Policy

Each Transformations client will be administered the Child and Adolescent Functional Assessment Scale (CAFAS). Results of the CAFAS will be utilized in the development of the Service Plan to help determine appropriate level of care, target high risk behavior problems, formulate measurable goals for treatment, track progress, assess the effectiveness of the treatment plan and determine appropriate level of care at discharge.

Procedure

Training: All providers (BHP/TCM/TCS) will complete [the CAFAS online training](https://www.youtube.com/playlist?list=PLRDR6vne4ABNlnX_3m64QYHYvZLxYpXJx), take [the reliability quiz](http://www.proprofs.com/quiz-school/story.php?title=cafas-online-reliability-training-quiz) and provide the agency with a certificate of completion. Then the agency will provide you with your user id and password.

Who: The administering of the CAFAS will be the responsibility of the Behavioral Health Professional and the Targeted Case Manager.

* The Transformations BHP will administer the CAFAS
* If the BHP is from another agency, the Transformations TCM will administer the CAFAS
* The results of CAFAS will be shared via email with the team members- including the caregiver.

When: The CAFAS is administered three (3) times throughout the course of treatment during the Service Team meetings and in the presence of the caregiver.

* The CAFAS will be administered in the home or community during the Initial Service Team meeting.
* The CAFAS will be administered again during the third service team meeting at the third month of treatment.
* The CAFAS will be administered a third time at the Service Team meeting held to plan aftercare and discharge. This third time is generally administered five months into the course of treatment and one month prior to discharge.

Why: The Transformations BHP and the Transformations TCM will be responsible to use the results of the CAFAS to guide the development of the service plan.

* The CAFAS score will be used to target high risk behaviors and identify them on the initial service plan as problems.
* The CAFAS will be used to develop measurable behavior goals on the initial plan.
* The CAFAS will be used to monitor progress and amend the measurable behavior goals at the third development of the service plan
* The CAFAS will be used to determine the effectiveness of the treatment strategy at the third service team meeting. If progress is not satisfactory, the treatment strategy should be amended to improve outcomes.

The CAFAS will be used to develop the aftercare plan and referral for appropriate level of care.

How: The CAFAS will be completed online at the website: <https://app.fasoutcomes.com/login.aspx>

* Enter user id and password provided by Transformations staff.
* Click on “New Client” to add new client information
* Click on “My Clients” and click on the client’s name that will be administered the CAFAS
* Click the little arrow “Start Assessment”
* Click the little arrow next to CAFAS
* Enter the required information and click “Start Assessment”
* At the top click each tab item that describes client functioning (school, home, etc.)
* Be sure to also click “Add Strengths and Goals” for each tab. These will appear on the treatment plan.
* Click “Review Assessment and Print Report” to show overall score and parent friendly report.
* Click “treatment Plan” to enter plan to address treatment goals.

Share: Share the Treatment Plan with the other team members including the caregiver

* Click “View Treatment Plan” as PDF and SAVE
* Email saved PDF Treatment Plan to Service Coordinator or to the BHP and any TCS
* Or a Transformations Service Coordinator can access the Treatment Plan by logging in to the system and clicking “Search Clients”. Then enter client’s name and birthdate, next click client name, then click “Edit Plan” or Print Treatment Plan”

Flow Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Service Team Meeting** | **CAFAS\*** | **Action** | **Increase support** |
| Beginning of 1st month  (ex. beginning of Jan) | **1st team meeting** (for Jan) | Administer CAFAS | Develop initial service plan problems and goals | Utilize strengths and natural resources |
| End of 1st month  (ex. end of Jan) | 2nd team meeting (for Feb-March services) | No CAFAS |  |  |
| Second month  (ex. Feb) | No team meeting | No CAFAS |  |  |
| Third month  (ex. end of March) | **3rd team meeting** (for April- May services) | Administer CAFAS | Assess progress. If no progress, amend treatment approach, refer for additional interventions. | Request more units, medication management, TCS, BHE, target different settings, enhance therapeutic alliance, etc. |
| Fourth month  (ex. April) | No team meeting | No CAFAS |  |  |
| Fifth month  (ex. end of May) | **4th team meeting**  Is client ready for discharge?  Yes  No | Administer CAFAS | Utilize CAFAS scores to recommend level of care for post discharge therapy. | Provide a copy of the CAFAS report to the aftercare providers. |
| Sixth Month | No team meeting | No CAFAS |  |  |
| Seventh Month | **5th team meeting**  Is client ready for discharge?  Yes  No | Administer CAFAS | Utilize CAFAS scores to recommend level of care for post discharge therapy | Provide a copy of the CAFAS report to the aftercare providers. |
| Eight Month | No team meeting | No CAFAS | . |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ninth Month | **6th team meeting**  Is client ready for discharge?  Yes  No | Administer CAFAS | Utilize CAFAS scores to recommend level of care for post discharge therapy | Provide a copy of the CAFAS report to the aftercare providers. |