

Family Preservation Assessment Services (FPAS) Timelines

Formally known as "Up-Front Assessments (UFA's)"

Emergency Response Command Post (ERCP) Referrals

ERCP assessments are received or assigned to an agency during after-hours (Mon-Fri 5pm-9am), weekends and holidays. **Please note, although you may be assigned the assessment during these normal weekly business hours, you will coordinate with the person to be assessed what time/place they can be interviewed which can fall outside of the above timeframe**

1. The assessor should respond to the requested location within an hour of being called unless otherwise instructed by the DCFS designee.
 2. A written Preliminary Summary must be completed and faxed to the CSW within two (2) hours after the interview has been completed with the person(s) identified on the 800 form (*Note: a written Preliminary Summary of Findings is normally limited to one (1) page.*)
 3. The final Assessment report is to be submitted to DCFS within 24 hours after the interview.
- **Additional Notes**
If for any reason you cannot meet an assessment deadline, be sure to communicate this to the CSW and document the reasons why.
 - Conversely, if the CSW gives you permission to extend assessment deadlines or timelines, document these conversations and/or print out any email confirmations for your records. Take this out. It is not up to the CSW to give the agency extension. This will be a finding!
 - If you are unable to get a response from the person to be interviewed as identified on the 800 form after three (3) telephone attempts and two (2) face-to-face attempts within the five (5) business day period, you must alert the CSW and CBL (*Community Based Liaison*) listed on the 800 Form of your attempts to schedule the interview and fax an "Attempted Contacts Form" to DCFS to close the referral.
 - A Family Preservation Assessment should never be performed on children even if they are minor parents. These interviews are designated for adults only (18yrs of age and over)
 - A typical interview should last approximately 2 – 2.5 hours. The written report should take less than 3 hours to complete (Total Assessment Billing Time = 5-6 hrs.). If you perceive needing more time to conduct this process, please consult your clinical supervisor and/or directors at your site.