

## WEBSDM SUPERVISOR GUIDE

This document covers the supervisor-specific components of WebSDM.

### APPROVING ASSESSMENTS

1. Check **My Unit** for any pending approval requests. Click to open the **Approval Requests** list.

The screenshot displays the 'Approval Requests' page in the WebSDM system. The sidebar on the left contains a 'My Unit' button with a notification badge, which is highlighted with a red box. The main content area shows a table of approval requests. The table has the following data:

Request Date	Requested By	Case/Referral Name	Assessment	Unit
12/15/2015	Hesse, Sarah	Harding, Ann	SA	Unit 1 in Office 1
12/15/2015	Hesse, Sarah	Baxter, Joshua	SA	Unit 1 in Office 1
12/07/2015	Instructor 1, SDM	Harding, Adam	CS	Unit 1 in Office 1

2. Click the **open assessment** icon (📄) to view the assessment.

3. Review the assessment.

**EVIDENT CHANGE** Safety Assessment SDM Supervisor 1    **Training**

**Status: Complete** Saved

<b>Referral ID:</b> 0228-9888-8631-0000001	<b>Assessment Date:</b> 4/29/2024 
<b>Referral Name:</b> Jefferson, Tammy	<b>County of Completion:</b> San Mateo
<b>Approval Status:</b> Submitted by Student 1, SDM (4/29/2024)	<b>Approval Unit:</b> Unit 1 in Office 1
<b>Created by:</b> Student 1, SDM (4/29/2024)	<b>Last Update by:</b> Student 1, SDM (4/29/2024)

**Household Name:**  **Were there allegations in this household?**  Yes  No

**Names of Children Assessed:**

**Assessment Type:**  Initial  Review/Update  Referral Closing

Is there any information that indicates that the child/youth is, or may be, an Indian child/youth?

- No, not at this time
- Yes
  - Child is an Indian child
  - Reason to know
  - Reason to believe

If yes, were tribal social workers or representatives consulted during the information gathering and screening process as necessary for the tribe to determine membership or eligibility?

- Yes

[Approve](#) [PDF](#) [Close](#) [Redirect Approval](#)

4. If the worker sent the assessment to you in error, click [Redirect Approval](#) to forward it to the correct supervisor.

5. Review the assessment. Guidelines for depth of review prior to approval include the following.

**Always**

- Review overrides or use of "other."
- Compare with your knowledge of family for overall consistency. For example:
  - » You know the child was placed in foster care, but the safety assessment shows "Safe."
  - » You know the mother has serious mental health issues, but the risk assessment does not have the relevant item selected.
- Look for obvious internal and cross-assessment consistency. For example, unexplained inconsistency between the safety assessment indicating a substance use problem and the risk assessment indicating no problem. (This is possibly correct but warrants questioning.)
- Look for consistency with bottom-line recommendations in assessment and court reports and/or case actions. For example:
  - » Court report recommends continued reunification, but the reunification assessment recommends continuing services.

- » Case was opened, but the risk level was “moderate” and the safety assessment result was “safe.”

### Spot Check

Workers with less experience using the assessment should have more frequent spot checks.

- Compare one or two random item answers with narrative.
- Compare prior history items with CWS/CMS record or SafeMeasures history page.

6. If you are satisfied that the assessment meets standards, click  .
7. If you find obvious errors or are uncertain if there are errors:
  - **Best Choice:** Discuss the assessment with the worker. Make the revisions together. Document the changes in the **Supervisor Comments** box.

Comments
Staff Person Comments: <input type="text"/>
Supervisor Comments: <input type="text"/>

*Example:* “Met with worker on 12/09/24 and reviewed risk item 6. Corrected response to a based on actual number of children in household.” Click  . The assessment will now become read-only.

Note: If the worker is not available immediately, you can select  , and the unmodified and unapproved assessment will remain on your approval list. When the worker is available, you can open it again and proceed as previously described.

- **Next Choice:** Make the revision yourself. Enter your comments into the supervisor comment box. For example, “Worker answered item 6 as ‘b,’ that there were four or more children. On review, supervisor determined that there were only three children in the household and modified the item.”

Select  . The assessment will now have a status of Approved w/Modifications. The worker will also see the assessment on their My Alerts screen in the Assessment Recently Approved w/Modifications section. Advise the worker to open the assessment to see your comments.

8. Most importantly, use revision as an opportunity to coach and mentor. Examples include the following.
  - Help the worker learn which household to assess and who is part of the household.
  - Help the worker become more familiar with definitions.
  - Help the worker learn how extensively to pursue missing information or follow up on conflicting information.
  - Coach the worker on ways to elicit information about uncomfortable topics.

- Increase the worker's understanding of complicated topics such as substance use challenges, mental health challenges, domestic violence, and developmental disability.
- Increase the worker's awareness that risk scores can contribute to recommending prevention services and supports to families most in need of them.
- Increase worker creativity in developing safety plans and case plans.
- Increase worker knowledge of community resources.
- Challenge the worker to enhance critical thinking skills.
- Help the worker learn correct policies and procedures rather than workarounds.