



Policy Attachment: 11.1

Subject: FAST CASE PROTOCOL

Additional Information:

The Family Advocacy & Support Tool (FAST) is the family version of the Child and Adolescent Needs and Strengths (CANS) for the purpose of helping to identify strengths as well as underlying issues and needs for families that have been brought to the Department's attention. The FAST has been designed to work with non custodial children (in home) and their families through the CPS track, as well as FSS and FCIP cases). The FAST centers on the family unit as a whole in order to assess a family's strengths, risks and/or needs for planning and measuring of services; therefore, all members of the household, regardless of age, are included in the assessment. Completing the FAST at different times during the life of a non-custodial case can help verify that the implemented services are appropriate in affecting change.

1. The FAST assessment tool is to be completed by DCS staff in order to assess the strengths and needs of the child and family. Gathering this information may take place by:
 - a. Interviews
 - b. Observations
 - c. Records checks (see form [CS-0687, Background Checklist and Results Summary/ Internet Records Clearance](#)).
 - d. Collateral reports
 - e. Evaluations
 - f. Pictorial tools (i.e. genogram, timeline, family map)
 - g. Other DCS assessment tools
2. DCS staff shall interact with families and children in a strength-based, culturally responsive, and family centered manner using culturally competent interpersonal skills that demonstrate genuineness, empathy, and respect for the family in accordance with DCS policy [31.7, Building, Preparing and Maintaining Child and Family Teams](#).
3. Responsibility: All certified DCS employees that work with non custodial (in home) children and their families (excluding Juvenile justice) shall ensure that the assessments are conducted appropriately and contain accurate information on all members of the family.

Initial Referrals

1. The initial CPS Investigation Worker (CPSI), the CPS Assessment Worker (CPSA), or the Family Service Worker (FSW) (including FSS or FCIP), working with a non custodial (in home) case, will be responsible for initiating the FAST. All FAST assessments must be completed by a Certified User.

Subject: FAST CASE PROTOCOL

2. The initial FAST must be completed within the first 30 days of referral/case intake date on any non custodial (in home) case that will stay open past the initial 30 days because services are required. However, the FAST must be completed prior to the non custodial planning FSTM or CFTM - see [Child and Family Team Meeting Protocol](#). If child enters custody within the first 30 days of referral, a CANS will be completed in lieu of the FAST.
3. The DCS Team Leader will review the FAST during monthly conferences with their staff in order to ensure that information gathered is accurate and that the determination of service needs is based on answers.

Reassessment FAST

1. For CPS investigation cases, the FAST will be re-administered at closure of the case unless the previous FAST was completed within the last 30 days.
2. For CPS assessment cases, a FAST will be re-administered every 90 days and/or at closure of the case in order to track progress and service efficacy.
3. For court ordered involvement and/or transferred non custodial cases, the FSW (including FSS or FCIP) will re-administer the FAST on a quarterly basis throughout the life of the case.
4. The DCS Team Leader will review the re-administered FAST during their monthly case conferences with staff in order to track progress of the services suggested from the previous FAST.

Case Closure/Transfer

1. An updated FAST must be re-administered prior to case closure or transfer (if case has been open for at least 30 days), unless the previous FAST was completed within the last 30 days.
2. Before closure or transfer, the caseworker (CPS or FSW) and TL will review all FAST administered for the case to determine if progress has been made in areas of concern that services were recommended or provided.

FAST Documentation

1. Indicated strengths from the FAST should be reflected in the family plan as well as any scores of 2 or 3 indicating a concern that needs to be addressed.
2. Any indicated strengths from the FAST and any scores of 2 or 3 should be documented in the current FFA to capture the information on the child and family in greater depth.
3. Copies of all FAST should be placed in the child's record.
4. The DCS worker should document the FAST scores of concern in the current child welfare information system case recordings.

Training and Reliability

1. Child Protective Services workers, Investigators, CPS assessment workers, FSS and FCIP workers, and their supervisors will be trained and certified to use FAST. FSW's that carry a combined caseload which consists of non custodial/ongoing cases and their supervisors will also be trained. Only certified individuals can complete and/or review the FAST. Any case worker that is not certified must have a certified user assisting them with the FAST when it is administered. Staff must be familiar with its language, and be able to demonstrate skill in administering and scoring the FAST. All applicable DCS staff will require yearly certification. Staff should be certified at a .70 or above on a training vignette.
2. Training will be provided by Central Office. A FAST manual and form will be provided during training sessions.