Children's Mental Health Waiver

Provider Procedure for: Assessment Reports

Implementation Date: 7/1/06 Revision Date: 1/4/07, 9/1/07

Overview

The assessment/evaluation process is the first step in building a trusting relationship and alliance with the youth and family. This process gathers in-depth information needed to understand the unique needs of the youth and family and is a pre-requisite for developing an Individual Service Plan (ISP). Reports should be written in easy to understand language – not written in jargon understood only by professional providers.

The initial Individual Service Plan is developed utilizing waiver application and level of care information and assessments completed by <u>all</u> members of the Family Care Team specific to their area of expertise and service provision. Subsequent assessment needs for quarterly Individual Service Plans are identified and addressed by members of the Family Care Team and Family Care Coordinator.

In developing Individual Service Plans, there must be alignment between assessment/evaluation findings, identified goals, and/or services to be provided. The Family Care Team cannot consider their assessment findings as a stand alone component of the process – what is identified must be discussed and addressed in some way through the ISP.

Standardized assessment report forms and formats are used as a means to provide consistent information that can be used to facilitate successful service planning and development.

Waiver Provider Roles and Responsibilities

Family Care Coordinator will:

- Notify Family Care Team members of all Individual Service Plan meetings no less than 14 days prior to the date of the meeting.
- Complete Family Assessment (FCC-4) and Youth Health/Safety Review (FCC-5) at least 5 days before Individual Service Plan meeting date.
 - As applicable for subsequent plans, utilize the Family Assessment and/or the Youth Health/Safety Review to re-evaluate circumstances of the youth and family at any time during waiver services
- Receive assessment reports from Family Care Team members (FCT-5) <u>approximately 5 days</u> before the Individual Service Plan meeting date.
 - o Review all assessment reports to ensure required information is included.
 - o If problems are identified, contact the Family Care Team member to request corrections.
 - If the problem cannot be resolved, contact the Waiver Program.
 - Utilize the Individual Service Plan/Budget Worksheet form (FCC-8) to compile lists of identified needs and service recommendations from each assessment and evaluation (optional).
- Make assessment reports available to Team Members before the planning meeting date upon request.
- Provide copies of assessment reports to youth/family upon request.
- Submit copies of assessment reports with draft ISP document submitted to the Waiver Program.

- Work with Family Care Team to identify need for psychological evaluation (if not provided by Waiver Program prior to initial ISP meeting).
 - If psychological evaluation is requested, identify specific issues or concerns the Team wishes the psychological evaluation to address.
 - Assist in scheduling appointment.
 - Communicate these topics in writing to the psychologist at the time the appointment for the evaluation is held.
 - o Monitor receipt of report and do follow-up as needed.

Waiver Service Providers AND Other Family Care Team Members will:

- Meet with youth and family to identify strengths and needs and gather information for planning;
- Complete formal assessment report only upon request of the Family Care Team.
 - Utilize the Assessment Report form (FCT-5) to report findings.
- Submit completed assessment report to Family Care Coordinator <u>no later than 5 days</u> before the scheduled planning meeting.
- Contact Family Care Coordinator to review assessment reports prior to planning meeting.
- Be prepared to discuss report findings and recommendations at planning meeting.