

# Review Documents in a Family Assessment File

**Goal:** The FAW will become familiar with the content and usefulness of a complete family record maintained by the FAW.

**Supervisor responsibilities:**

1. Discuss the goals of this activity with the trainee. Address the program's need to maintain a complete and accurate record for each family.
2. Provide the trainee with a sample of a family assessment file for review. The assessment file may include, but is not limited to:
  - √ Screen
  - √ Intake Record
  - √ Consent and Authorization to Release Information
  - √ OB/GYN Feedback
  - √ Referral Feedback
  - √ FAW Contact Log
  - √ Data Entry and Evaluation Forms
3. Provide the trainee with a copy of the "Family Assessment Case File Worksheet." Review each form with the trainee and encourage her/him to complete the worksheet. (Option: Invite the trainee to canvass experienced FAWs about each form's handling and how it is used in the program.)
4. Process this activity by soliciting and responding to any questions the trainee may have about the forms.

Employee: \_\_\_\_\_

Date of hire: \_\_\_\_\_ Date activity completed: \_\_\_\_\_

Follow-up notes/plan:

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Attach completed worksheet "Family Assessment Case File" (see following page)

PRE-CORE

## Family Assessment Case File Worksheet

FORM	Who completes this form?	When is this form completed?	How is this form used by the program?
Screen			
Intake Record			
FAW Contact Log			
Consent & Authorization to Release Information			
Referral Feedback			
OB/GYN Feedback			
Kempe Assessment Form			
Pre-Assessment Activity Form (if applicable)			
Screening Form			

WORKSHEET