

### **3.1 ASSESSMENT & SERVICE PLANNING**

#### **POLICY**

Assessment and service planning is an ongoing, collaborative and continuous process at SNF Development Center. This process is a mutual exploration of the client's strengths and concerns, complemented by the staff's professional perspective and recommendations resulting in a jointly created plan with mutually agreed on goals.

#### **SCOPE**

This policy applies to all SNF Development Center employees involved in direct service.

#### **PROCEDURES**

- Assessment begins in the initial interview and builds on the information and presenting concerns gathered during intake.
- The initial assessment seeks to gather basic information, to explore client strengths and concerns, and determine the client's desired outcomes. Based on the assessment, staff will work with the client to jointly create a service plan with mutually agreed on goals which is documented in the client record.
- Contextual information is gathered, as relevant and appropriate to the nature of the concerns and outcomes desired, such as:
  - the client's presenting concerns
  - history of the concerns
  - client's strengths and resources
  - safety issues (e.g., abuse, current risk of self-harm)
  - physical and mental health concerns
  - social and environmental concerns
- The Program Coordinator and the parent/guardian will agree on the service goals to be achieved, the expected length of service and any potential interventions that may be required to achieve the stated goals. This plan for the service will be documented in the assessment.
- The fee should be confirmed, where applicable, along with the payment expectations.
- The assessment will be documented for each client receiving service in their client record within five working days of the assessment interview.

#### **CONFIDENTIALITY**

These manual details policies and procedures relevant to SNF Development Center.

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