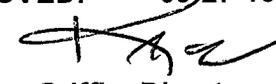




COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT

NO. 01 ISSUE 1
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EFFECTIVE: 09-27-10
Updated

SUBJECT: Family Services Assessment (FSA) Procedure

APPROVED: 09-27-10

BY: Ron Griffin, Director

PURPOSE

To provide an assessment of the family's current resource and support needs during the initial enrollment application intake process. The assessment will include emergency interventions and resource support mechanisms.

POLICY

During the intake process; the Family Services Assessment (FSA) will be completed by the child's primary caregiver(s) to identify current support systems and the need for community agency referrals. Referrals for support services will be provided to families, using the "Resource Section" in the COPA database. Generalists will follow-up on resource referrals provided to the child's primary caregiver(s) every 30 days after the child's first day of school and until the referral has been closed.

REFERENCE

Head Start Performance Standards 1304.40 (b)(1); Head Start Performance Standards 1304.40 (b)(1)(i) – 1304.40(b)(iii); Head Start Performance Standards 1304.40 (b)(2)

PROCEDURE

1. The family Services Assessment (FSA) will be completed by Generalist or Center Clerk during the application intake process. The intake application will include the following documents:

Head Start Center Base Programs:

- Document Intake Form (DIF)
- Head Start Eligibility Verification Form
- Head Start / Early Head Start Enrollment Application
- Proof of enrollee's birth
- Proof of family's income (last 30 days)
- Income Worksheet
- ASQse (completed by parent)
- Family Services Assessment (FSA)
- Medical History Profile

➤ Nutrition Survey

Early Head Start center base and home base program:

Document Intake Form (DIF)

- Head Start Eligibility Verification Form
- Head Start / Early Head Start Enrollment Application
- Proof of enrollee's birth
- Proof of family's income (last 30 days)
- Income Worksheet
- Family Services Assessment (FSA)
- Medical History Profile
- Nutrition Survey
- Emergency Card
- Parent's Rights
- Personal Rights
- Picture Consent Form
- Screening Consent Form
- Parent Handbook
- ASQ-3
- ASE-SE
- Needs and Services Plan

2. The Generalist or Center Clerk will distribute resource information (if requested) to the child's primary caregiver(s).
3. Upon the child's enrollment in the COPA database; the Generalist will "Start Services" for the family on the "family data sheet" and update the FSA in the COPA database.
4. Upon the child's enrollment in the COPA database; the Generalist will "Assign" families in the COPA database to themselves under the "Enrollment" tab.
5. Generalists will send the "Introduction Letter" and community resource list to the parent(s) or primary caregiver(s) within 30 days of the child's first day of enrollment.
6. Home Visitors will complete the FSA with the child's parent(s) or primary caregiver(s) within the first two home base visits. In cases where the FSA was completed during intake; the home visitor will update the FSA with the child's parent(s) or primary caregiver(s) and submit referrals as necessary.
7. In cases when a referral is necessary; the Generalist or Home Visitor will complete a referral in the COPA database for requested services within 24 hours including referrals for emergency intervention services.
8. When applicable, all supporting documents for referrals for disabilities, mental health, developmental delays, nutrition, and health will be forwarded to content area experts within 72 hours.

9. When applicable, supporting documents for emergency intervention services will be forwarded to content area experts within 24 hours.
10. Generalists will conduct follow-up on all non-emergency referrals every 30 days and document follow-up activities in the COPA database under the "Case Notes" section on the referral until the family no longer needs the requested service, the parent has successfully accessed the service, or the parent declines continued services.
11. Generalists will conduct follow-up on all "emergency" referrals within 48 hours of generating the initial referral and at regular intervals thereafter. Contingent upon need; Generalists will document follow-up activities in the COPA database under the "Case Notes" section on the referral until the family no longer needs the requested service, the parent has successfully accessed the service, or the parent declines continued services.
12. Generalists will document each family engagement activity in the comments section on the FPA in COPA until the family agrees to participate in a family partnership agreement.
13. Generalists will select the status of "In Progress" on the FPA in COPA.
14. Program Supervisors will review 10% of the FSAs to ensure families have been referred to requested services in a timely manner. Program Supervisors will use a combination of the COPA database and memorandum file reviews to accomplish the 10% benchmark.

NOTE: In cases where the family has more than one sibling enrolled in a different program option; the center based generalist that has the child closest to transitioning to kindergarten on his or her caseload will be responsible for entering the Family Services Assessment (FSA) and Family Partnership Agreement (FPA) in the COPA database. Generalists will communicate with other home visitors providing education and support services in the home for the other siblings in the family.

Instructions for entering the Family Services Assessment (FSA) into the COPA database:

1. *Log into the COPA database*
2. *Select the "Family" tab*
3. *Enter the "Family ID" or family's "Last Name"*
4. *Select "Search Families of Enrolled Children"*
5. *Select the family's name*
6. *Select the "Family Assessment" link*
7. *Using The drop down menu on the left select the "Family Services Assessment"*
8. *Select the "Due Date"*
9. *Enter the data from the FSA in each applicable form field*
10. *Complete all 30 questions on the FSA*
11. *Enter any other comments relative to the FSA in the "Comments" section*
12. *Select "Complete" Log into the COPA database*