

## **1. Family & Community Partnership Enrollment/Intake Process**

### **a. Pre-qualification**

- Income (proof)
- Birth certificate
- No. of household
- Give parent a list of needed documentation required to enroll child. (Medical & Dental)
- Add child to waiting list

### **b. Intake**

DFSS is establishing a time line of no longer than 15 days between Intake and Enrollment

- Application
- Physical
- Dental

### **c. Upon Enrollment**

The following initial steps upon enrollment must be completed within 15 days and not to exceed 30 days:

- complete (family) Strength and Needs Assessment
- identify and enter into COPA, *at a minimum*, one goal, referral and case note
- schedule 1<sup>st</sup> home visit

## **2. Goals/Family Referrals/Services**

- Family referrals and/or services should occur within 15 days from enrollment

## **3. Follow Up**

- Conduct and document follow up within 15 days of providing family with a referral/service

## **4. Ongoing**

- Revisit family goals, referral/services and case notes every 30 days

By following the process as outlined above, staff will ensure all family partnership agreements are completed and entered by October 31<sup>st</sup>. The FCP flow chart provides a visual representation of this entire process. Remember, every Agency is expected to be fully enrolled by September 6<sup>th</sup>.

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The following is reflected in the 2011-12 FCP Family and Community Partnership Milestones:

1. By November 15<sup>th</sup> (of each program year), evidence of at least 50% of family services should be documented in COPA
2. By February 15<sup>th</sup> (of each program year), evidence of at least 75% of family services should be documented in COPA
3. By May 15<sup>th</sup> (of each program year), evidence of at least 90% of family services should be documented in COPA