

FAMILY SAFETY QUESTIONNAIRE

Must be completed by case manager (OPID: _____)

(Case Manager read paragraph to client) We take the safety of families receiving child support services seriously and we can modify some of our processes to help with safety concerns. There are a few questions we ask all everybody receiving our services, including the other party on the case. We do not share your answers to these questions with the other parent. We also know that relationships can change and so you can change your answers to these questions during the life of this case.

Party being interviewed: CP NCP Date of Interview: _____

First Name: _____ Last Name: _____ MI: _____

ATLAS Case: _____

Is phone number _____ we have on file, a safe number to call you? Yes No

If no, how can Division of Child Support Services get in touch with you? _____

Is it safe to leave a message at this number? Yes No

What address is safe for DCSS to send information to? _____

FAMILY HISTORY:

1. We do not routinely share address information, but some court documents may include your address. Would you have concerns with the other party or other people being able to get this information from court documents? Yes No
a. If yes, see Family Violence SOP for safety planning options.

2. During the child support process, we routinely meet with parents both in our office and in court. Do you have any safety concerns about seeing the other party in our office or in court? Yes No
a. If yes, tell me more about your concerns.

3. Has the other parent or anyone attempted to keep you from your friends/family or outside activity? For example, by restricting your access to transportation, e-mail or phone. Yes No

a. If yes, tell me more about who controls you and how?

4. Is there anyone other than you, in control of your finances? Yes No

a. If yes, tell me more about who controls your finances and why?

5. Has the other parent or anyone else told you that you are not allowed to work or that you must work? Yes No

a. If yes, tell me more about who restricts you from working or requires you to work and why?

6. Have you ever had an Order of Protection or Injunction Against Harassment filed and served against the other parent?

Yes No

a. If yes, what is the date of the order? _____

b. What state is this order from? _____

c. Was the other party served? Yes No

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7. Do you have any concerns about your safety if the DCSS proceeds with Child Support Services? Do you have any reason not to feel safe giving information about the other party/parent in court? Yes No
- a. If yes, can you tell me more about the types of concerns?

IMPORTANT INFORMATION:

If the client requests to flag their case with the family violence indicator (NDI), ask if the other parent or anyone in their household has access to firearms or made specific threat to hurt them.

- b. If yes, provide the client with information as to where to obtain an Order of Protection or an Injunction Against Harassment.
- c. Clearly document ATLAS to communicate with all DCSS and AGO staff of the potential threat.

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