



# Assessments: FAST – FSC Job Aid

The *Prep/FAST* allows users to document the Family Advocacy and Support Tool (FAST) Assessment as well as any Prep sessions that occurred. The Prep/FAST must be completed every 6 months.

## Family Advocacy and Support Tool

Session Time out in 03:52

Jane Smith ▾

- ▶ Assessment
- ▶ Individual List
- ▶ Optional Documented Information
- ▼ Domains
  - Social History/Prep
  - Family Together
  - Child
  - Caregiver
  - IPV
  - UNCOPE
- ▼ Print
  - Full Report All selected ▾
  - Summary Report All selected ▾
  -

## Navigation

1. From the Dashboard :
  - a. Locate the desired Case and click on the Case ID to bring the Case into focus. The *Summary* screen will open.
  - b. Click on the *FAST Assessment* Navigation Tile in the ▼ Next Steps pane.
2. From within the Case:
  - a. Click on the ▼ Tracking tile. Then click on the Assessments ▶ tile.

**Assessments list screen**

- The Assessments list screen contains a both the *FAST Assessment* list pane and the *Ages and Stages Questionnaire* list pane. Inside the FAST Assessment list pane:

FAST Assessment

New FAST A

	ID	Assessment Date	Assessment Type	Assessor	Status
+	210892	4/19/2017	FSC FAST	Hannah Hass	Submitted
-	210719	4/3/2017	FSC FAST	Amber Davis	Submitted

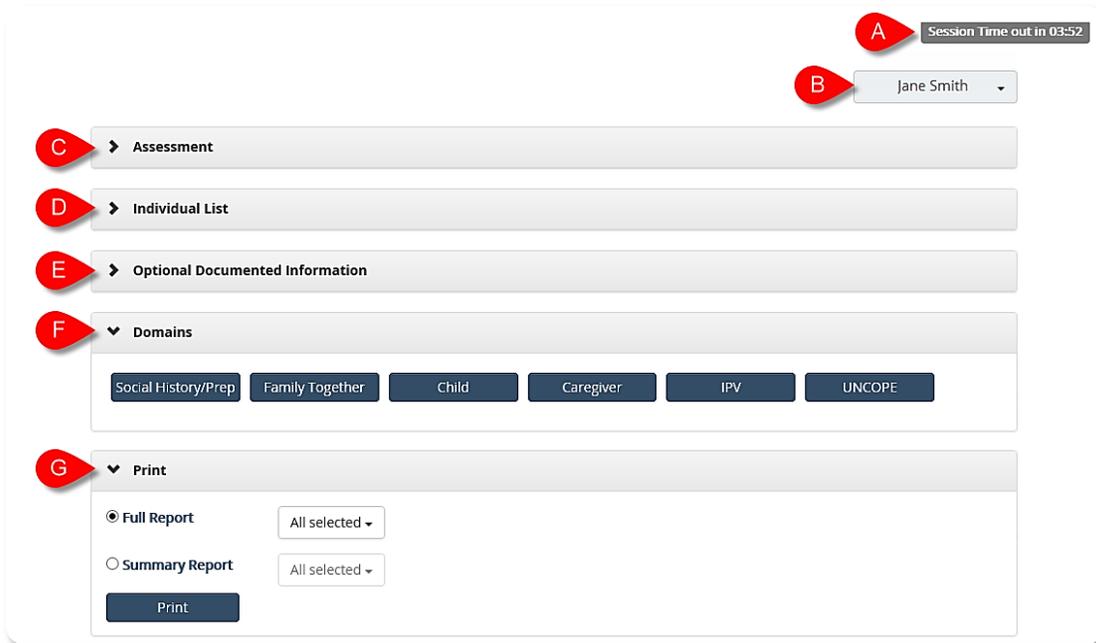
**Respondent Details:**

MCI ID	Name	DOB	Gender
1000859106	SUSIE SUNSHINE	1/2/2001	Female
1000859592	Sally Sunset	4/14/2001	Female

- To start documenting a new FAST Assessment, click on New FAST above the *FAST Assessment* grid.
- To view or update an existing FAST, click on the *Assessment Date* of the desired FAST in the *FAST Assessment* grid.
- To view the *Respondent Details* from the grid, click on the [ + ] to the left of the desired FAST in the grid. To close the *Respondent Details* view, click on the [ - ] that now appears to the left of that FAST in the grid.

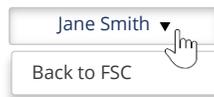
**Prep/FAST Assessment screen - Overview**

1. Prep/FAST – Overview:



a. The *Session Time out* clock will be visible in the top-right corner of the screen. This shows how much time is left before the application automatically logs out.

b. The User Menu will display the logged in user’s name. To return to the screen in Synergy, click on the down arrow [ ▼ ] in the menu and select “Back to FSC”. Please be sure to save your work before returning to FSC - Synergy.



c. **Assessment**: This pane allows users to document the *Assessment Date* and *Assessment Type*. The Assessment can also be sent for approval from this pane.

d. **Individual List**: This pane allows users to select clients and collateral to include in the Assessment.

e. **Optional Documented Information**: This pane allows users to document information that is not already included in the Domains.

f. **Domains**: This pane contains all of the navigation buttons for each domain.

g. **Print**: This pane allows the user to generate a printable PDF version of the Assessment.



## Assessment Basics and Navigation

### 1. Basics:

- a. The ratings from the last Assessment will carry over to the next Assessment if the last Assessment was documented and approved less than 1 year ago.
- b. Definitions of the ratings will be listed at the top of each pane. Hovering the mouse over a radio button [  ] will also display the rating definition for that selection.
- c. Some items, depending on what rating is selected, may cause additional questions or drop-downs to appear below the item.
- d. Some ratings require a justification to be entered in the *Description* box. If a justification for the rating is required a red asterisk [ \* ] will appear to the right of the *Description* narrative box.
- e. Rating an item as "Explore" means that there is not enough information currently to accurately rate that item. All items will initially default to "Explore".

### 2. Navigation:

- a. The Assessment pane must be completed first before the rest of the Assessment can be documented.
- b. The Domains pane contains navigation buttons for the Prep/FAST. Clicking on a navigation button will open that Domain's pane below.



- c.  each section before navigating to another section. If the section has saved successfully a  message will appear at the top of the screen.
- d. The , , , and  Domains require every individual to be documented separately. To document for an individual, first select that individual's name in the drop-down that appears below the Domains pane.

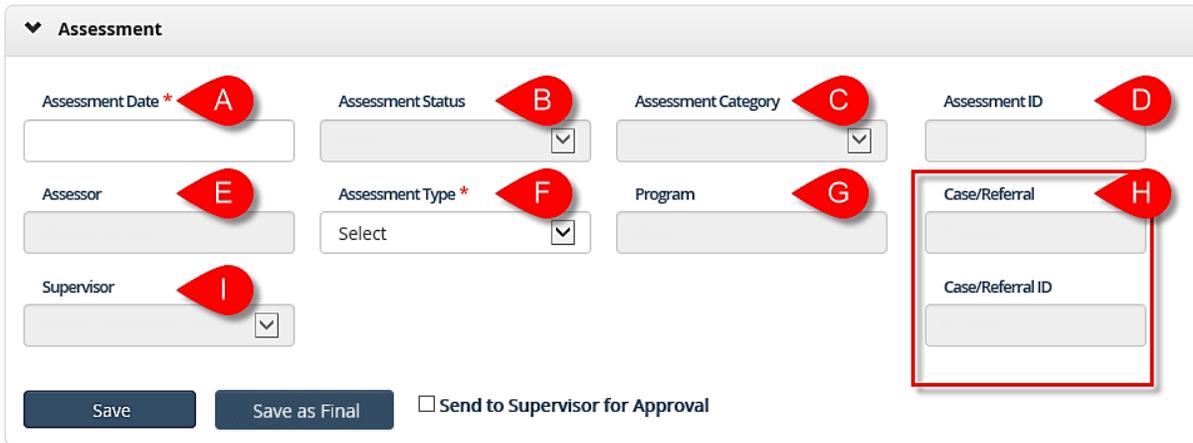


If everything is grey and the  button is inactive, check to make sure that you have selected an individual from the drop-down.

**Important Note:** Remember to click  before moving on and selecting a different individual from the drop-down.

## Assessment Pane

- The  pane contains some basic information about the Assessment. This is also where the Assessment is saved and sent for approval.



The screenshot shows the 'Assessment' form with the following fields and callouts:

- A:** Assessment Date \*
- B:** Assessment Status
- C:** Assessment Category
- D:** Assessment ID
- E:** Assessor
- F:** Assessment Type \*
- G:** Program
- H:** Case/Referral (highlighted with a red box)
- I:** Supervisor

At the bottom of the form are three buttons: 'Save', 'Save as Final', and a checkbox labeled 'Send to Supervisor for Approval'.

- Assessment Date:** Enter the date the FAST Assessment was conducted with the family.  
**Note:** The date will automatically default to today's date and will need to be changed if the actual Assessment date is different.
- Assessment Status:** Displays the current approval/finalized status for this Assessment.
- Assessment Category:** Indicates whether or not this is the Initial Assessment or a re-assessment.
- Assessment ID:** This is the ID assigned to this Assessment by the Synergy system.
- Assessor:** Displays the name of the user who completed the Assessment.
- Assessment Type:** Select the type of FAST from the drop-down. If "Prep/FAST – Caregiver Only" is selected the **Child** Domain will not be required.
- Program:** Displays the program where the Assessment was created.
- Case/Referral and Case/Referral ID:** These fields will display the Case/Referral name and the Case/Referral ID.
- Supervisor:** If the  **Send to Supervisor for Approval** checkbox is checked this drop-down will be enabled. The user can then select the name of their Supervisor and click **Save as Final** to send the Assessment for approval. If supervisor approval is not required, clicking **Save as Final** will finalize the Assessment.

- Once the  pane has been completed, click  to enable the rest of the Assessment.

## Individual List Pane

1. ▼ Individual List : This pane contains a listing of the individuals who are included in the Assessment. Both clients and supports can appear here.

▼ Individual List

Select

Individual	Relation	Individual Type	Team Member
Susie Smith (2/12/2004 - Female)	Child	Child <input type="text" value="v"/>	<input type="checkbox"/>
Sally Smith (8/22/2001 - Female)	Child	Child <input type="text" value="v"/>	<input type="checkbox"/>
Sam Smith (1/1/1981 - Male)	Father	Caregiver <input type="text" value="v"/>	<input type="checkbox"/>
Sandy Smith (1/20/1981 - Female)	Mother	Caregiver <input type="text" value="v"/>	<input type="checkbox"/>

2. Click on the Select button to open the *Select Individuals* pop-up.

Select Individuals

A	Individual	B	C	Team Member
<input checked="" type="checkbox"/>	Susie Smith (2/12/2004 - Female)	Child	Child <input type="text" value="v"/> *	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sally Smith (8/22/2001 - Female)	Child	Child <input type="text" value="v"/> *	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sam Smith (12/12/1969 - Male)	Other	Select <input type="text" value="v"/> *	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sandy Smith (6/26/1978 - Male)	Other	Select <input type="text" value="v"/> *	<input type="checkbox"/>
<input type="checkbox"/>	Janet Jones (1/20/1981 - Female)	Other	Caregiver <input type="text" value="v"/>	<input type="checkbox"/>

Save
Close

- a. Select all of the individuals who are included in this Assessment using the checkboxes to the left of the individual's name. If all of the listed individuals should be included, click the checkbox above the grid to select everyone at once.
- b. For each selected individual, use the *Individual Type* drop-down to indicate whether the person is a child, caregiver, or both.
- c. If the selected individual is also a Team Member, check their checkbox in the *Team Member* column to the right of the individual in the grid.
- d. Click Save to complete your selection and close the pop-up. Clicking close will Close the pop-up without saving any selections or changes.



**Optional Documented Information Pane**

1. **Optional Documented Information** : This pane can be used to document any additional information that applies to this family for the FAST Assessment. Check the checkbox next to each applicable item and then enter the information for that item in the narrative field to the right.

**Optional Documented Information**

Please include any additional documented information that is relevant to the completion of this assessment. This information may be obtained from professionals who are currently working with the individual / family or have worked with them in the past.

<input checked="" type="checkbox"/>	Plans	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	Assessments	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	Discharge Summaries	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	Hospital Records	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	School Records	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	Police Reports	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	Other	<input style="width: 95%;" type="text"/>

**Save**

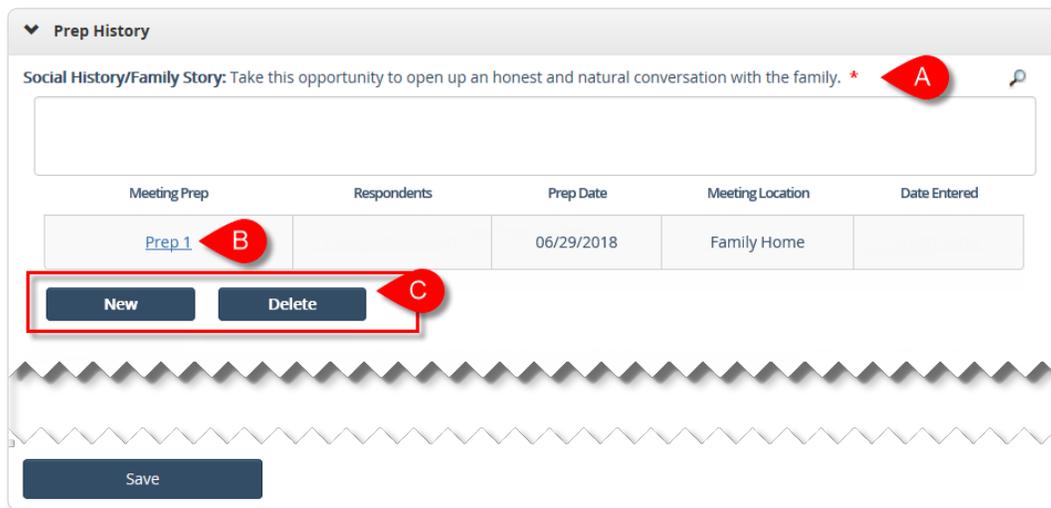
2. Once the information has been completed click **Save**.  
A **Notes data saved successfully.** message will appear at the top of the screen to indicate that the information has been saved.

## Social History/Prep Domain

- Click on the **Social History/Prep** navigation button in the **Domains** pane.



- Prep History**: This pane allows users to document the family's social history/story and any Meeting Prep sessions that have occurred.



- Social History/Family Story*: Enter the section will remain open and editable at the top of the pane no matter what Meeting Prep is in focus below it.
- Viewing or Editing: To view or edit an existing Meeting Prep, click on the desired Meeting Prep hyperlink in the grid; for example: [Prep 1](#).
- Create New or Delete:
  - To start documenting a new Meeting Prep, click the **New** button below the grid.
  - Delete: To delete a Meeting Prep, click on the Meeting Prep hyperlink in the grid to bring the Prep into focus. Then click the **Delete** button below the grid. A *Confirm Delete* pop-up will appear: Clicking **Yes** will delete the selected Prep. Clicking **No** will cancel the action and the Prep will not be deleted.



### 3. Completing a Meeting Prep:

**Prep History**

**Social History/Family Story:** Take this opportunity to open up an honest and natural conversation with the family. \*

Meeting Prep	Respondents	Prep Date	Meeting Location	Date Entered
<a href="#">Prep 1</a>		06/29/2018	Family Home	

**New** **Delete**

**Client(s) \*** **Prep Meeting Date \*** **Location \*** **Other, Specify Location**

Sandy Smith 06/30/2018 Shelter

**Select**

**Functional Strengths:** Describe what you and your family do well. Describe what someone else has told you that you or your family do well.

**Save**

a. *Client(s)*: Click **Select** to include the individuals who participated in the Meeting Prep.

Individual(s)	DOB	Role	Selection
Sam Smith	11/16/1974	Father	<input type="checkbox"/>
Sally Smith	9/3/2012	Child	<input type="checkbox"/>
Sandy Smith	1/20/1981	Mother	<input type="checkbox"/>

**Save** **Close**

- i. A selection pop-up will open. Select all of the individuals who participated in this Meeting Prep using the checkboxes to the right of the individual's role.
- ii. Click **Save** to complete your selection and close the pop-up. Clicking close will **Close** the pop-up without saving any selections or changes.

b. *Prep Meeting Date*: Enter the date the Prep Meeting took place.

c. *Location*: Select the location of the Prep Meeting from the *Location* drop-down.

d. Enter information in the narrative fields for the Prep questions and click **Save**.

- i. The user should receive the **Prep information saved successfully.** message at the top of the screen before continuing on.

## Family Together Domain

- Click on the **Family Together** navigation button in the **Domains** pane.

The screenshot shows a 'Domains' pane with several buttons: Social History/Prep, Family Together (highlighted with a yellow mouse cursor), Child, Caregiver, IPV, and UNCOPE.

- Family Together** :

The screenshot shows the 'Family Together' assessment form. At the top, there is a legend: 0 = No evidence of Problems, 1 = Let's Watch, Mild, 2 = Help Needed, Moderate, 3 = Immediate Help, Severe, and E = Explore. Below the legend is a table with columns for ratings 0, 1, 2, 3, and E, and a 'Description' column. The items and their current ratings are:

	0	1	2	3	E	Description
Parental/Caregiver Collaboration	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Item of Disagreement?						
Family Functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> *
Family Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Financial Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Residential Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Involvement in Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

At the bottom of the form is a 'Save' button.

- Rate each item using the scale at the top of the **Family Together** pane. All items will initially default to "Explore".
- Enter the *Description* for items as needed.
  - If the rating is **1** the  *Item of Disagreement?* checkbox will appear. If the answer is yes, then check the checkbox for this item.
  - If the rating is a **2** or **3** the *Description* field will become mandatory.
- Once the **Family Together** pane has been completed click **Save**.
  - The user should receive the **Family Together Domain was saved successfully.** message at the top of the screen before continuing on.

## Child Domain

- Click on the **Child** navigation button in the **Domains** pane.

The Domains pane is expanded, showing several buttons: Social History/Prep, Family Together, **Child** (highlighted with a yellow mouse cursor), Caregiver, IPV, and UNCOPE.

- Child**: Select a child from the drop-down to document their Strengths, Needs, and Trauma Experiences.

The child selection drop-down menu is open, showing a single option: Susie Smith (2/12/2004 - Female) - Child.

- Child Strengths**:

The Child Strengths assessment table is displayed. It includes a legend at the top: 0 = Strong, Centerpiece; 1 = Good; 2 = Identified/Potential; 3 = Not Yet Identified; E = Explore. The table has columns for ratings 0, 1, 2, 3, and E, and a Description column. The 'Interpersonal Skills' row is selected, and its rating is set to 1. A red asterisk is visible in the description field of the selected row.

	0	1	2	3	E	Description
Interpersonal Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> *
Talents and Interests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Resiliency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Spirituality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Cultural Identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Natural Supports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Educational/Vocational	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

- Rate each item using the scale at the top of the **Child Strengths** pane. All items will initially default to "Explore".
- Enter the *Description* for items as needed. If the rating is a **1** the *Description* field will become mandatory.



4. ▼ Child Needs :

▼ Child Needs							
0 = No evidence of Problems		1 = Let's Watch, Mild		2 = Help Needed, Moderate		3 = Immediate Help, Severe	
E = Explore							
	0	1	2	3	E	Description	
Relationship with Caregivers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	*
Social Functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	
School	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	*
None selected ▼ *							
Physical/Medical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	*
None selected ▼ *							
Mental Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	
Intellectual/Developmental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	
Child High Risk Behaviors	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	*
None selected ▼ *							
Sleep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	
Justice Involvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	
Social Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	
Adjustment to Trauma	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	

- a. Rate each item using the scale at the top of the ▼ Child Needs pane. All items will initially default to "Explore".
- b. Enter the *Description* for items as needed.
- i. If the rating is **1** the  *Item of Disagreement?* checkbox will appear. If the answer is yes, then check the checkbox for this item.
  - ii. If the rating is a **2** or **3** the *Description* field will become mandatory.
  - iii. If *School*, *Physical/Medical*, or *Child High Risk Behaviors* are rated **2** or **3** a multi-select drop-down will appear. Select all of the applicable options that lead to the rating.

5. Child - Trauma Experiences :

**Child - Trauma Experiences**

**A** **Trauma Conversation** Please document what you discussed or why the conversation didn't occur. \*

Please document what information is known (either through the assessment conversation or other documentation) about the individual's traumatic experiences, or why no engagement about traumatic experiences has occurred (e.g. individual was not ready to talk about trauma).

**B** **Trauma Experiences** Indicated (disclosed/previously documented)\*

Sexual Abuse	<input type="radio"/>
Physical Abuse	<input type="radio"/>
Emotional Abuse	<input type="radio"/>
Medical Trauma	<input type="radio"/>
Natural/Man-Made Disaster	<input type="radio"/>
Witness to Family Violence	<input type="radio"/>
Witness/Victim - Criminal Acts	<input type="radio"/>
War/Terrorism Affected	<input type="radio"/>
Neglect	<input type="radio"/>
Attachment Losses	<input type="radio"/>
Systems Induced Trauma	<input type="radio"/>
Other Traumatic Experience	<input type="radio"/>
No Trauma Indicated	<input type="radio"/>

**C** Save

- a. *Trauma Conversation*: Enter what was discussed or the reason why the conversation did not occur.
- b. *Trauma Experiences*: Select all trauma experiences that apply to the child. If there are no trauma experiences to document, select the last option "No Trauma Indicated".
- c. Once all of the Child panes have been completed click Save.
  - i. The user should receive the Child Domain was saved successfully. message at the top of the screen before continuing on.

**NOTE:** If there is more than one child, each child's Child Domain must be completed separately. Don't forget to click Save before selecting the next child in the drop-down.

## Caregiver Domain

- Click on the **Caregiver** navigation button in the **Domains** pane.

The screenshot shows a 'Domains' pane with several buttons: Social History/Prep, Family Together, Child, Caregiver (highlighted with a yellow circle and a mouse cursor), IPV, and UNCOPE.

- Caregivers**: Select a caregiver from the drop-down to document their Strengths, Needs, and Trauma Experiences.

The screenshot shows a 'Caregivers' pane with a dropdown menu. The selected option is 'Sam Smith (1/1/1981 - Male) - Father'.

- Caregiver Strengths**:

The screenshot shows a 'Caregiver Strengths' pane with a table. The table has columns for ratings (0, 1, 2, 3) and 'E' (Explore), and rows for various strength categories. The legend indicates: 0 = Strong, Centerpiece; 1 = Good; 2 = Identified/Potential; 3 = Not Yet Identified; E = Explore.

	0	1	2	3	E	Description
Community Connections	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> *
Talents and Interests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Resiliency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Spirituality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Cultural Identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Natural Supports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

- Rate each item using the scale at the top of the **Caregiver Strengths** pane. All items will initially default to "Explore".
- Enter the *Description* for items as needed. If the rating is a **1** the *Description* field will become mandatory.



4. ▼ Caregiver Needs :

**▼ Caregiver Needs**

0 = No evidence of Problems    1 = Let's Watch, Mild    2 = Help Needed, Moderate    3 = Immediate Help, Severe  
E = Explore

	0	1	2	3	E	Description
Supervision	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Item of Disagreement?						
Caregiver Functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Emotional Responsiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Employment/Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Social Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Mental Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Substance Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Intellectual/Developmental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Physical/Medical	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/> *
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">None selected ▼</div> *						
Legal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>
Adjustment to Trauma	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 100%;" type="text"/>

- a. Rate each item using the scale at the top of the ▼ Caregiver Needs pane. All items will initially default to "Explore".
- b. Enter the *Description* for items as needed.
  - i. If the rating is **1** the  *Item of Disagreement?* checkbox will appear. If the answer is yes, then check the checkbox for this item.
  - ii. If the rating is a **2** or **3** the *Description* field will become mandatory.
  - iii. If *Physical/Medical* is rated **2** or **3** a multi-select drop-down will appear. Select all of the options that lead to the rating.

5. **Caregiver - Trauma Experiences** :

**A** **Trauma Conversation** Please document what you discussed or why the conversation didn't occur. \*

Please document what information is known (either through the assessment conversation or other documentation) about the individual's traumatic experiences, or why no engagement about traumatic experiences has occurred (e.g. individual was not ready to talk about trauma).

**B** **Trauma Experiences** Indicated (disclosed/previously documented) \*

Sexual Abuse	<input type="radio"/>
Other Traumatic Experience	<input type="radio"/>
No Trauma Indicated	<input type="radio"/>

**C** **Save**

- a. *Trauma Conversation*: Enter what was discussed or the reason why the conversation did not occur.
- b. *Trauma Experiences*: Select all trauma experiences that apply to the caregiver. If there are no trauma experiences to document, select the last option "No Trauma Indicated".
- c. Once all of the **Caregiver** panes have been completed click **Save**.
  - i. The user should receive the **Caregiver Domain was saved successfully.** message at the top of the screen before continuing on.

**NOTE:** If there is more than one caregiver, each Caregiver's Caregiver Domain must be completed separately. Don't forget to click Save before selecting the next caregiver in the drop-down.

**FAST Assessment – IPV and UNCOPE**

**NOTE:** The IPV and UNCOPE portions of the FAST assessment are not currently completed by Family Support Center staff.

These sections of the FAST will not be editable.

## Approvals

### 1. Requesting Approval:

- a. In the **Assessment** pane check the  *Send to Supervisor for Approval* checkbox, this will enable the Supervisor drop-down. The user can then select the name of their Supervisor.
- b. Click **Save as Final** to send the Assessment for approval or finalize (if approval is not required).
  - ii. The *Confirm Assessment* pop-up will open: Clicking **Yes** will send the Assessment for approval or finalize it. Clicking **No** will cancel the action and the Assessment will not be sent for approval or finalized.

### 2. Approving or Rejecting an Assessment (Supervisors):

- a. Log in to Synergy and go to the **Unapproved FAST Assessment** pane on the **Dashboard**.
- b. Click on the Assessment ID to navigate to that specific FAST Assessment.
- c. After you have reviewed the Assessment, click on the **Assessment** pane. Using the radio buttons select either:  *Accept Assessment* or  *Send back Assessment*.

- d. *Supervisor Feedback*: If  *Send back Assessment* is selected, then enter the required feedback in the narrative field.
- e. Click **Save** to approve and finalize the Assessment. The Assessment will be approved, and the screen will automatically navigate back to Synergy.

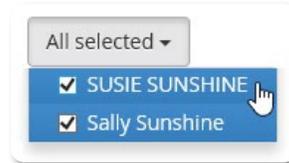
## Printing

1. The  pane allows the user to generate a printable PDF version of the Assessment.



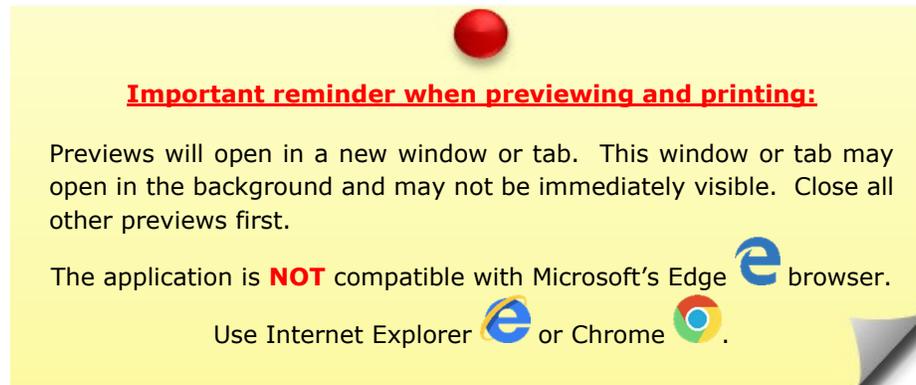
The screenshot shows a 'Print' pane with a dropdown arrow on the left. Inside, there are two radio button options: 'Full Report' (selected) and 'Summary Report'. To the right of each radio button is a multi-select dropdown menu, both currently showing 'All selected'. At the bottom of the pane is a 'Print' button.

- a. Select the *Full Report* or the *Summary Report* using the radio buttons to the left of the Report options. By default, all respondents are selected. Individuals can be selected or de-selected using the checkboxes in the multi-select drop-down.



The screenshot shows a multi-select dropdown menu with a red pin icon at the top. The dropdown is open, showing a list of names with checkboxes: 'SUSIE SUNSHINE' and 'Sally Sunshine'. Both are checked. A mouse cursor is hovering over the 'Sally Sunshine' entry.

- b. Click  to generate the PDF.



**Important reminder when previewing and printing:**

Previews will open in a new window or tab. This window or tab may open in the background and may not be immediately visible. Close all other previews first.

The application is **NOT** compatible with Microsoft's Edge  browser.

Use Internet Explorer  or Chrome .

## For more information...

For assistance, please contact your Application Specialists first at:  
[Synergy-FamilySupportCenter@AlleghenyCounty.US](mailto:Synergy-FamilySupportCenter@AlleghenyCounty.US)

The Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357).  
Select Option 2 for the DHS Service Desk.

To access iService, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>  
or <https://alleghenycounty.sharepoint.com/sites/DHSAssist> for internal users.