



FSTT (Family Services Treatment Team)

1. Was the client contacted within three (3) business days of referral receipt?
2. (FSTT Attachment) Was feedback provided to child welfare within 5 business days of referral receipt?
3. Is there documentation that contact is maintained with the child welfare case worker, the substance abuse treatment provider, the client, and any other providers to monitor client progress and sustain open communication? This may include participation in formal staffing's or informal contact. Is the contact and outcome of the contact documented and entered into the client record?
4. Case Management Cx (65E-14, F.A.C.) Does the record list the recipient's name and identification number?
5. Clinical Records Cx Assess Trx Plan (65E-4.014(6), F.A.C.) Treatment Plan/Service Plan must be completed, and the actions specified in the plan must be initiated for each active client within 30 days after completion of intake.
6. Clinical Records Cx Progress Notes (65E-4.014.3.c) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:
 - 3) Modified service or treatment plan from changes in client's needs, resources, findings.
7. Clinical Records Cx Progress Notes (65E-4.014.3.c) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:
 - 2) Progress, or lack thereof, relative to the service plan or treatment plan
8. Clinical Records Cx Progress Notes (65E-4.014.3.c) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:
 - 1) Contact dates with client, family, friends, or service agencies;
9. Clinical Records Cx Termination (65E-4.014.3.d) Termination report must be in the record within 4 weeks after official termination of services.
Termination Report shall include:
 - 2) Date and signature of individual preparing report.
10. Clinical Records Cx Termination (65E-4.014.3.d) Termination report must be in the record within 4 weeks after official termination of services.
Termination Report shall include:
 - 3) If there is a referral, a reason for the referral must be noted.
11. Clinical Records Cx Termination (65E-4.014.3.d) Termination report must be in the record within 4 weeks after official termination of services.
Termination Report shall include:
 - 1) Evaluation of impact of agency's services on client's goals or objectives.