

Parent-Child Assistance Program

FETAL ALCOHOL & DRUG UNIT
UNIVERSITY OF WASHINGTON ALCOHOL AND DRUG ABUSE INSTITUTE
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<http://depts.washington.edu/pcapuw/>

PCAP/DBHR Authorized Client Extension Protocol

Under typical circumstances, PCAP clients exit the program after their three-year exit date, and are no longer counted on the Client Count. Under certain circumstances, clients may be extended in PCAP for up to six months after their exit date, and kept temporarily on the Client Count during the extension.

Possible reasons for extension include:

- Continued case management obligated by a contract with another agency (e.g., housing programs);
- Client has a specific intervention, procedure, or application (e.g., neuropsychological exam, SSI appeal, family planning or medical procedure) remaining to be completed with the help of the case manager;
- Client had no contact or very poor contact with a case manager who was subsequently terminated for poor performance.

Extensions must be authorized by the Washington State PCAP Director, and Sarah Pine, DBHR.

Extension requests are made and documented in the following way:

- Supervisors complete the Authorized Client Extension Form and email it to the PCAP director. *The client must have either completed her exit interview or have it scheduled before an extension request can be made.* The Authorized Client Extension Form asks for the following information: client ID, date of enrollment, date of scheduled or completed exit interview, brief explanation of why additional PCAP time is being requested, goals/tasks the case manager believes can be accomplished during that time to meet the client's needs, and length of extra time being requested (up to six months).
- The PCAP director will review the request and approve if it seems that an extension will benefit the client. The PCAP director will sign the form and send it to Sarah Pine (DBHR) for her review, approval and signature. The approved form will be emailed back to FADU and Stacy Dimmich, PCAP Research Coordinator, will notify the supervisor and file the form in the "DBHR Authorized Extensions" folder. She will document and keep track of extensions and remind supervisors when the extension has expired.
- All scheduled PCAP data collection should remain on schedule. The Exit ASI Interview, the 36-Month Biannual Assessment and Goals Form, the Client Close-Out Form, etc., should all be done at the three-year graduation point as usual. The extended client is considered 'exited', however the client will remain on the case manager's caseload until the extension expires. During the extension, the case manager should continue to document the extended client's time on the Weekly Time Summary Form.
- Monthly Client Count: Authorized Extension clients will be kept on the client count temporarily during the extension (up to six months) and should be documented this way:
 - The client is *subtracted from the client count in DatStat* as usual on her target exit month, under "Exit date this month, (# with interview completed or # without interview completed);
 - The client is *added back onto the client count* the month the extension is approved, under "Others that add to count" with a note "Auth. Client Ext. Approved ID#_____."
 - The client is *subtracted from the client count* when the authorization extension expires, under "Others that subtract from the count" with a note "Auth. Client Ext. Expired ID#_____."
 - Note: Please notify Stacy if you decide to shorten the extension so she can make sure that it's correctly documented on the client count.