

Needs Assessment/Service Plan 110165

Definition: Face-to-face interview to develop a service plan for a family for which a Family Functioning Assessment (FFA) has been completed by the Department of Health and Human Resources. In the FFA, maltreatment was substantiated, but no Impending Dangers were indicated. The provider must see the home. Identification of short and/or long term services the family needs is also required to establish a short-term case plan. The administration and scoring of functional skills assessments are included. Provider will evaluate information from the Family Functioning Assessment (FFA) and meet with the family. Once the provider has completed these tasks, he/she will determine what community services the family requires. The needs assessment/service plan must be completed within thirty (30) days of the generation of the Referral for Socially Necessary Services.

*****NOTE: Agency Transportation from the CPS Family Preservation service category may be used with this service.

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| Target Population | Child Protective Services |
| Program Option | Family Support |
| Initial Authorization | 92 Days Unit= One hour Maximum of four units Registration Only |
| Maximum Total Authorizations Available | 1 |
| Admission Criteria | <ul style="list-style-type: none"> • CPS referred family/child for assessment after completing a CPS Family Functioning Assessment or a Continuing Safety Evaluation (only used on backlog cases) due to an allegation of abuse and/or neglect. • Maltreatment was substantiated but no Impending Dangers were indicated. • DHHR worker and supervisor agree that due to the nature of the complaint, the child can be safely served in their home/community with supportive services. |
| Continuing Stay Criteria | <ul style="list-style-type: none"> • Not Applicable |
| Discharge Criteria (Any element may result in discharge or transfer) | <ul style="list-style-type: none"> • Family refuses assistance • Child(ren) are no longer in the home • A case is formally opened for CPS or YS ongoing case management. |
| Service Exclusions | <ul style="list-style-type: none"> • This program option can't be accessed if family is |

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| | formally open for CPS or YS ongoing case management. |
| Clinical Exclusions | <ul style="list-style-type: none"> • None |
| Documentation | <p>There must always be a permanent case record maintained in a manner consistent with applicable licensing regulations and agency record-keeping policies.</p> <p>A case note must be completed for each service event that includes</p> <ul style="list-style-type: none"> • Code or service name • Summary of the intervention • Client's response to the intervention • Relation to the service plan • Location where service occurred • Duration • Start/stop time • Signature of the provider and his/her title or credentials. <p>A monthly progress summary must be completed and received by DHHR worker by the 10th day of the following month, a copy kept in the provider chart and one sent to the referring worker. This monthly progress report must contain:</p> <ul style="list-style-type: none"> • A list of dates of service and the specific services rendered and/or attempts • Overall summary of progress for the client/family receiving the service. Please include if family continues to benefit and/or the barriers to intervention • Plan for further interventions • Any identified unmet concrete or service needs • Date and name of DHHR staff to which any new allegations of abuse/neglect were reported within the month • Copy of the CPS Family Functioning Assessment or a Continuing Safety Evaluation (only used on backlog cases). • Copy of the service plan signed by the family and given to the DHHR worker. • Notice to DHHR if family accepted or refused services based on provider-generated assessment and service plan. • Notice to DHHR that family will not cooperate and list of attempts. |

Additional Service Criteria:

The WVDHHR expects any person who receives payment for providing services from the Social Necessity Utilization Management Guidelines Manual to make a report whenever it is suspected that a child is abused, neglected or subjected to conditions that are likely to result in abuse or neglect.

- Staff providing this service must have a BSW or related four-year degree. Related degrees are:
 - Sociology
 - Psychology
 - Counseling
 - Interpersonal Communication
 - Human Services
 - Primary or Secondary Education
 - Criminal Justice
 - Board of Regents with an emphasis in Human Service
 - Gerontology
 - Family and Consumer Science **and**
- Experience providing direct service to families.
- Staff person must be under supervision of a licensed social worker, counselor or psychologist with three years postgraduate work experience with families, one of which must be in staff supervision **and**
- All providers must have an acceptable CIB. See Appendix 1 **and**
- An APS/CPS screen completed with no negative information (See Appendix 1).
- Transportation Providers must have valid Driver's licenses from employee's state of residence and insurance.
- The delivery of all ASO Socially Necessary Services must occur within West Virginia borders unless specifically outlined on a currently valid DHHR service plan or written permission has been granted by DHHR.