

# TABLE OF CONTENTS

<b>2000</b>	<b>Assessments</b>
<b>2010</b>	<b>General Description</b>
<b>2020</b>	<b>Division of Welfare and Supportive Services Assessment</b>
<b>2030</b>	<b>Referral Process for Social Work Intervention</b>
<b>2040</b>	<b>Assessment Form Instructions</b>
2040.1	Assessment Prior to Approval of TANF Benefits
2040.2	Post-Approval Assessment
2040.2.1	Post-Approval Assessment Instructions
2040.3	Social Work Assessments
<b>2050</b>	<b>Assessment Summary</b>
<b>2060</b>	<b>Participant Issues</b>
<b>2070</b>	<b>Referrals For Service</b>
2070.1	Vocational Assessment Testing
2070.2	Drug Testing/Substance Abuse Treatment Referrals
2070.3	Domestic Violence Treatment Services
2070.4	Mental Health Services

# Assessments

## **2000 ASSESSMENTS**

### **2010 GENERAL DESCRIPTION**

Assessments are completed for each member of the TANF household at initial application and during the ongoing eligibility period. The purpose of an assessment is to identify existing job skills, prior work experience, and determine the employability of each household member. The need for job training, transportation, and child care services is evaluated. Individuals are screened for domestic violence, substance abuse, mental health issues and other factors, which may be barriers to achieving self-sufficiency. Each child in the household is screened to ensure immunization records are current. The school attendance of each child age 7 through 11 is reviewed to determine if the head of household is taking every reasonable step to ensure children are attending school. During the assessment process issues and barriers preventing self-sufficiency are identified and ranked in the OASIS Issue Plan Screen. The assessment results are used to develop a Personal Responsibility Plan for Self-Sufficiency and make appropriate community referrals.

### **2020 DIVISION OF WELFARE AND SUPPORTIVE SERVICES ASSESSMENT**

All household members are assessed prior to authorizing TANF benefits. The Division of Welfare and Supportive Services (DWSS) Assessment is located on the “I” drive. The Assessment can be completed in sections by multiple staff or can be completed entirely by social work staff. The Assessment provides a structured format for completing an interactive interview and documenting a participant’s answers. The Assessment sections gradually become more intensive, requiring additional qualifications for administration.

The two-page Division of Welfare and Supportive Services Assessment and Personal Responsibility Plan-Child Only Cases (Form #2037-WA) is completed for child only cases.

The DWSS Assessment is completed for TANF applicants.

The Assessment is comprised of **four** forms:

1. #2576-A1 – Assessment Pre-Screening
2. #2576-A2 – Assessment Post-Approval
3. #2576-A3 – Assessment Psycho-Social
4. #2576-C – Work History Assessment

The Assessment Summary (Form #2576-B) is an optional form based on participant responses, and the need for a structured documentation format.

The Work History Assessment (Form #2576-C) is a mandatory form. This form is completed by the participant to identify existing job skills and prior work history to determine employability and to evaluate the need for supportive services. This form should be utilized by the participant as part of their master job application.

The Pre-Screening Assessment (Form 2576-A1) must be completed **prior** to the participant receiving TANF benefits or support services. An interactive interview with household members asking the questions contained on the Assessment and relevant follow-up questions is completed. The household member(s) interests, skills, abilities, and social service needs must be completed and documented.

A portion of the Pre-Screening Assessment is designed to screen for learning disabilities, CPS involvement, minor parents, domestic violence, substance abuse, and mental health issues in addition to employability factors. More specific or in-depth assessments completed after approval will build on the information gathered during the initial assessment interview. An Assessment is completed for each adult household member or minor parent. Information provided by the household regarding the minor children must be documented. The Assessments must be printed and retained in the participant's case file. The Psycho-Social Assessment may be removed from the case file and destroyed, at the discretion of the social worker in order to protect confidentiality, provided the findings were summarized in a confidential case narrative.

All dependent children in the household are screened to ensure Immunization requirements established by state law are fulfilled. (See manual section A-2300.)

The head of household is screened to ensure every reasonable action is taken to facilitate school attendance of dependent children ages 7 through 11. (See School Attendance, manual section A-1200.)

## **2030 REFERRAL PROCESS FOR SOCIAL WORK INTERVENTION**

Identified issues and barriers must be evaluated to determine if a need exists for an immediate referral to a division social worker. When it is determined social work intervention is appropriate, follow the procedures established in your district office. Examples may be a disclosure of a current domestic violence or substance abuse issue or a need for crisis intervention.

**2040 ASSESSMENT FORM INSTRUCTIONS**

**2040.1 Assessment Prior to Approval of TANF Benefits**

The questions on the Pre-Screening Assessment have been formulated to gather specific types of information; however, the questions are not to be considered all-inclusive. The interviewer is expected to ask additional questions based on the client's responses and circumstances. Below is a chart showing the type of information sought as part of the Pre-Screening Assessment. The Pre-Screening Assessment must be completed prior to approval for benefits, authorization for support benefits, and assignment of pre-eligibility activities.

<b>QUESTION</b>	<b>CONSIDER</b>
What type of help do you need?	Document the participant's response. Has the participant identified the need for financial assistance, medical assistance or referrals to community resources?
Description of current living situation.	Document the participant's response: house, apartment, shelter, homeless, boarding with friends/relatives, rent, own, location of services, condition, etc.
Financial Situation	Document the participant's responses. Type of income and details of that income (who, when, how much, etc.): child support, Social Security, employment, etc.
Education Level	High School diploma? GED? College or trade school? STARS consideration-under age 20 and interested in HS diploma or GED; learning disability?  If STARS or learning disabled, refer to a social worker for further assessment.
Do you have any of the following issues?  Medical, mental health, pending SSI/SSD? Does the disability limit ability to work or train?	If mental health issues are currently a barrier to employment, refer the individual to a social worker for further assessment.

<b>QUESTION</b>	<b>CONSIDER</b>
<p>6a) Has drinking limited your ability to work?</p> <p>6b) Has drug use (illegal and/or prescription) limited your ability to work?</p> <p>6c) Could you pass a drug test today?</p>	<p>If currently a barrier to employment, refer the individual to a social worker for further assessment.</p>
<p>7a) Have you ever experienced domestic violence?</p> <p>7b) Are you currently in a domestic violence relationship?</p>	<p>Document and contact a division social worker if the client discloses any domestic violence issues within the last 2 years.</p> <p>Immediately refer to a social worker if there is any indication of present danger to the participant.</p>
<p>Current DFS / CPS involvement?</p>	<p>If yes, refer the individual to a social worker for further assessment.</p>

<b>QUESTION</b>	<b>CONSIDER</b>
<p>Minor Parent (under 18)</p>	<p>If yes, refer the individual to a social worker for further assessment.</p>
<p>Worksheet Section</p>	<p>Use this section for summary.</p>

## **2040.2 Post-Approval Assessment**

Prior to or after approval of TANF cash benefits, the assessment process resumes. The Post-Approval Assessment (form 2576-A2) utilizes a strength-based format to assess the information obtained during an initial Assessment and builds on it to further define issues and barriers. The case manager obtains and documents additional details to identify family issues and further define barriers in order to develop a successful Personal Responsibility Plan such as:

1. Mental and physical condition;
2. Housing/Living arrangement;
3. Transportation needs;
4. Child care needs;
5. Level of education;
6. Reading, writing, math skills;
7. English language skills;
8. Employment skills;
9. Inter-Familial relationships;
10. Social skills; and/or
11. Substance abuse issues.
12. Domestic violence issues
13. Child Protective Services involvement
14. Legal issues

During the Assessment process, referrals to other agencies are made to obtain more in-depth information. The assessment must be completed prior to the initial Personal Responsibility Plan (PRP) and in a timely manner to ensure the PRP is developed and signed within established timeframes. Any person receiving cash assistance from the Division of Welfare and Supportive Services (DWSS) **must** have a Pre-Screening and Post-Approval Assessment and a PRP.

### **2040.2.1 Post-Approval Assessment Instructions**

When correctly done the Post-Approval Assessment should provide a detailed picture of the household circumstances. The assessment has questions to prompt and help guide the interview; however, the questions are not to be considered all-inclusive. The interviewer is expected to ask additional questions based on the client's initial responses. Issues and barriers must be identified in the Participant Issues screen in OASIS.

**TANF TANF TANF**

The areas to be addressed are listed below with an explanation of the type of information staff are expected to gather and document.

<b>QUESTION</b>	<b>CONSIDER AND DOCUMENT</b>
TANF application purpose	Document why the participant is seeking assistance.
Housing/Living situation:	Document the type of housing the participant has, who lives with the participant, location, condition, etc. Document housing issues the participant may have. Consider referral to housing agency if current housing is inadequate.
Transportation:	Document how the participant gets around town. Consider providing the participant with a bus schedule and they know how to read it.  Does the participant have a driver's license or ID?
Child Care Needs:	Who will care for your children while you are in an activity?
Education:	High School diploma? GED? College or Trade School? STARS consideration-under age 20 and interested in HS diploma or GED? Learning disability? Current IEP for children?
Certifications/Trainings:	Have you been certified in a specific job or task on a job? (i.e., CNA, CDL, Vocational training, etc.) What type? When?
Family and Support System:	What type of support system do you have? Would your family and friends be supportive of your goals? Is the other parent of your child/children in the home? Is the absent parent involved in your child's/children's life? If so, to what extent?
Health Issues:	Medical issues? Mental Health issues? Pending SSI/SSD? Current status (pending, denied, in appeal) Caring full time for a disabled household member? If yes, are they related to you by blood or marriage? (If yes to both, review for "I" code status).

<b>QUESTION</b>	<b>CONSIDER AND DOCUMENT</b>
Legal Issues:	Document reported arrest dates, charges, convictions, time served. Also document information concerning probation/parole offices, fines, community service obligations, and any pending court appearances/lawsuits.
Social Issues:	Domestic violence? Substance abuse? Could you pass a drug test today? Were you ever involved with DFS/CPS as a child?
Goals:	What are your current employment goals? What are your overall goals? Short term: (Where do you see yourself in the next 6 months): Long term: (Where do see yourself in the next 5 years).
Ranked Issues/Barriers:	List and rank identified issues/barriers on the Participant Issues screen in OASIS.

**2040.3 Social Work Assessments**

In the assessment process, if the case manager identifies severe multiple factors such as domestic violence, suspected chemical dependence, mental health, relationships or child rearing issues, which may present barriers to achieving economic independence, refer to a division social worker. The social worker is required to conduct an interactive interview to determine the extent and severity of barriers to becoming self-sufficient. The social worker conducts interviews with family members, completes a home study, and may interview school teachers, counselors and any medical professionals providing care to the family. Ongoing assessment may result in additional referrals to obtain more detailed information on intellectual and mental functioning.

The areas to be addressed are listed below with an explanation of the type of information social workers are expected to gather and document.

<b>QUESTION</b>	<b>CONSIDER AND DOCUMENT</b>
Childhood Background:	Describe your childhood: Who raised you and how were you disciplined? Was there abuse or neglect in the home? How many brothers/sisters and what type of communication do you have with them? How does your childhood affect you today? Positively/negatively? Did your family receive public assistance?

Support System:	Who do you call in an emergency? Who do you call on when you need to talk or just need advice? Friends, family, spiritual, church affiliation, social clubs?
Teen Parents:	Age first became sexually active; age at first pregnancy; age of absent parent; parenting classes; prenatal care history; school attendance.
Issues with Children:	Behavior problems; IEP; gang involvement; school attendance; parenting classes; absent parent of child(ren) involvement; current or past CPS involvement; CPS worker name and number; your method of discipline.
Medical Background:	Current condition(s)/diagnosis: Current treatment/physician's name and last appointment attended; Current medications/OTC (actually taking?); History of accidents/surgery; How is ability to work affected or limited? (What can you do?) Family planning.
Mental Health Background:	Current or past condition/diagnosis: Current treatment/physician's name and last appointment attended; Current treatment/counseling/medications (actually taking); History of inpatient/outpatient treatment; How is ability to work affected or limited; What type of work can you do; History of suicide attempts; behaviors: How do you currently feel? How long? Family mental health history.
Disability/Incapacity:	Condition/diagnosis: Date of SSI application; denial/appeal information; Advocate or legal agency involvement; Caring for disabled family member; Report of Illness and/or Essential Task Questionnaire required?

<b>QUESTION</b>	<b>CONSIDER AND DOCUMENT</b>
Addiction Background:	Self and Family History (alcohol, drugs (illegal, Rx, OTC, gambling); current/previous use/dependency.
Domestic Violence Background:	History of DV – Adult/childhood; physical, sexual, emotional, verbal, isolation, financial, harassment; DV shelter experiences; injuries; hospitalizations; arrests/who; TPO. DV counseling – Current/Previous; safety plan; Are you currently safe?
Client Strengths:	Document client strengths.
Assessment Scores:	Document scores obtained from completing additional social work assessments.
Ranked Issues:	List, rank and document identified issues on the ‘Participant Issues’ screen in OASIS.
Recommendations:	Document social work recommendations.

**2050 ASSESSMENT SUMMARY**

All assessments completed must be printed and placed in the participant’s file. The Psycho-Social assessment may be removed from the case file at the discretion of the social worker in order to protect confidentiality. The Division of Welfare and Supportive Services Assessment Summary (Form #2576 B) is available on the “I” drive. This form is optional and may be completed by staff to summarize their findings and make initial recommendations.

The Assessment findings must be summarized in the OASIS Narrative Screen. Select ‘Assessment Summary’ narrative category and narrative detail fields. The Assessment Narrative is used to summarize the identified strengths/barriers, employment history/goals and social service needs of the participant.

**2060 PARTICIPANT ISSUES**

Issues and barriers to self-sufficiency identified during the assessment process must be listed and ranked according to priority on the Participant Issue screen in OASIS.

**2070 REFERRALS FOR SERVICE**

Referrals are made to organizations and agencies trained in areas of specialization to assist the case manager in the process of identification and/or treatment of barriers to employment.

**2070.1 Vocational Assessment Testing**

The Division contracts with the Department of Employment, Training and Rehabilitation's Vocational Assessment Center (VAC) to obtain testing services for NEON participants. Testing consists of measurements of vocational aptitude, academic skills, interests, verbal and non-verbal problem solving skills and self report information. The VAC administers the tests, scores, interprets the results and provides a written report outlining test results and vocational recommendations.

**2070.2 Drug Testing/Substance Abuse Treatment Referrals**

During the assessment process or at any time the case manager learns or suspects a participant may be affected by an issue of chemical dependence, the participant is referred to a division social worker who administers the Substance Abuse Subtle Screening Inventory (SASSI). Where SASSI results indicate a positive probability regarding chemical dependence, the participant may be required to submit to a more in-depth substance abuse assessment and referred for treatment.

**2070.3 Domestic Violence Treatment Services**

The Division contracts with non-profit organizations providing emergency shelter, counseling, support groups and other services to victims of domestic violence. Identification of the existence of domestic violence results in the referral to division social workers for further assessment and/or case management services. (See manual section A-2200.)

**2070.4 Mental Health Services**

Participants, identified through the assessment process, as needing mental health services, are referred to a person professionally qualified in the field of psychiatric mental health. Providers may be employed by community, state, or contracted mental health facilities with the Division of Health Care, Financing and Policy.