

## DOCUMENTATION/DEADLINE SUMMARY

<b>REQUIRED SERVICE/DOCUMENT</b>	<b>WHEN DUE</b>
Initial face-to-face family meeting	Within 48 hours of receipt of referral
Voluntary Service Agreement (voluntary consent form)	At first client meeting
CA Safety Plan, review of (if completed by referring social worker)	At first client meeting; then at least every 2 weeks
Case updates	At least one update during each calendar week
NCFAS/NCFAS-R	Prior to completing Family Assessment
Family Assessment	Received by social worker within 20 calendar days of first client meeting
Service Plan	Received by social worker within 20 calendar days of first client meeting
Copy of Service Plan given to each adult and adolescent family member	At first client meeting following completion of the Service Plan
Monthly Status Report	Received by fiduciary specialist no later than the 10 <sup>th</sup> working day of each month
Consumer Satisfaction Survey, given to client and documented in charting notes	At final client meeting (or upon termination)
Exit Summary	Received by fiduciary specialist and/or social worker within 10 working days of termination
Quarterly Report	Submitted to FPS Program Manager within 30 days of each quarterly reporting period