

Family Support Services Application File Checklist

Checklist for Completing a Family File

Client Name:

Support Services:

Please ensure that the following documents are included:

Initial Contact Form
Date Occurred:

Intake Meeting Occurred:

ASC Family Support Application Form
“Getting to know your Family”
Specific Consent Form
Policy Checklist
Personal Profile
Family Support Services – Schedule “B”
Profile Picture, if applicable
Copy of FSCD Agreement
FSCD Agreement Expiry Date:
Assessment, Behavioral, Medical information, if available
Risk Assessment

Placement Committee Meeting Occurred:

Placement Committee – Individual Minutes
Placement Letter to family
Date sent:

If service approved:

General Consent
ASC Family Support Service Agreement
Date signed:

Placement Committee Checklist for Accounting if applicable:

Fee for Service Client (must include)
Block Funded Client (not required)

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|------------------|-------------------------|---|-----------|-----|-----------|-------|--------|
| Binder(s): | Family Support Services | | | | | Page: | 1 of 2 |
| Section(s): | Entry/Exit | A | Mar 18/14 | R/R | Mar 17/17 | | |
| Program Area(s): | FSS/Disability | | | | | | |

Family Support Services Application File Checklist Continued . . .

Contact Notes
 Actual services start date:
 Goal Service Plan if Applicable
 Completed:
 Review Date:
 Outcome Review Date:

(Throughout service delivery, remember to regularly submit for filing)

ASC Family Service Surveys
 Contact Notes
 Incident Reports

If applicable:
 ASC Family Support Agreement Renewal
 Date signed:
 FSCD Agreement Renewal
 Expiry Date:

At Exit and if services not approved:
 Exit Interview Form (if possible)
 ASC Family Supports Post-Survey (if possible)
 Exit Summary Form
 Contact Notes
 Completion Letter
 Date sent:

*** If services extend past 1 year (or more), remember to update ASC Family Support Agreement and FSCD Agreement copies**

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