

CRITICAL EVENT RESPONSE PART II REVIEW AND ASSESSMENT GUIDE

The purpose of this form is to assist the Regional Director or designee in information gathering during the Critical Event Response Part II (Critical Event Review and Assessment.)

The use of this form is optional.

When did the CD staff member begin working for the agency?

When did the staff member begin working in his/her assigned program area?

If applicable, when did the staff member begin working with this family/child?

What is the staff member's caseload size?

Have there been concerns related to the staff member's competency or ability to perform his/her job duties (e.g., PERforM rating, probationary status)?

Was this case appropriately assigned? (management only)

Record Review (information to complete this section may also be obtained from other sources)

What was the child's and family's history with CD?

What was the safety plan prior to the critical event?

What is the current situation?

Other Relevant Information:

After reviewing the record and/or talking with others who are familiar with the employee's work, what is your assessment of the staff member's adherence to CD policies?

How are the staff member and circuit coping in response to the critical event?

Questions to ask may address changes in behavior, work habits, or appearance. It may be important to find out whether the staff member has experienced difficulty focusing or in making decisions. Please consider the effects of this event on CD staff including, but not limited to, investigators, case managers, supervisors, circuit managers, and program managers. It is recommended that you talk with at least two people (e.g., case manager and circuit manager, supervisor and program manager) so there are multiple sources and no one is solely responsible for assessing his/her own coping abilities. Discuss the availability of EAP or refer the staff member to EAP as appropriate.