

## How to retrieve the required Families First assessment documents from CARE

After completing the PRA and Zeroing-In Process, you will be able to pull the necessary documents from CARE needed for Families First.

What to send with the initial referral:

Step 1: Select the youth's case in CARE

Step 2: Go to the 'Case Assessment Lookup' section (Assessments Tab) in the youth's case

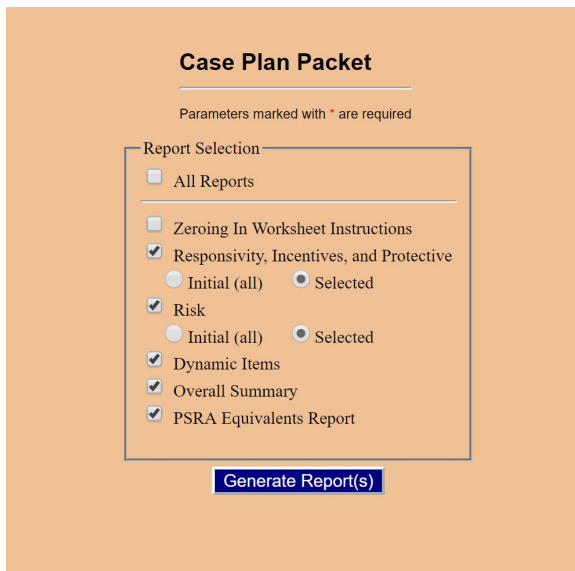
Step 3: Click on the 'case plan' icon next to the most recent PRA

Step 4: Click on 'Case Plan Report Packet' in the upper right hand corner

Step 5: Select the boxes next to:

- Responsivity, Incentives and Protective (Selected)
- Risk (Selected)
- Dynamic Items
- Overall Summary
- PSRA Equivalent Report

The box should look like this prior to selecting 'Generate Report(s)'.



The screenshot shows a web interface titled "Case Plan Packet" with a sub-header "Parameters marked with \* are required". Below this is a "Report Selection" section containing a list of items with checkboxes and radio buttons. The items are: "All Reports" (checkbox), "Zeroing In Worksheet Instructions" (checkbox), "Responsivity, Incentives, and Protective" (checkbox with checkmark), "Risk" (checkbox with checkmark), "Dynamic Items" (checkbox with checkmark), "Overall Summary" (checkbox with checkmark), and "PSRA Equivalent Report" (checkbox with checkmark). For "Responsivity, Incentives, and Protective" and "Risk", there are radio buttons for "Initial (all)" and "Selected", with "Selected" being selected. At the bottom of the selection area is a blue button labeled "Generate Report(s)".

Step 6: Click on 'Generate Report(s)'

Step 7: Save or print the 'Assessment Generic PDF' that populates

Step 8: Attach the saved/printed report to the completed Families First Referral

What to send when the youth has completed the program:

Step 1: Select the youth's case in CARE

Step 2: Go to the 'Case Assessment Lookup' section (Assessments Tab) in the youth's case

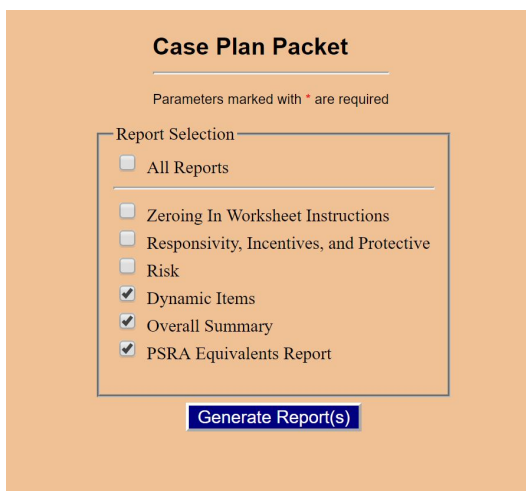
Step 3: Click on the 'case plan' icon next to the most recent PRA

Step 4: Click on 'Case Plan Report Packet' in the upper right hand corner

Step 5: Select the boxes next to:

- Dynamic Items
- Overall Summary
- PSRA Equivalents Report

The box should look like this prior to selecting 'Generate Report(s)'.



The screenshot shows a web interface titled "Case Plan Packet". Below the title, it states "Parameters marked with \* are required". There is a section labeled "Report Selection" containing a list of checkboxes:

- All Reports
- Zeroing In Worksheet Instructions
- Responsivity, Incentives, and Protective
- Risk
- Dynamic Items
- Overall Summary
- PSRA Equivalents Report

At the bottom of the selection area is a blue button labeled "Generate Report(s)".

Step 6: Click on 'Generate Report(s)'

Step 7: Save the 'Assessment Generic PDF' that populates

Step 8: Send the saved report to Families First

CPO Approval: \_\_\_\_\_

AOC Approval: \_\_\_\_\_

**JUVENILE COURT  
FAMILIES FIRST PROGRAM  
Intensive In-Home Family Services Referral Form**

**Official Use Only**

Assigned Worker: \_\_\_\_\_ Family Number: \_\_\_\_\_

Date Case Assigned: \_\_\_\_\_ Start Date: \_\_\_\_\_

Referring Probation

Date of Referral

Probation Officer:

Phone:

Email Address:

Referred Youth:

Case #: \_\_\_\_\_ Gender:    M        F

Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Address:

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Language Preference: \_\_\_\_\_ School/Grade: \_\_\_\_\_

Court Status: \_\_\_\_\_ Identified Risk Level: \_\_\_\_\_

Identified risk factors:

Other Programs the youth is participating in:

**Please check(x) if person is living at home:**

Mother:	Phone Number:
Father:	Phone Number:
Step Parent/Guardian:	Phone Number:

Other Phone #:	Other Phone #:
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**List all children in home by age: (Name, age, relationship to youth)**

Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:

**Other people in home (name, age, relationship to youth)**

Name:	Age:	Relationship:
Name:	Age:	Relationship:

Please mark if probation explained the Families First program to the parent/guardian and youth prior to submitting this referral. The parents understand that the Families First service is a minimum of six weeks, and eight hours per week, in the family's home.    Yes    No

**Family Schedule:**

Mon.          Tues.          Wed.          Thur.          Fri.          Sat.          Sun.

**Planned Vacations:**

Where is youth at the time of referral?

If the youth is not in the home, can he/she be returned home within 7 days?    Yes    No

**Problem Checklist:** Please check (x) any of the following problems that you think the family/youth is experiencing. Also, please identify persons involved and provide a description regarding the degree of the problem in the space below.

**Contributing Problems - Family**

(AB) Abuse/exploitation by non-family member	(NG) Neglect	(DA) Parent drug/alcohol problems
(PA) Physical abuse by parent/guardian	(EA) Emotional abuse by parent/guardian	(PC) Parent/Child Conflict
(FV) Family Violence	(RS) Parent/Guardian too restrictive/protective	(IL) Parent Handicap/Illness
(IR) Inadequate physical resources	(SA) Sexual Abuse	(UE) Parent/Guardian Unemployment

### Contributing Problems - Target Youth

(AA) Youth Alcohol Abuse	(DR) Youth Drug Abuse	(MI)Mental/Emotional Illness
(BP) Behavioral problems/delinquent	(RW) Runaway	(CC) Custody Change
(PG) Pregnancy/unwed	(DP) Depressed	(ML/MD) Mental Limitations/Disabilities
(HP) Health Problems/Handicap	(SP) Suicide Potential	(SX) Sexually acting out
(LD) Learning disability	(TR) Truancy	Other:

**Please provide further explanation of selections as requested above:**

**Please explain the reason for the referral:**

**What outcome(s) would you like the youth/family to have from participating in this service?**

**Note to Probation Officers:**

For Probation Officers Use:

Please include the following items with this referral:

- Selected Responsivity Incentives and Protective
- Selected Risk
- Completed Case Plan, once it has been completed

Please E-mail referrals to both Wayne Arner and Katelyn Caldwell

- Warner@youthvillage.org
- Kcaldwell@youthvillage.org