

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 7, 2013

MEMORANDUM

What's Inside:

NCFAS G+R tool

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: MELODY YANCEY, ACTING DIRECTOR

SUBJECT: INTRODUCTION OF THE NCFAS G+R ASSESSMENT TOOL

DISCUSSION:

The purpose of this memorandum is to introduce the new assessment tool, the *North Carolina Family Assessment Scale General + Reunification* (NCFAS G+R), to be used for Family-Centered Services (FCS) and Alternative Care (AC) cases. A workgroup composed of contracted and CD staff from each region reviewed assessment tools used by state and private agencies across the country and the NCFAS G+R was selected for use in Missouri.

The NCFAS G+R tools replace the *CD-14 and CD-14A* and will be used for initial assessment and reassessment in open FCS and AC cases. These tools are designed to assist staff in conducting a thorough and comprehensive assessment of family's history, structure and functioning, identifying protective capacities and child vulnerabilities. A comprehensive assessment should be completed on each open family case.

The NCFAS G+R tool measures change over a period of time. A key indicator in reunification or case closure is whether or not the family has made the changes necessary to remedy child abuse or neglect. The NCFAS G+R has a readiness for reunification domain which allows staff to quickly determine whether reunification or case closure should occur. The evidence based tool utilizes a six-point scale ranging from clear strength to serious problem and allows staff to calculate an overall domain score. The tool also allows staff to choose whether the item is not applicable or unknown. A comprehensive assessment of the family should be conducted to aid in the development of the case plan.

Benefits of Using the NCFAS-G+R Assessment Tool

- Identifies needed services
- NCFAS-G+R is worker-friendly
- Developed with input from field staff
- Readily completed—requires about 30 minutes
- Assists workers with goal development
- Identifies protective capacities and child vulnerabilities

Definitions

- [Definitions](#) are provided for clear strength, baseline/adequate, and serious problem to guide staff in selecting the appropriate ratings
- Intermediate levels of functioning are left undefined in order to encourage worker inquiry and judgment when assigning ratings

Assigning Ratings

- Assess and rate at intake, interim, and closure
- Intake ratings should be completed when sufficient information has been obtained
- Rate all subscales prior to making an overall domain rating
- The overall domain ratings are **not** the average of the subscale ratings. They are the worker's overall perspective of the subscales in each domain
- Each domain will have an overall rating. Once selected, the overall rating will populate to the NCFAS G+R Summary. These overall ratings and summary can be used to prioritize which areas of need should be addressed first in the written service agreement. For example, if a family shows an area of need in Environment, Parental Capabilities, and Family Safety, these areas should be the focus of the treatment plan.

Timeframes

The initial assessment (intake) is to be completed within **30 days** from the case opening. Interim assessments (reassessment) should be completed every **90 days** thereafter. If the case is transferred from one worker to another, the newly assigned worker should conduct an interim assessment within **30 days** of case assignment. For all active cases in which the CD-14A was used, staff should complete an interim assessment when the next reassessment is due instead of the CD-14A. Closure ratings should be completed within a few days before closure.

Required Tools for the Initial Assessment Period

- NCFAS G+R (intake fields)
- Written Service Agreement (CD-14B), or Child Assessment and Service Plan (CS-1) for AC cases
- Genogram (CD-14G)
- Culturagram (CD-14F)
- Safety Assessment (CD-17) and Risk Assessment (CD-14E), if not completed with a hotline

Required Tools for the Interim Reassessment Period

- NCFAS G+R (interim fields)
- Written Service Agreement (CD-14B)
- Safety Assessment (CD-17) for FCS cases and AC cases with children in the home
- Risk Reassessment (CS-16E) for FCS cases and AC cases with children in the home

Required Tools for Case Closure

- NCFAS G+R (closure fields)
- Safety Assessment (CD-17) for FCS cases and AC cases with children in the home
- Risk Reassessment (CS-16E) for FCS cases and AC cases with children in the home
- Termination of Service/Aftercare Plan (CD14-D)

Culturagram (CD-14F)

Many staff have been using the Culturagram (CD-14F) since the initial Council on Accreditation visit. With this memorandum, the Culturagram (CD-14F) will be required for staff use in place of the Ecomap (CD-14H). The Ecomap (CD-14H) will still be available for staff who want to use the tool. The purpose of the Culturagram (CD-14F) is to help staff recognize the cultural differences between families. By completing the Culturagram (CD-14F), staff develop a better understanding of the family's needs and can begin to plan for appropriate interventions on an individual, family, and community basis.

Additional Changes/Information

The Written Service Agreement (CD-14B), Termination of Service/Aftercare Plan (CD-14D), Culturagram (CD-14F), Genogram (CD-14G), and Ecomap (CD-14H) forms and instructions have been modified to enhance practice and improve engagement. Staff may access the NCFAS G+R tool on All Forms. [Frequently asked questions](#) about using the NCFAS G+R have also been included for staff reference. To help staff learn the new domains, a [summary sheet](#) listing all the domains has been posted on the intranet under other helpful resources. [The NCFAS G+R training PowerPoint](#) is also available for staff use. Additional information regarding use of the assessment tool can be found on the NCFAS G+R [instructions](#).

Staff should begin using the new tools after they complete training. Training for all case management staff (AC and FCS only) and their supervisors is being offered in different locations across the state. All newly hired staff attending Child Welfare Practice Training (CWPT) between now and mid-November should also sign up for one of the NCFAS G+R training sessions. This will ensure new staff are able to complete their current CWPT training, which contains current policy and practice, while also being introduced to the new material in the NCFAS G+R training. In the future, the content will be integrated into the statewide CWPT Basic Orientation curriculum and into FACES.

NECESSARY ACTION:

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

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CHILD WELFARE MANUAL REVISIONS:

- Section 3 Chapter 1.3 [Court Involved Cases](#)
- Section 3 Chapter 2.2 [To Open or Reopen a Case Within the SS-63 Family-Centered Services/ Treatment Services System](#)
- Section 3 Chapter 2.3 [Procedures Applicable to All Case Types](#)
- Section 3 Chapter 3 [Family-Centered Services Family Assessment and Written Service Agreement Development](#)
- Section 3 Chapter 4 [Implementing the Written Service Agreement](#)
- Section 3 Chapter 6 [Evaluation](#)
- Section 3 Chapter 10.2 [Decision-Making at Critical Points](#)
- Section 3 Chapter 10.3 [Summary of First Level Supervisor Responsibilities](#)
- Section 4 Chapter 7.2 [Family Support Team Meeting](#)
- Section 4 Chapter 7.2.2 [Family Support Team Meeting](#)
- Section 4 Chapter 7.3 [Thirty-Day Treatment Activities](#)
- Section 4 Chapter 9.2 [Administrative Review Process/Permanency Planning Review](#)
- Section 4 Chapter 10.2 [Permanency Through Reunification](#)

FORMS AND INSTRUCTIONS

- NCFAS G+R tool
- Written Service Agreement (CD-14B)
- Termination of Service/Aftercare Plan (CD-14D)
- Culturagram (CD14-F)
- Genogram (CD14-G)
- Ecomap (CD-14H)

REFERENCE DOCUMENTS AND RESOURCES

- [Frequently asked questions](#)
- [Domain List](#)
- [NCFAS G+R training PowerPoint](#)
- [Scale Definitions](#)
- [OJT Guide for Staff](#)
- [OJT Guide for Supervisors](#)

RELATED STATUTE

- [Section 475 of the Social Security Act](#)

<p>ADMINISTRATIVE RULE N/A</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS PA-FC 2: Assessment PA-FC 3: Service Planning and Monitoring</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) Item 17 Needs of Children, Parents and Foster Parents Item 18 Case Planning Involvement</p>
<p><u>PROTECTIVE FACTORS</u> Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children</p>
<p>FACES REQUIREMENTS N/A</p>