



FIS-BHC

1. FIS (Incorporate Document 16) Did the FIS attempt contact via phone or face-to-face with the client within three working days of receipt?
2. FIS Client Chart 10 (FIS Manual) If ongoing case management provided, did the FIS at least engage in monthly face-to-face contact with the client? If this was not possible, was justification documented in the client record.
3. FIS Client Chart 11 (FIS Manual) Was a discharge summary documented in client chart?
4. FIS Client Chart 12 (FIS Manual and (Rule 65D-30, F.A.C.)) Were summary notes completed weekly for those weeks when client contacts are made?
5. FIS Client Chart 3 (FIS Manual) If no screening or assessment completed, was there a justification noted?
6. FIS Client Chart 4 (FIS Manual) Did the FIS provide level of intervention and a rationale for determination?
7. FIS Client Chart 5 (Chapter 65D-30, F.A.C) Are the case records consistent with requirements of Chapter 65D-30, F.A.C if client is receiving intervention services?
8. FIS Client Chart 9 (Rule 65D-30, F.A.C and FIS Manual) Did FIS develop a substance abuse intervention/service plan if the FIS continued to provide intervention/case management for the family and provide a copy of the intervention plan to the child welfare case worker within 45 days?