

Steps in an FCAP Evaluation

Stage	Steps to Take
Receive referral	• Ensure that the referral is appropriate, that all needed documents are included, and that appropriate consents are signed. • Create an incident in Pi for the assessment.
Initiate assessment	• Contact caseworker for introductions, to set up time for interview and records review, to provide caseworker with time and date for team review, and to ask any clarifying questions. • Send out letters to people you will be interviewing and to parents' attorneys. • Include standard measures and return envelope in the letters as needed: e.g. SDQ Teacher version to the school; PSC-17, CSBI, and Caregiver Survey to caregiver if you will not be making a home visit. • Determine if medical or psychiatry review is needed.
Review records	• Keep in mind the purpose of the assessment. For example, give minimal attention to parental history if reunification is not a possibility. • Take notes and/or make copies as needed for writing your SPAR. • If there will be a medical review, copy medical records as described in medical review guidelines.
Medical/Psychiatry Review	• For medical review, collect documents and send via mail to Diane Klindt at HCSATS: FCAP referral form, ISSP, Court Order, Release of Information, Medical records from the file review, preliminary SPAR if ready, and cover letter. • For psychiatry review, contact Diane Klindt via e-mail.
Perform Interviews	• Tailor interviews and observations to the situation and questions asked. How long the interview lasts, whether in person or by phone, etc. will depend upon circumstances. Always interview the child, caseworker, and caregiver. • Interview with psychiatrist can be completed by phone, by e-mail, or by sending the interview form to the psychiatrist, whichever the psychiatrist prefers. • Prepare participants for FCAP follow-up during interviews. Mention the 6-month follow-up period and Key Person Staffing, and use motivational interviewing as appropriate. • At the caseworker interview, remind the caseworker about review team. • Complete standardized measures during interviews. • For a reunification evaluation, be sure to interview parents and observe visitation. You can interview caregiver by phone and skip school interview. • Take interview notes on paper or in Pi, but make sure data collection points in Pi are complete.

Standardized measures	• As much as possible, complete standardized measures at the time of the interview. • Mail measures to people you will not be seeing in person (such as teachers), and follow-up in ten days if they have not been returned. • Most measures can be completed either on paper or directly on Pi (e.g. via i-pad). If completed on paper, you must enter the responses into Pi. • CAFAS/PECFAS must be completed in the paper booklets. Transfer scores into Pi when complete. • Vineland must be completed in the paper booklet. Fax the scoring page to Diane Klindt. She will return the scored results to you. Enter the standard scores into Pi.
Write Preliminary SPAR	• Preliminary SPARs do not need to be perfect or complete, but writing the final will be easier if you do a careful job. • Insert information from records review and interviews as you gather it. • Make the first page a list of questions for the review team. • Indicate clearly that the document is a draft. • Send the preliminary SPAR to the caseworker and the review team at least three days before the review team meeting.
Review Team	• Spend five minutes or less on introductions and giving a brief overview of the case. • Ask the team members to answer your specific questions and comment on the case. • Follow-up on suggestions for intervention by determining what is realistically available. • Rely upon the facilitator to manage the time and redirect participants who get long-winded. • Case workers (DCFS and private agency) are encouraged to attend review team. CASAs, caregivers, therapists, and others are not permitted. The purpose of the review team is consultation for you (the evaluator). Others will have the opportunity to participate in the Key Person Staffing. • After the review team, contact the case worker to discuss their reactions to what was said and prepare the caseworker for what your recommendations are likely to be.
Write the final SPAR	• Obtain any additional needed information. • Remain focused on necessary and effective interventions and advancing permanency. • Refer often to SPAR standards and examples. • If medical or psychiatry consultation is being provided, obtain input. • Have your supervisor carefully edit the SPAR. • Once completed, upload the Final SPAR into Pi. • Send the SPAR to the caseworker, caseworker's supervisor, and to HCSATS. • One week after SPAR completion, send the satisfaction survey to the caseworker by e-mail.

Key Person Staffing	The purpose of the Key Person Staffing is to overcome barriers to permanency and services by getting all players working toward the same goals. The timing, participants, and structure will depend upon the specifics of the case. • Ensure that participants are aware of the FCAP recommendations. • Seek agreement upon a plan, including specific timelines. • Record the meeting on the FCAP Key Person Staffing Form in Pi, and provide the caseworker and other participants with a copy as appropriate.
Follow-up	The purpose of follow-up is to ensure that forward progress is made and that the FCAP report is useful in promoting appropriate interventions and permanency. The activities and structure of follow-up will vary depending upon the situation. Common activities include regularly checking in with key players to ensure that the plan is on track, providing behavioral coaching to caregivers or others, advocating for services or progress toward permanency, calling upon supervisors or other superiors to resolve conflicts, and arranging special assessments for the child. • At a minimum, check in with the caseworker, caregiver, or CASA monthly to get updates, solve problems, and offer services. • It is not necessary to attend every staffing, conference, or hearing about a child. Select those activities where you will have an impact. • Keep a log of your follow-up activities.
Termination	• Terminations should be done in the sixth month following completion of the SPAR. • Contact the caseworker to discuss whether there is any final follow-up that should be done before termination. Get updates about the child. • Contact the current caregiver to obtain information about well-being and permanency. You need to collect sufficient information to complete the CAFAS/PECFAS. • Complete the Permanency Status Report and the CAFAS/PECFAS. • Complete the Termination Report in Pi. Emphasis should be on changes since the SPAR and any outstanding needs. • Print a copy to mail to the case worker. • Send the Termination Report and cover letter to the current caseworker. If there is concern about the caseworker's effectiveness, you may cc the supervisor. • One week after sending the Termination Report, send the caseworker the Termination Satisfaction Survey by e-mail.