

# Prevention Worker Role Card

## CPS

Investigative Planning

Contact Reporter

SAFETY-Form 5 within 15 days

SDM-Initial within 30 days

ACCESS

## SHARED

\*Review Agency History (ACCESS, FATS, SDM, TIPS, Cafe, OnBase, Case Record)

Identification and contact information on relatives (Family Connections and Circle of Support)

Collateral Contacts

Court (Court letters & testify)

Assess Safety (ongoing) and create safety plans, as needed

Assess Family Functioning

Assess Risk (SDM)

Documentation of contacts and activities as well as engagement.

\* Home Visits with all Family members

\* Safe sleep discussions

Assess need for prevention services (CAC, mental health, substance abuse, DV, Early Steps, parenting education, Home Builders/IHBS...)

Case Staffings

\*Search for absent parents

\*Communicate with providers

\*Make purchases (Lacarte)- PAF

## FS

Monthly Collateral Contacts

Form 5 every 90 days

Ongoing

SDM-Review Initial/Reassess every 90 days

FATS

Home Studies

After Care Plans at Closure

Asterisks\*\* Denotes tasks that the Team Specialist can do as well.

# PREVENTION TEAM SPECIALIST ROLE

Participate in staffings

Pull/Review history

Enter initial contacts in ACESS (to show compliance with timely contacts)

Prepare paperwork and assist with needed signatures from clients (consents, client rights...)

Prepare written correspondence to support concerted efforts

Request records (medical, school, police...)

Use Lacarte card to make purchases

Fax/Scan/Mail

Home visits with clients, as needed, to gather, documents, secure signatures, drop off information, teach skill building (budgeting, safe sleep)

Joint visits with CPS or FS workers, as needed

Safe Sleep education

Client contact/home visits, as needed

Assist in search for absent parents (UTL)

Transportation

Drug screens for clients (TIPS 212, provide information to parent location/date/time of screen, request results)

Copy/Paste AFF information from ACESS to FATS

Review accuracy of client information in systems (spelling of name, DOB, address, phone...)

Referrals

Request written progress reports

FTM prep (calling team members, scheduling the room, taking notes during FTM, making copies of case plan packets, securing signatures)

Document activities in ACESS and FATS

Enter TBH in database and print report for record

NO:

Conducting Interviews

Typing Interview notes or Assessment of Family Functioning

"Clinical" contacts such as verbal reports on a client's therapy progress