

**Integrated Assessment Program:  
Roles and Responsibilities of the Clinical Screener**

<b>ACTIVITY</b>	<b>TIMEFRAME</b>
1. Case is assigned to the Screener by the Coordinator.	Date of case notification.
2. Reviews all DCP referral information as well as any case information from the Permanency Worker <ul style="list-style-type: none"> <li>➤ Intake Coordinator will retrieve this information and have this available for the screener.</li> <li>➤ Clinical Screener will collaborate with DCP and Permanency Worker regarding all case information.</li> </ul>	Within 5 days after TC
3. Completes all necessary screens/interviews for the parent/guardian, stepparent, paramour, caregiver, and children. <ul style="list-style-type: none"> <li>➤ Appointments will be arranged by the Intake Coordinator</li> <li>➤ Teams up with the Permanency Worker to conduct screens/interviews in the parent/guardian home and the caregiver's home. (If worker/screener safety is an issue, interviews will be conducted in the DCFS/POS office).</li> <li>➤ Uses the appropriate interviewing tool based on the age and role of the individual being interviewed.</li> <li>➤ Early Childhood Clinical Screener determines early childhood developmental needs for children age 0-5.</li> <li>➤ Scores the Child and Adolescent Needs and Strengths (CANS) for children age 6 years and older.</li> <li>➤ Discusses information, questions, concerns, impressions, and recommendations with the Permanency Worker following each interview.</li> </ul>	Preferably within 20 days after TC
4. Immediately following each interview the Clinical Screener reviews their information, questions, concerns, impressions, and recommendations with the Permanency Worker.	Throughout the 45 day process.
5. Drafts the Integrated Assessment Report. <ul style="list-style-type: none"> <li>➤ Based on information, documentation, interviews, impressions, and recommendations generated by the Clinical Screener and Permanency Worker throughout the process.</li> </ul>	By day 30 after TC
6. Communicates with Permanency Worker/Supervisor regularly throughout the process. <ul style="list-style-type: none"> <li>➤ Meets with the Permanency Worker and Supervisor to review the drafted Integrated Assessment Report.</li> </ul>	Preferably within 30 days after TC

**\*Collaboration** is defined as: two or more professionals working together as a team to serve a client. Although the professionals may work independently from time to time, they communicate and coordinate their efforts to avoid duplication of services. When collaborating, professionals share and discuss information, questions, concerns, impressions, and recommendations.

<p><b>7.</b> Attends and participates in the Family Meeting, which is co-facilitated by the Permanency Worker and Supervisor.</p> <ul style="list-style-type: none"> <li>➤ Finalizes and enters the Integrated Assessment Report into SACWIS.</li> </ul>	<p>Preferably by Day 40 after TC</p>
<p><b>8.</b> Completes the PCP Summary Report noting all assessment and treatment recommendations for the child, and forwards this to the Intake Coordinator.</p>	<p>By the 45<sup>th</sup> day after TC</p>

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