

FAMILY PRESERVATION SPECIALIST LOG INSTRUCTIONS:

**PURPOSE:**

The purpose of this form is to assist in tracking the specialists' workload in relation to the families being served through FPS. It also functions as a reminder that the CS-EAS-1 has been completed.

**NUMBER OF COPIES AND DISTRIBUTION:**

This form is designed as a continuous log. Any FPS family served by the specialist between the 20th through the 19th of the following month, should be added to the log. A xerox copy of the updated log should be completed by the twenty-fifth of every month and sent with the FPS-1 to the Project Coordinator. The provider maintains the original log for their records.

In FPS project sites that have DFS in-house FPS specialists the Specialist Log should be maintained by the Project Coordinator, through procedures agreed upon locally.

A separate Specialist Log should be completed for every specialist. This log should be a continuous yearly log, which runs from July 1st to June 30th. A new log for each specialist should begin on July 1st.

**INSTRUCTIONS FOR COMPLETION:**

The FPS-1A begins on the twentieth of each month and ends on the nineteenth. Any family served during these dates should be listed on the FPS-1A. Information should be typed or legibly written so that the information can be easily read.

**FIELD INSTRUCTIONS:**

Page: Each specialist's log should be numbered separately.

Site: This is the name of the project site or county(ies) served by the project site.

Specialist: The specialist's first and last name should be placed here.

Case Name: The first and last name of the family member in which the FPS record is kept. This should be the same case name that was used on the referral log.

Begin Date: The date that the FPS referral was received.

End Date: The date in which the FPS intervention concluded or disrupted.

CS-EAS-1: A "Y" or "N" should be placed in this column to reflect whether the CS-EAS-1 has been completed and sent into the DFS office for the family. This section should be left blank for DFS in-house FPS specialists.

SCREENING ONLY OR DISRUPTION: An "S" is placed in this column if a family was accepted for screening but was turned down in the screening process (this is also known as an "assessment only"). A "D" is placed in the column if an intervention started, however, during the intervention the service was terminated before the service was delivered in its entirety.

For an intervention which is completed this column would be left blank.

Fiscal Year: The Division of Family Services fiscal year which this log represents would be entered here. The DFS fiscal year runs from July 1st to June 30th.

The provider will circle the month in which the form is to be turned in by the 25th. An "X" should be drawn over the listed months, which have already been reported for the year.

**INSTRUCTIONS FOR RETENTION:**

The contracted provider should retain their copy of the FPS-1A for a period of five (5) years. Additionally DFS FPS Project Coordinators should ensure that the FPS-1A is kept within the project site for a period of five (5) years.

**MEMORANDA HISTORY:** CS93-3