

Chapter:	Service Delivery		
Title:	Safety Assessment and Planning		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Srv/Tx Leadership	Adopted Date: 08.2020 Review Date: 11.2023	Related Policies: Service Philosophy Assessment Treatment Planning and Monitoring

Purpose:

Hopeful Horizons (HH) treatment and service staff are required to assess client safety and engage them in development of a safety plan at multiple points of contact. This policy outlines the requirements for safety assessment and planning.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified: Service/Treatment
- HH Board Members HH Volunteers: Service/Treatment
- Other: Contracted Direct Service/Treatment Providers

Policy:

Individuals contacting HHs' Support Line and clients in ongoing service/treatment shall be requested to participate in safety assessment and planning as part of:

- The Support Line hotline intake or any other crisis contact
- The initial intake assessment for any program the client is referred to
- Development of the service/treatment plan
- Scheduled service treatment monitoring

A. **Safety Assessment:** Initial and ongoing assessment of client safety shall include:

- The individual/client's self-report of safety
- Existence of injury requiring medical attention
- Status of active plans they have in place in the event they feel unsafe at a future point
- In case of imminent risk, the need for support accessing emergency services (i.e., 911, law enforcement, etc.)
- Any identification of risk to self or others
- Other program specific assessment/screening criteria as defined by departmental procedure

B. **Safety Planning:** Safety planning shall be conducted regardless of whether the individual/client has left the perpetrator, is in the process of leaving the perpetrator, or will remain involved with the perpetrator. The plan shall minimally include:

- Plans for immediate escape
- Safe places to go in an emergency
- Emergency contacts
- Items to take when leaving
- If indicated, [Client welfare and risk assessment](#)

- C. **Documentation:** The individual/client’s response to safety assessment and planned action shall be documented in the service/treatment record and included in the electronic client record (ECR) in accordance with approved procedures.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Staff involved in direct service/treatment shall have an initial orientation to safety assessment and planning requirements as part of initial orientation and training.

Definitions:

1. **Electronic Client Record:** An ECR is a digital version of a client's paper record. ECRs are real-time, client-centered records that make information available instantly and securely to authorized users. HHS' uses Collaborate as its ECR.
2. **Safety Planning:** Safety planning is an individualized plan to keep people safe, typically used with survivors of domestic violence, sexual assault, dating violence, and stalking and is more about an ongoing conversation than it is about capturing information in a document.

Other Related Materials:

- Support Line Hotline Intake and Internal Referral Procedure
- Program Intake Assessment Procedures
- [Client Welfare and Risk Assessment Procedure](#)

References/Legal Authority:

- [A Guide to Domestic Violence Safety Planning, Domestic Shelters, 2022](#)
- [Safety Planning Standards DV4.04, Council on Accreditation, 2023.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
11.2023	This updates the policy to the template; Clarifies specific expectations for safety assessment and planning to meet accreditation standards; Adds communication and training, definitions, other related materials and references.	N. Miller, Prog. Eval. Consultant in consultation with Srvc./Tx Leadership