary.
- Provide information on what to do while in and after leaving a relationship (Safety Measures handout). Share your impressions. Inquire about her current perception of the situation and what she plans to do.
- Use this time to explore all three Social Support Inventories; if she does not have these resources, develop a plan with her to identify where she may want to target her efforts. Identify strengths.
- Reassess for potential ongoing substance abuse and mental health issues with all parties.
- Reassess Low/High Risk (has anything changed?) and her level of risk for abusing the children.

NOTE: As with many assessment instruments, this tool was devised in accordance with consensus methods. Please be advised that there is limited empirical data that has been predictive of lethality. The authors wish to thank the following experts who have contributed to the content of this instrument: Carol Arnett; Jacqueline Campbell, PhD, RN; Dante Cicchetti, PhD; Sheree Toth, PhD, Susan Schechter, PhD, Cris Sullivan, PhD, Mary Koss, PhD. We welcome your input and suggestions. Please contact us at the address above.

### **PRELIMINARY GUIDELINE**

When working with a battered woman, you must involve the woman in the process of assessing risk and developing a safety plan. The step-by-step method outlined below will help guide you as you work to involve the woman in the assessment. She should be involved in EVERY step of the assessment, including the risk assessment. This kind of investigation/interview is very different. You are working with the battered woman, so that together you can formulate what is in the best interests of her and her child. Remember that this assessment is an on-going process. Also, please try to be sensitive to the issues that this situation raises for you.

#### **I. Determine if Domestic Violence Is Present**

*Explain what is going to happen.*

- Explain that you are there to hear her perspective. Ask if she is alone and able to talk. If she is afraid to arrange to be alone (i.e., there would be repercussion), offer her options that would allow you to both operate within your timeframe and honor her concerns.
- Explain that CPS (Child Protective Services) has developed this new program that is sensitive and understanding of the structural, emotional, cultural, and financial problems of women experiencing domestic violence.
- Assess whether domestic violence is present using indirect/direct approach:
  - ~ Indirect: "What happens when you fight?"
  - ~ More Direct: "Have you ever been physically, emotionally, or sexually hurt in a fight?"
  - ~ Direct: "Is there hitting, intimidation, etc., between you and your partner?"
- Explain that you are available to help her develop a plan to help keep her and her children safe.

- Clarify that you will not ask her to leave the abusive relationship permanently, if she doesn't want to leave. Instead, you are here to assure that she and the child(ren) are safe/protected.
- Explain that this is an on-going assessment process.
- Let her know that the child(ren) will also be interviewed because you are interested in the well-being of both the mother and the child(ren). Let her know that you or a law enforcement officer will probably interview her husband or partner.
- Explain that your primary purpose is not to take her child(ren) away but that it is a possibility. You will discuss this again at the last part of your interview. You need to address this directly, even if she does not raise it.
- Explain that you want to establish a team relationship with her to prevent removal of her child(ren) from the home.
- Make comments on affect and injuries you observe; don't collude with the batterer through silence. Use the batterer's first name when eliciting information. Ask about both the positive as well as the negative aspects of the relationship.
- Inquire about the violent behaviors, substance use, and mental health of all those people living in the household (to determine if there are other co-occurring problems).
- Explore global areas of functioning with her; observe her personal and household condition (cleanliness, unattended to trash) beyond community standards, and what can be attributed to poverty.

## II. Listen to Her Story

- Try to elicit her conceptualization of her situation. Use her terms when possible.
- Tell her that there are people who will listen to and believe her story. Try not to interrupt her, as she may experience this frequently.
- Once you have created a trusting relationship, she may be ready to tell you about the violence she has endured. Explain the limits of confidentiality and if the information must be used, you will advise her. Explain that you will not jeopardize her safety.
- Be patient and compassionate since you may be the first person she has ever told about the violence against her, or never told anyone who really listened.

## III. Discuss Her Perspective

*Work together with her to determine her level of danger.*

- If she appears to be experiencing a pattern of violent episodes, you should explain how you see the pattern unfolding.
- Give validating messages--it is often validating to explain how cultural, emotional, and financial barriers affect battered women. Be specific to her own cultural and social-economic background.
- Elicit from her what she has done so far in her efforts to protect herself and her child(ren). This is part of your ongoing assessment of her protective capacity and ability to make changes.

## IV. Issues of Responsibility

- Avoid blaming the battered woman for the actions of the abuser or her childhood history of previous abuse. Previous abuse history should not automatically lead to an assessment of inability to protect. Legally, the parents are both responsible for the protection of minors.

- Ask yourself,
  - ~ “Am I being objective in my assessment of all parties?”
  - ~ “Have I provided all possible resources to this mother to facilitate her movement to an independent position?”

**V. Assessment of Threat**

- Explain that you are very interested in what her experience was with her husband or partner. State that because her safety is critical for both her and the child, you hope that she can be as honest as possible in sharing information; you need to convince her of your partnership in determining her and the child’s safety.
- For a method to assess threat, see below.

**VI. Conduct the Social Support Inventory I, II, III**

- Helps you and the battered woman make a joint assessment of supports that may become resources and part of her safety plan.
- Facilitates your assessment of strengths; and her view of herself as having some assets.
- Remember that battered women often don’t realize that they have a support system as the batterer has often undermined her relationship with others. Don’t penalize her for not responding positively.

**VII. Interview the Children, Other People Living in the Household**

**VIII. Worker Safety Planning and Interview With Alleged Batterer**

**IX. Case Planning Options**

**X. Safety Plans for Clients**

### ASSESSMENT OF THREAT

The accuracy and consistency of predicting dangerousness and violence is a relatively young science that continues to evolve. The following serves as a guideline only, supplemented by professional(s)' judgments and the use of a shared decision making model on three levels: worker/client, worker/supervisor/management, worker & supervisor/outside professionals.

*Directions: If you suspect domestic violence, directly ask the client whether or not she has knowledge of the following:*

#### I. DOES THE BATTERER:

- A. Have a history of abuse or demonstrated anti-social behavior both inside and outside of the home, including
  - ~ sexual abuse (includes forcing sex with you)
  - ~ physical abuse (including choking and abuse during pregnancy)
  - ~ emotional abuse
  - ~ destructive acts
  - ~ mutilation of pets
  - ~ violent criminal record
  - ~ impulsive acts
- B. Have evidence of a mental health disorder (and/or previous psychiatric diagnosis or CNS problem), including
  - ~ threatened or fantasized suicide
  - ~ been acutely or unusually depressed with little hope for moving beyond it
  - ~ consumed alcohol or drugs, elevating his despair, or is an ongoing substance abuser
  - ~ obsessed with partner or with controlling and regulating the partner's contacts outside of the relationship
- C. Have access to or demonstrated propensity to use weapons against the partner
  - ~ threatened or fantasized homicide
  - ~ possess or have access to weapons (includes threatening to use or demonstrated a propensity to use household kitchen or other knives, scissors, etc. in a threatening manner)
- D. Have difficulty maintaining consistent employment/ or is currently unemployed (examine ties to the community)
- E. Show a pattern of escalating violence

#### II. DOES THE VICTIM:

- A. Have a history of visits to
  - ~ the emergency room for domestic violence injuries
  - ~ police or court to request a protective order
  - ~ a shelter
  - ~ a therapist or clergy for help with domestic violence related problems
  - ~ a friend or relative for help with domestic violence related problems
- B. Have a history of thoughts of suicide; have a history of attempting suicide
- C. Experience any form of abuse from this batterer during a pregnancy

**NOTE:** Use a current and past year calendar to help your client get a sense of the range, frequency, and potential escalation in severity of abuse. Calendars can facilitate consciousness raising in domestic violence cases.

## SOCIAL SUPPORT INVENTORY, PART I

Social Support Inventory developed by: Colleen Friend and Linda Mills for HHS Training Project (HHS#: 09CT0206/01) based on material in Tan, C., Basta, J., Sullivan, C., & Davidson, W. (1995). The role of social support in the lives of women exiting domestic violence shelters. *Journal of Interpersonal Violence*, 10(4), 437-451.

Social support networks are an important and critical factor in battered woman's ability to recover from violence. This inventory will:

- help her and you identify her sources of support,
- help her identify where she may have been isolated, and
- help her identify where she may want to target her network efforts.

**The information on this inventory may also become part of her safety and action plans.**

**NAME:** \_\_\_\_\_

**Directions:** List as many people, including relatives, friends, and even supportive acquaintances you can think of in each category. First, list your personal allies and resources, then you can also list people in organizations who might be considered professional helpers. Remember to think of people you can easily reach by phone, and in the neighborhood. Do these individuals know about your situation? If not, can you tell them?

**Note:** On these inventories, references to the first person (you and I) refer to the client.

List the names and relationship of adults who:

1. You count on for advice or information on personal matters or resources:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. You depend on when you need help:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. You can count on for favors:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

## SOCIAL SUPPORT INVENTORY, PART II

- Were you able to list personal social support allies in all categories?
- Of those listed, which can you count on to be part of your safety plan?
  - ~ A key issue may be whether or not the batterer would have access to you/the children if you were to temporarily live with the person.
  - ~ Also consider, what other resources can I count on from this person, other than a place to live? List them as a resource on part III.
- If not, how would you develop supports in the general areas where you have none or few?

<b>SOCIAL SUPPORT INVENTORY, PART III</b>
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The following is a list that battered women need to consider in developing a safety plan and action plan. This can also serve as a checklist to help her take stock where she is, if independent survival is her goal. The list can also help CSW(s) work with battered women in considering realistic options.

<b>RESOURCE</b>	<b>I Have This/Identify Resource</b>	<b>I Need to Develop</b>
Housing		
Material Goods & Resources		
Cash on Hand/Finances		
Employment		
Education/Job Training/Skills		
Transportation		
Social Support		
Legal Assistance/Protection		
Child Care		
Health Care		
Mental Health Care		

**DOMESTIC VIOLENCE/CHILD ABUSE INTERVIEW WORKSHEET**  
**UCLA Health & Human Services Grant for Domestic Violence Training for Child Welfare Workers**

I. *AWARENESS OF IMPACT ISSUES*

- Fear, intimidation.
- Feelings of responsibility, protection, divided loyalty.
- Low self-esteem.
- Choosing violent options for problem solving.
- Parental substance abuse/mental health issues.

II. *PREPARATION FOR THE INTERVIEW*

- Review old record: Previous reports, patterns.
- Make collateral calls, solicit information, determine who is on your team. Has the cross-report to law enforcement been made?
- Connect with family member when appropriate.
- Conduct a criminal records check: Access old policy reports/collaborate with LE. Determine if courts and probation are currently active.
- Decide where to interview (access). Assess for your own safety and develop plan to ensure your safety

III. *RAPPORT BUILDING AND DEVELOPMENTAL ASSESSMENT*

- Explain who you are, why you are there, and that you speak to a lot of kids.
- Enter child's world (TV, school, family composition).
- Ask open-ended questions: likes/dislikes, ask child to describe a day, probe for caretaking.
- Use drawing to engage.
- Establish concepts: Time, day, place. persons, colors, quantity.
- Differentiate between: Truth, lie, establish consequences known.
- Diminish the status differential (i.e., operate on the child's level (floor?).
- Contain interviewer's responses.
- Match child's linguistic and developmental skills.

IV. *INFORMATION GATHERING*

- Subject introduction: Depends on child's developmental level (e.g., and now we are going to talk about safety, or and now we are going to talk about things that happen to kids).
- Using rules (cognitive interview)
  - ~ Tell me everything that really happened.
  - ~ Don't guess; if you don't know an answer, tell me "I don't know."
  - ~ If too hard to talk about something now, say so.
  - ~ If you don't understand something, tell me, I will use new words.
  - ~ If I ask the same questions twice, keep giving me the answer you know is right.
- Approach (less direct/more direct)
  - Less Direct:* ~ I wonder what happens when people in your family get punished?
  - (Open-ended)* ~ Who makes rules, what happens when rules are broken?
  - ~ Anything you want me to tell your parents?
  - ~ What grade would you give your parents?
  - More Direct* ~ All families have fights. What happens when your Mom and Dad fight?
  - (Closed-ended)* ~ Have you ever been hurt when your parents were fighting?

- Options for exploration:
  - ~ “WH” questions (what, where, who, when.
  - ~ Probe for feelings (I wonder how you felt when...)
  - ~ Stuffed animals, toy phones.
  - ~ Probe for child’s perceptions (own affect, parents’ affect).

V. *CLOSURE*

- Wonder if this was hard to talk about.
- Acknowledge process, not content.
- Prepare child for what will happen next.

<b>SAFETY PLANNING &amp; BATTERER INTERVIEWING FOR WORKERS CARRYING DOMESTIC VIOLENCE CASES</b>
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This section adapted from County of San Diego, Department of Social Services, Children's Services Bureau, December 1996, Domestic Violence Protocol.

1. Recognize that while all batterers are potentially dangerous, not all will demonstrate that behavior with you. We want to encourage you to trust your instincts, but also heed these tips that are useful in high risk situations.
2. What is a high risk situation is not always clear-cut. The assessment of dangerousness is an infant science. Consider the following:
  - a. Review *Assessment of Threat* list. What do you know about the batterer's history at this point?
    - ~ Conduct a criminal records check; determine if courts or probation, etc., are currently involved.
  - b. Are you involved in confronting/negotiating any of the following potentially high-risk situations?
    - ~ Victim is preparing to leave.
    - ~ Children are going to be removed.
    - ~ Batterer has just been released from jail and serious criminal charges are pending (elevated if batterer is unemployed).
    - ~ Allegations regarding child abuse/neglect are being made directly.
    - ~ Batterer is inquiring directly about family's secret whereabouts.
    - ~ Reunification services are being terminated.
    - ~ History of alcohol use/abuse.
3. Engage in active prevention planning; consider the following in your planning:
  - a. Do not meet alone with batterer; have him come to office.
  - b. Have security officer accompany you to your car.
  - c. Notify office security and co-workers of a potentially dangerous client visit.
  - d. Explore multiple exits ahead of time.
  - e. Know the procedure to follow in an emergency situation (i.e., how do you access help, is there a "call button" in the interview room?).
  - f. In an interview room, position yourself close to the door.
4. Should you find yourself in a dangerous situation:
  - a. Again, trust your instincts. Many workers let the situation escalate too far before reacting/seeking help.
  - b. Stay calm yourself. Use your active listening and allow for ventilation. While you can validate angry feelings, you should also set some clear guidelines should behavior escalate.
  - c. Assess your ability to provide control, and be prepared to escape, if necessary.
  - d. Later, notify the partner if you become aware that the batterer's anger is increasing.
5. The content of your interview with an alleged batterer covers the following domains (below are sample questions only; note the "process": general to specific):
  - a. Ask about global areas of functioning.
  - b. Current relationship and beliefs about relationships.
    - ~ Describe your relationship with wife/partner and family
    - ~ What do you like/dislike about wife/partner and family?
    - ~ What do you do when you disagree?
    - ~ What do you do when you are angry?
  - c. Level of abuse--verbal & physical.
    - ~ Does anyone think your temper is a problem? Who?
    - ~ Does anyone think your use of substance is a problem? Who?
    - ~ Have police ever come to your home? When? Who called? Why did they call? What happened as a result?
    - ~ Have you ever forcefully had to touch someone?
    - ~ Have you ever been so angry you wanted to hurt someone?
    - ~ Have you ever stopped your wife/partner from leaving? What happened?
  - d. View of his own behavior and violence in general.

- ~ When is it okay to     (incident)     ?
- ~ How do you think your partner reacted to     (incident)     ?
- ~ Who is responsible for     (incident)     ?
- e. Risk to the children.
  - ~ Describe the children.
  - ~ What are your expectations?
  - ~ How do you discipline?
  - ~ How do you think kids are affected when they see or hear you and your wife/partner fighting?
- f. Plan for the future.
  - ~ What will you do when the problems we identified come up again?
  - ~ What changes are you willing to make to:
    - keep DCFS out of your life?
    - keep your family safe?

**AFFIRMATIVE ACTION PLAN - PART I**  
**Los Angeles County**

*Assessment Instrument and Action Plan* developed by: Linda Mills and Colleen Friend, for HHS Training Project (HHS#: 09CT0206/01)

**REMEMBER: AVOID BLAMING THE BATTERED WOMAN FOR THE ACTIONS OF THE ABUSER. THE PARENTS SHARE RESPONSIBILITY FOR THE SAFETY OF THE CHILDREN.**

Always try to make a safety plan with the battered woman regardless of her level of cooperation.

Ask yourself--have you done all that you can to assist the battered woman in moving to a higher safety plateau AND ensure that the batterer experiences consequences?

Once you have addressed threshold issues and assessed Threat and Social Support, you will be developing a plan of action. This includes eliciting from her what she thinks would help her and her children) become more safe. Ask her to explain her reasons as they may not be obvious. Please note that many of the identified social supports are also *strengths* and should be factored into your Risk Assessment. If the children are to remain with her and she goes to a relative/friend, assess all parties for risk of child abuse.

<b><u>Low Risk</u></b>		
An assessment of <i>low risk</i> is appropriate if the batterer does not have access (Is he living there or not? Ex- or current partner? Risk for violation of EPO/TRO?) to the battered woman and/or family members. Use the Threat Assessment as a guide for your individual assessment of dangerousness.		
<b>Battered woman is willing to:</b>	<b>Caseworker options include:</b>	
	Do nothing to change the situation.	(1) remove the children; and/or (2) continue ongoing assessment.
	Obtain an EPO or TRO (presumes police report and potential arrest of the batterer).	(1) continue ongoing assessment (includes compliance with EPO/TRO).
	Leave the home and go to a shelter (includes getting a TRO/EPO).	(1) depending upon the shelter, children may be able to go with mother; and (2) ongoing assessment.
	Leave the home and go to a safe friend/family home (includes TRO/EPO).	(1) children may go with the mother; and (2) ongoing assessment.

**In every case**, the battered woman:

1. Should be given a copy of the Personal Safety Plan (below) and encouraged to use it.
2. Should be given additional resource material, especially in the areas of substance abuse and mental health, according to her need and at the discretion of the CSW.
3. Should be advised that any assessment is preliminary and needs to be discussed with your supervisor, and in some cases, an administrator. If there is a need to separate the mother and remove the children, the police may need to be involved.
4. Deserves to be evaluated on individual and case merits (strengths/risks). Some things are hard to itemize and weigh, but this assessment process should be helping both the battered woman and CSW think concretely, logically, and in an organized fashion about these complex issues. Your training and experience are components of your professional judgment; these are critical components of your assessment.

***NOTE: Sheriff/Police officers in our community have been instructed to write incident reports on every incidence of domestic violence they respond to. Those reports are a valuable source of information for child welfare workers. Those reports should include: whether alleged abuser exhibited signs of alcoholic/substance influence, and if any law enforcement agency had previously responded to a domestic violence call at that address with the same alleged abuser/victim***

<p style="text-align: center;"><b>AFFIRMATIVE ACTION PLAN - PART II</b> <b><i>Los Angeles County</i></b></p>
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An Affirmative Action Plan is necessary when you have determined that domestic violence is present and there is risk for lethality. The remaining parent becomes the focus of your interventions.

**REMEMBER: AVOID BLAMING THE BATTERED WOMAN FOR THE ACTIONS OF THE ABUSER. THE PARENTS SHARE RESPONSIBILITY FOR THE SAFETY OF THE CHILDREN.**

Always try to make a safety plan with the battered woman regardless of her level of cooperation.

Ask yourself--have you done all that you can to assist the battered woman in moving to a higher safety plateau AND ensure that the batterer experiences consequences.

Once you have addressed threshold issues and assessed Threat and Social Support, you will be developing a plan of action. Please note that many of the identified social supports are also strengths and should be factored into your Risk Assessment. If the children are to remain with her and she goes to a relative/friend, assess all parties for risk of child abuse.

<b><u>High Risk</u></b>		
An assessment of <i>high risk</i> is appropriate if the batterer has access to the battered woman and/or family members. Use the Threat Assessment as a guide for your individual assessment of dangerousness.		
<b>Battered woman is willing to:</b>	<b>Caseworker options include:</b>	
	Do nothing to change the situation.	(1) remove the children.
	Obtain an EPO or TRO (no arrest made).	(1) make a safety plan for woman and child(ren); and/or (2) remove the child(ren).
	Make a police report which results in the batterer's arrest (which includes obtaining an EPO/TRO).	(1) leave children with the mother; and (2) continue ongoing assessment (includes compliance with TRO).
	Leave the home and go to a shelter (includes getting a TRO/EPO).	(1) depending upon the shelter, children may be able to go with mother; and (2) ongoing assessment.
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1. Should be given a copy of the Personal Safety Plan (below) and encouraged to use it.
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**AFFIRMATIVE ACTION PLAN**  
*Orange County*

**REMEMBER: AVOID BLAMING THE BATTERED WOMAN FOR THE ACTIONS OF THE ABUSER. THE PARENTS SHARE RESPONSIBILITY FOR THE SAFETY OF THE CHILDREN.**

Always try to make a safety plan with the battered woman regardless of her level of cooperation.

Ask yourself--have you done all that you can to assist the battered woman in moving to a higher safety plateau AND ensure that the batterer experiences consequences?

Once you have addressed threshold issues and assessed Threat and Social Support, you will be developing a plan of action. This includes eliciting from her what she thinks would help her and her child(ren) become more safe. Ask her to explain her reasons as they may not be obvious. Please note that many of the identified social supports are also strengths and should be factored into your Risk Assessment.

<b><u>Risk Assessment</u></b>									
An assessment is always appropriate when safety for the mother and child is at issue (use Threat Assessment).									
<ol style="list-style-type: none"> <li>1. First, consider access to her and her children.                             <ul style="list-style-type: none"> <li>~ Does he live there; ex- or current partner?</li> <li>~ Is he a current legal custody holder?</li> </ul> </li> <li>2. How dangerous is the batterer (Threat Assessment)? Given the proviso that the clinical prediction of dangerousness is not always reliable, CPS workers are encouraged to evaluate this in collaborative decision-making. Include your supervisor.</li> <li>3. What needs to be done to assure safety?</li> </ol>									
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Leave the home and go to a shelter (includes getting a TRO/EPO).	(1) depending upon the shelter, children may be able to go with mother*; and (2) ongoing assessment.								
Leave the home and go to a safe friend/family home (includes TRO/EPO).	(1) children may go with the mother*; and (2) ongoing assessment*.								

**In every case**, the battered woman:

1. Should be given a copy of the Personal Safety Plan below and encouraged to use it.
2. Should be given additional resource material, especially in the areas of substance abuse and mental health, according to her need and at the discretion of the CSW.
3. Should be advised that any assessment is preliminary and needs to be discussed with your supervisor, and in some cases, an administrator. If there is a need to separate the mother and remove the child(ren), the police may need to be involved.
4. Deserves to be evaluated on individual and case merits (strengths/risks). Some things are hard to itemize and weigh, but this assessment process should be helping both the battered woman and CSW think concretely, logically, and in an organized fashion about these complex issues. Your training and experience are components of your professional judgment; these are critical components of your assessment.

***\*NOTE: See note on sheriff/police reports on previous page.***

If the children are to remain with the mother and she goes to a relative/friend, assess all parties for risk of child abuse. In Orange County, ongoing assessment includes a range of options including voluntary family maintenance. When children go with mothers, consider requesting an accelerated hearing and release to the mother or other relative.

## PERSONAL SAFETY PLAN

If you don't have some of this information, now is the time to get it. **IMPORTANT! KEEP THIS INFORMATION IN A SAFE AND PRIVATE PLACE WHERE   (NAME)   CANNOT FIND IT!**

**1. Important phone numbers:**

Police: **911** or \_\_\_\_\_

Domestic Violence Hotline: 1-800-978-3600

My attorney: \_\_\_\_\_

Other: \_\_\_\_\_

**2. I can call these friends or relatives in an emergency:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. These neighbors will call the police if they hear me being battered:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**4. I can go to these places if I have to leave my home in a hurry:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

**5. I have given copies of the documents checked below to a friend for safekeeping:**

My birth certificate

My children's birth certificates

My social security card

My children's school records

My children's medical records

Bank books

Welfare identification

My passport or green card

My children's passports or green cards

Insurance papers

My lease agreement or mortgage payment book

Important addresses and telephone numbers

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**6. The following are hidden in a safe place:**

An extra set of car keys

Some extra money

An extra change of clothes for me and my children

\_\_\_\_\_

\_\_\_\_\_

**SAFETY MEASURES WHILE YOU'RE IN AN ABUSIVE RELATIONSHIP**

*If you are living with the person who is hurting you, here are some things you can do to ensure your and your children's safety.*

1. **Have important phone numbers memorized** - friends and relatives whom you can call in an emergency. If your children are old enough, teach them important phone numbers, including when and how to dial 911.
2. **Keep this booklet in a safe place** - where your batterer won't find it, but where you can get it when you need to review it.
3. **Keep change for pay phones with you at all times.**
4. **If you can, open your own bank account.**
5. **Stay in touch with friends.** Get to know your neighbors. Resist any temptation to cut yourself off from people - even if you feel like you just want to be left alone.
6. **Rehearse your escape plan until you know it by heart.**
7. **Leave a set of car keys, extra money, a change of clothes and copies of the following documents, with a trusted friend or relative.**

- \_\_\_ You and your children's birth certificates
- \_\_\_ Your children's school and medical records
- \_\_\_ Bank books
- \_\_\_ Welfare identification
- \_\_\_ Passports or green cards
- \_\_\_ Your social security card
- \_\_\_ Lease agreements or mortgage payment books
- \_\_\_ Insurance papers

**SAFETY AFTER YOU HAVE LEFT THE RELATIONSHIP**

*Once you no longer live together, here are some things you can do to enhance your and your children's safety.*

1. **Change the locks** - if you're still in your home and your former partner is the one who has left.
2. **Install as many security features as possible in your home.** These might include metal doors and gates, security alarm system, smoke detectors and outside lights.
3. **Inform neighbors that your former partner is not welcome on the premises.** Ask them to call the police if they see that person loitering about your property or watching your home.
4. **Make sure the people who care for your children are very clear about who does and who does not have permission to pick up your children.**
5. **Obtain a restraining order.** Keep it near you at all times, and make sure friends and neighbors have copies to show the police.
6. **Let your co-workers know about the situation** - if your former partner is likely to come to your work place to bother you. Ask them to warn you if they observe that person around.
7. **Avoid the stores, banks, and businesses you used when you were living with your former partner.**
8. **Get counseling.** Attend workshops. Join support groups. Do whatever it takes to form a supportive network that will be there when you need it.

If you don't have some of this information, now is the time to get it. **IMPORTANT! KEEP THIS INFORMATION IN A SAFE AND PRIVATE PLACE WHERE (NAME) CANNOT FIND IT!**

**1. Important phone numbers:**

Police: **911** or \_\_\_\_\_

Domestic Violence Hotline: 1-800-978-3600

My attorney: \_\_\_\_\_

Other: \_\_\_\_\_

**2. I can call these friends or relatives in an emergency:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. These neighbors will call the police if they hear me being battered:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**4. I can go to these places if I have to leave my home in a hurry:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_ Important addresses and telephone numbers

\_\_\_ Any other important documents

**5. I have given copies of the documents checked below to a friend for safekeeping:**

My birth certificate

My children's birth certificates

My social security card

My children's school records

My children's medical records

Bank books

Welfare identification

My passport or green card

My children's passports or green cards

Insurance papers

My lease agreement or mortgage payment book

Important addresses and telephone numbers

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**6. The following are hidden in a safe place:**

An extra set of car keys

Some extra money

An extra change of clothes for me and my children

\_\_\_\_\_

\_\_\_\_\_