



FTC (Family Treatment Coordinators -Formerly FIS)

1. FIS (FIS Manual) Is the FIS provider co-located with child welfare?

If not, is the FIS provider able to demonstrate the availability and accessibility of FIS to child welfare staff (i.e. regular weekly meetings)?

2. FIS Client Chart (FIS Manual) For clients that have completed the FIS screening, is the screening comprehensive and include demographic data and a description of the individual's substance involvement: history of present and past use, attitudes regarding use, risk and protective factors, and barriers to treatment?

Does the screening address the extent to which judgment, behavior, and the home environment are affected by substance use?

Does the screening provide a preliminary recommendation about the type of treatment program and level of care that would best meet the individual's treatment needs and recommendations for the need for further assessment?

3. FIS Client Chart Is there documentation that contact is maintained with the child welfare case worker, the substance abuse treatment provider, the client, and any other providers to monitor client progress and sustain open communication? This may include participation in formal staffing's or informal contact.

Is the contact and outcome of the contact documented and entered into the client record?

4. FIS Client Chart Did the FIS will conduct a face-to-face screening within ten (10) working days from the date of the receipt of the complete referral package?

If the FIS is unable to accomplish this screen within 10 days because the client is unavailable, are attempts to schedule and complete the screen and justification for why it was not accomplished documented in the client record?

If no screening or assessment was completed, was there a justification noted?

5. FIS Client Chart (FIS Manual) If ongoing case management is provided, are quality case management services documented in the chart?

Case management activities shall include:

On-going assessment and monitoring of the client's condition and progress

Linking and brokering for services as dictated by the client's needs

Follow-up on all referrals for other services

Advocacy on behalf of clients

Facilitating client's participation in treatment by removing barriers

6. FIS Client Chart 11 (FIS Manual) Was a discharge summary documented in client chart?

7. FIS Eligibility Was the referral to FIS made by a child welfare case manager or protective investigator?

Was substance abuse suspected as a contributing factor to the reason for child welfare involvement?



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8. FIS Referral (Incorporate Document 16) Did the Family Intervention Specialist attempt to contact the client within three (3) days of receipt of the referral?