# SOCIAL SERVICES CASE READING GUIDE

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLIENT ID NUMBER</th>
<th>JAS ID NUMBER</th>
<th>WORKER’S NAME</th>
<th>REVIEWER’S NAME</th>
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## PROGRAM TYPE (CHECK APPROPRIATE BOXES)
- [ ] Intensive Services
- [ ] Refugee
- [ ] First Steps
- [ ] Teen Living Assessment
- [ ] Good Cause for Non-Cooperation with DCS
- [ ] Protective Payee
- [ ] Domestic Violence
- [ ] Pregnancy to Employment
- [ ] Supplemental Security Income Facilitation
- [ ] Incapacity
- [ ] Information and Referral
- [ ] Whole Family Services

## Payment/Fiscal Administrative Policy

### Were any payments authorized?  
If yes:  JAS or  SSPS

### Was it appropriate?  

### Was it accurate?  

### Was it timely?  

### Did case action require supervisor’s signature?  

### Is completed JAS payment audit attached?  

## Services Quality Content

### Was a social work assessment completed?  

### Does the service plan identify the issues discovered in the assessment?  

### Was this case staffed?  
If yes:  Informal or  Formal

### Is a Protective Payee required and completed?  

### Is the service plan appropriate?  

### Were time frames met?  

### Does the documentation recording adequately provide a clear picture of the case, including outcome?  

### Were needs identified?  

### Were services delivered that matched the needs?  

### Were referrals completed?  

### Were the outcomes tracked?  

### Could a Social Worker newly assigned to this case understand and continue management of this case?  

### Did a case action require supervisor signature?  

### Was an exception to rule requested?  

### Is further action required?  
If yes, due date:  

Date action completed:  

## Policy/Procedure

### Does the case reflect the program policy requirements?  

### Does the case reflect policy requirements for:  

- Family Planning?  
- Limited English Proficiency?  
- Teen Living Assessments?  
- Necessary Supplemental Accommodations?  
- Interim Assistance Reimbursement Authorization?  
- Progressive Evaluation Process?  

## COMMENTS

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