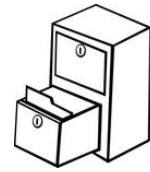


The PCAP Evaluation Data File Folder

When client is enrolled, an evaluation data file folder should be started. Data will be added throughout client's involvement in the program and checked off, when filed, on the Record of Evaluation Data form that is stapled to the inside front the folder.

While on site, evaluation data must be kept in a locked location SEPARATE from the client file. No personally identifiable data (example, client files, consent forms) should ever be filed with this data or in the same location as this data.



Example Evaluation File Folder:

Record of Evaluation Data form should be stapled to front inside of folder and completed as forms are collected and filed.

Completed evaluation forms should be filed in the order they appear on the cover sheet.

Exception: Status forms, if any, will go on top. These include the transfer form, Lost Post Exit form, Death notification, etc.

Protocol for filing data, such as goals, into the Evaluation Data File Folder:

Staff member completes the paper form and hands it in to the Office Assistant, who reviews it for completion and files it into the Evaluation File Folder. When filed, the Office Assistant records in DatStat that it has been received (case managers do not do this).

Protocol for processing the Evaluation Data File Folder at Exit:

When the client exits, either through Exit Interview or Lost Post Exit, the contents of the file folder should be reviewed for completeness (all forms complete and included) and sent to FADU. While it is okay to hold folders to send in a batch, the folder with all data (including Intake and Exit ASIs) must be sent within 2 months of exit. Do NOT send evaluation data with personally identifiable data like consent forms.

You may send the entire folder or you can remove the data, clip it together, and order it with the Record of Evaluation Data form on top. Remember, every page must have a client ID on it. If you do not send the enclosing folder please be sure each client's data packet is secured separately (binder clip or rubber band).

NOTE: Please do not file or send data printouts from DatStat in this folder.

This folder is for 1) evaluation data that is not entered into DatStat, 2) the ORIGINAL paper forms for the Intake and Exit ASI's and the Case Manager Client Relationship Inventory, and 3) status forms like the Transfer form, Death Notification form, and Lost Post Exit form (even though change of status information is also entered into DatStat, paper status forms should be downloaded and completed for inclusion in the Evaluation Data Folder).

"Cheat sheet" notes from the biannual should be shredded once the information has been entered into DatStat. They are not sent in with Evaluation data.

Evaluation Data Instruments for PCAP Clients

<i>Form</i>	<i>Who Completes Form</i>	<i>When Form is Completed</i>	<i>Data Entered into DatStat</i>	<i>Paper Form</i>	<i>Original Filed in Eval File Folder</i>	<i>OA Documents Receipt in DatStat</i>
ASI, Part A (client)	Supervisor	<i>At enrollment</i>	Yes	Yes	Yes	
ASI, Part B (target child)	Supervisor	<i>Within 1 mo of TC birth</i>	Yes	Yes	Yes	
Biologic Children at Enrollment	Case Manager	<i>Within 6 wks of enrollment</i>		Yes	Yes	Yes
Difficult Life Circumstances (DLC)	Case Manager	<i>Within 6 wks of enrollment</i>		Yes	Yes	Yes
Difference Game	Case Manager	<i>Within 6 wks of enrollment</i>		Yes	Yes	Yes
Goals Forms	Case Manager	<i>Every 4 mos, within 3 wks of date due</i>		Yes	Yes	Yes
Time Summary Forms	Case Manager	<i>Weekly, within days of end of week</i>	Yes			
Monthly Update	Case Manager	<i>Monthly, submit first wk of mo following</i>	Yes			
Missing Post-Exit Form (<i>when past exit date without Exit Interview</i>)	Case Manager	<i>Monthly, submit first wk of mo following</i>	Yes			
Biannual	Case Manager	<i>Every 6 mos, within 3 wks of date due</i>	Yes	<i>(notes/cheat sheet)</i>	<i>no, shred</i>	
Client Exit Close-out Form	Case Manager	<i>At Exit, within 3 wks of date due</i>	Yes			
Exit ASI	Exit Interviewer	<i>At Exit</i>	Yes	Yes	Yes	
Case Mgr/Client Relationship Survey	Exit Interviewer	<i>At Exit</i>	Yes	Yes	Yes	
Subsequent Birth Form	Case Manager	<i>Only when event occurs</i>	Yes			
Mental Health Diagnosis Update		<i>NO LONGER USED</i>				
FASD or Neurocognitive Impairment	Case Manager	<i>Only when event occurs</i>	Yes			
Drug/Depend. Court Involvement		<i>NO LONGER USED</i>				
PCAP Dedicated Housing Form		<i>NO LONGER USED</i>				
Client Transfer Form	Supervisor	<i>Only when event occurs</i>	Edit Client Page	Yes	Yes	
Notification of Death (client or TC)	Supervisor	<i>Only when event occurs</i>	Edit Client Page	Yes	Yes	
Unenrollment Form	Supervisor	<i>Only when event occurs</i>	Edit Client Page	Yes	Yes/Optional	
Lost Post Exit Form	Supervisor	<i>Only when event occurs</i>	Yes	Yes	Yes	