

**NUMBER**

#18-68-06

**DATE**

March 28, 2018

**OF INTEREST TO**

County Directors

Social Services Supervisors and  
StaffTribal Social Services Directors  
and Staff

County Attorneys

Tribal Attorneys

**ACTION/DUE DATE**Review and implement as  
directed**EXPIRATION DATE**

March 28, 2020

## Revised Minnesota's Best Practices for Family Assessment and Family Investigation

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**TOPIC**

March 2018 revision of DHS-7059, Minnesota's Best Practices for Family Assessment and Family Investigation.

**PURPOSE**

Inform county and tribal social services agency staff of revised Best Practices for Family Assessment and Family Investigation, and provide direction to promote statewide consistency in definition and practice.

**CONTACT**

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**SIGNED**

JAMES G. KOPPEL

Assistant Commissioner

Children and Family Services Administration

**TERMINOLOGY NOTICE**

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

# I. Background

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The revised version of DHS-7059, [Minnesota Best Practice Guide for Family Assessment and Family Investigation](#), was developed by the Minnesota Department of Human Services (department) in consultation with the stakeholders.

The purpose of the guide is to

- Provide direction for local child welfare and tribal agency staff
- Promote statewide consistency in definition and practice
- Inform the public about procedures of child protection response.

This guide is based on Minnesota Statute 626.556 and Minnesota Rule in section 9560.

The revised Best Practices in Family Assessment and Family Investigation include the following changes:

- Added references and links to the Protocols of Sex Trafficked Children and Youth, Best Practice Guide for Responding to Prenatal Exposure and Substance Abuse, and Best Practice Response to the Co-occurrence of Child Maltreatment and Domestic Violence – page 4.
- Clarified the timeline for screening and responding to a report – page 4.
- Added section on Tribal Coordination, including a link to the department’s Indian Child Welfare site – page 5.
- Added link to the Best Practice Response to the Co-occurrence of Child Maltreatment and Domestic Violence under the heading alleged offender interviews in domestic violence cases – page 10.
- Added information under safety planning regarding sex-trafficking cases – page 13.
- Added a section with the heading “Documentation of new allegations received during open cases,” which is consistent with the updated screening guidelines – page 13.
- Added a section with the heading “Switching response path during assessment or investigation” which is consistent with the updated screening guidelines – page 14.
- Added list of options along with definitions when there is no basis for a full assessment or investigation – page 15.
- Added a section with the heading “Birth Match” which is consistent with the updated screening guidelines – page 17.
- Added considerations for making final maltreatment determinations, including maltreatment determinations for children – pages 18-19.
- Added information regarding required referral to early intervention services – page 19-20.
- Added guidance when making a determination of the need for Family Support Services in Family Assessments – page 20.
- Clarified the need for documentation at case closing – page 20.
- Updated Consideration for working with immigrant and refugee families – page 23.
- Updated/added resources and referrals – pages 24-26.

- Added contact information for the Rapid Consultations System – page 28.
- Updated Appendix A to include Sexually Exploited Youth and Sex Trafficking definitions – page 31.
- Added Appendix B – Definitions on the Severity of Maltreatment – page 32.
- Added Appendix E – Checklists for Family Assessments and Family Investigations – pages 37-42.

## **Americans with Disabilities Act (ADA) Advisory**

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