



## Assessments: FAST – HCM 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

Print

### Navigation

- From the **Dashboard** :
  - Locate the desired Case and click on the Case ID to bring the Case into focus. The *Summary* screen will open.
  - Click on the **Tracking** tile. Then click on the **Assessments** tile.
- From within the Case:
  - Click on the **Tracking** tile. Then click on the **Assessments** tile.



## Assessments list screen

1. Case Assessments pane:

The screenshot shows the 'Case Assessments' pane. At the top is a 'New Assessment' button (labeled A). Below it is a table with columns: ID, Assessment Date, Assessment Type, Assessor, Status, and Projected Assessment Date. The first row has ID 872632, Assessment Date 8/3/2018 (labeled B), Assessment Type 'Prep/FAST - Caregiver Only', Assessor 'Caldwell, James', and Status 'Draft'. The second row has ID 872630, Assessment Date 8/1/2018, Assessment Type 'Prep/FAST - Caregiver Only', Assessor 'Caldwell, James', and Status 'Submitted'. To the left of the first row is a '+' button (labeled C), and to the left of the second row is a '-' button. Below the table is a 'Respondent Details' section with columns: MCI ID, Name, DOB, and Gender. The MCI ID is 1000914302, Name is James Iguana, DOB is 1/1/1980, and Gender is Male.

ID	Assessment Date	Assessment Type	Assessor	Status	Projected Assessment Date
872632	8/3/2018	Prep/FAST - Caregiver Only	Caldwell, James	Draft	01/30/2019
872630	8/1/2018	Prep/FAST - Caregiver Only	Caldwell, James	Submitted	

MCI ID	Name	DOB	Gender
1000914302	James Iguana	1/1/1980	Male

- To start documenting a new FAST Assessment, click on **New Assessment** above the *FAST Assessment* grid. This button will change to **Update** once the first Assessment has been finalized.
- 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:

The screenshot shows the Prep/FAST Assessment screen. Callout A points to the 'Session Time out in 03:52' clock in the top right. Callout B points to the user menu showing 'Jane Smith' with a dropdown arrow. Callout C points to the 'Assessment' tab. Callout D points to the 'Individual List' tab. Callout E points to the 'Optional Documented Information' tab. Callout F points to the 'Domains' section, which includes buttons for 'Social History/Prep', 'Family Together', 'Child', 'Caregiver', 'IPV', and 'UNCOPE'. Callout G points to the 'Print' section, which has radio buttons for 'Full Report' and 'Summary Report', each with an 'All selected' dropdown, and a 'Print' button.

- 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 HCM". Please be sure to save your work before returning to HCM - Synergy.

A close-up of the user menu. It shows 'Jane Smith' with a dropdown arrow. A hand cursor is pointing at the dropdown arrow. Below the menu, there is a 'Back to HCM' button.

- 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:







- 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.
- 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.
- Some items, depending on what rating is selected, may cause additional questions or drop-downs to appear below the item.
- 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.
- 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:


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

Domains

Social History/Prep Family Together Child Caregiver IPV UNCOPE

-  each section before navigating to another section. If the section has saved successfully a  message will appear at the top of the screen.
- 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.

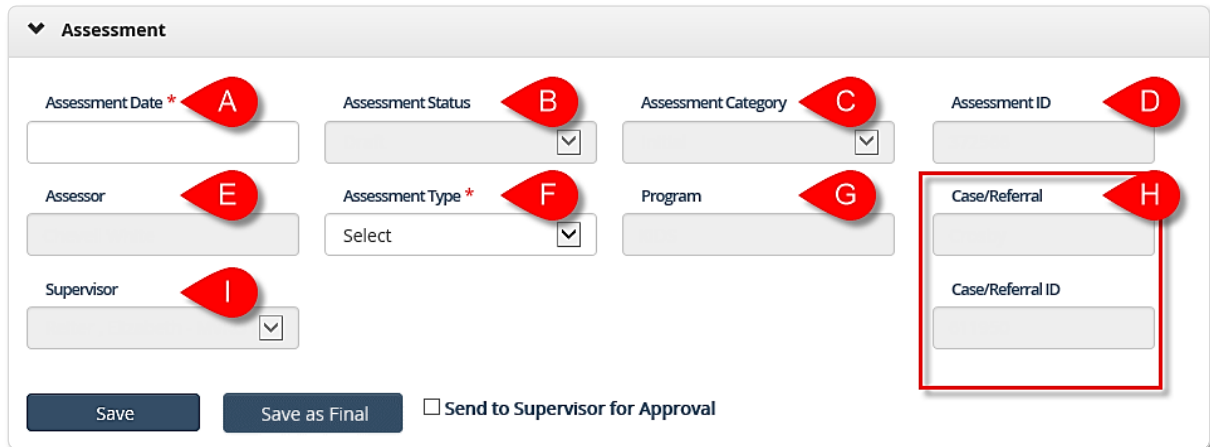
Select

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 **Assessment** 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' pane 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 pane 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 **Assessment** pane has been completed, click **Save** 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="checkbox"/>	<input type="checkbox"/>
Sally Smith (8/22/2001 - Female)	Child	Child <input type="checkbox"/>	<input type="checkbox"/>
Sam Smith (1/1/1981 - Male)	Father	Caregiver <input type="checkbox"/>	<input type="checkbox"/>
Sandy Smith (1/20/1981 - Female)	Mother	Caregiver <input type="checkbox"/>	<input type="checkbox"/>

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

**Select Individuals**

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

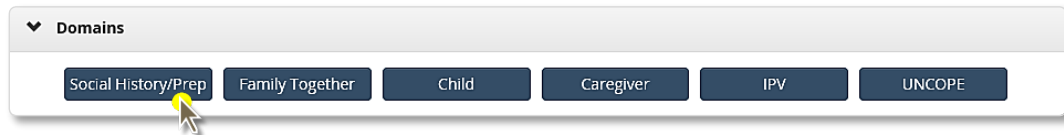
<input checked="" type="checkbox"/>	Plans	<input type="text"/>
<input type="checkbox"/>	Assessments	<input type="text"/>
<input type="checkbox"/>	Discharge Summaries	<input type="text"/>
<input type="checkbox"/>	Hospital Records	<input type="text"/>
<input type="checkbox"/>	School Records	<input type="text"/>
<input type="checkbox"/>	Police Reports	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

Save

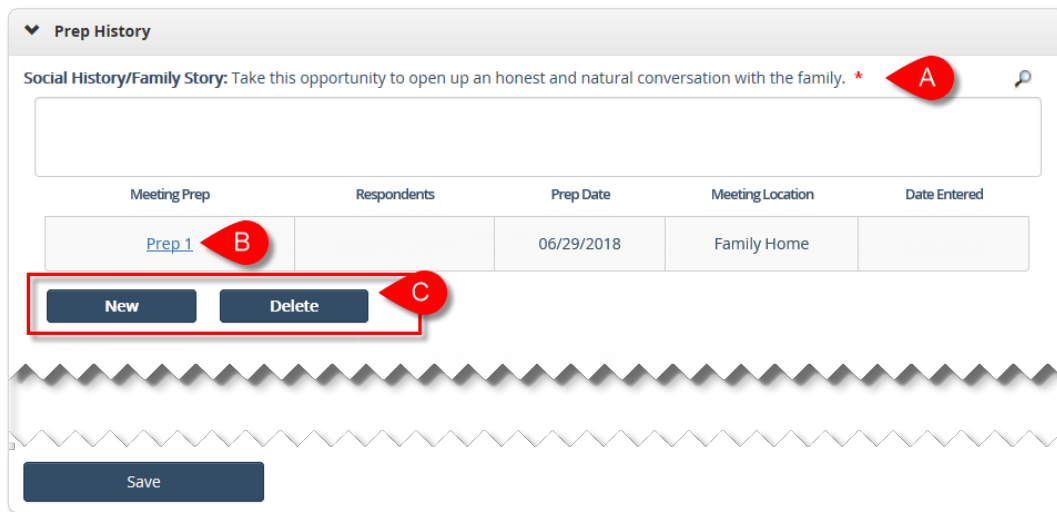
2. Once the information has been completed click **Save**.  
A **Notes data saved successfully.** message will appear at the top of the screen to indicate that the information has been saved.

## Social History/Prep Domain

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

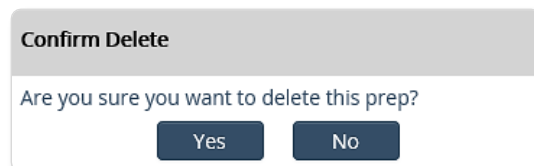


- Prep History**: This pane allows users to document the family's social history/story and any Meeting Prep sessions that have occurred.



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

- 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.



**Confirm Delete**

Are you sure you want to delete this prep?

**Yes** **No**



### 3. Completing a Meeting Prep:

The screenshot shows the 'Prep History' section of a software interface. It includes a 'Social History/Family Story' text area, a table with columns for Meeting Prep, Respondents, Prep Date, Meeting Location, and Date Entered. Below the table are 'New' and 'Delete' buttons. The 'Client(s)' field contains 'Sandy Smith' with a 'Select' button. The 'Prep Meeting Date' field contains '06/30/2018'. The 'Location' field has a dropdown menu with 'Shelter' selected. The 'Other, Specify Location' field is empty. A 'Save' button is at the bottom. Red callout letters A through E point to the 'Select' button, the date field, the location dropdown, the 'Other, Specify Location' field, and the 'Save' button respectively.

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

**Client(s) \*** Sandy Smith **Select**

**Prep Meeting Date \*** 06/30/2018

**Location \*** Shelter ☒ **Other, Specify Location**

**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.

The screenshot shows a pop-up window for selecting individuals. It has a table with columns for Individual(s), DOB, Role, and Selection. The table lists Sam Smith, Sally Smith, and Sandy Smith. Below the table are 'Save' and 'Close' buttons.

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**

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



## Family Together Domain

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

The Domains pane contains several buttons: Social History/Prep, Family Together, Child, Caregiver, IPV, and UNCOPE. The Family Together button is highlighted with a yellow arrow.

2. **Family Together** :

The Family Together assessment form includes a scale at the top: 0 = No evidence of Problems, 1 = Let's Watch, Mild, 2 = Help Needed, Moderate, 3 = Immediate Help, Severe. Below the scale is a table with columns for ratings 0, 1, 2, 3, and an 'E' column for 'Explore'. The table lists several items: Parental/Caregiver Collaboration, Family Functioning, Family Safety, Financial Resources, Residential Stability, Transportation, and Involvement in Services. Each item has a corresponding row of radio buttons for the ratings. The 'E' column is selected for all items. A checkbox for 'Item of Disagreement?' is present next to the Family Functioning row. A 'Save' button is at the bottom.

	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="checkbox"/> Item of Disagreement?						
Family Functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Family Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Financial Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Residential Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Involvement in Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

- a. Rate each item using the scale at the top of the **Family Together** 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.
- c. Once the **Family Together** pane has been completed click **Save**.
  - i. The user should receive the **Family Together Domain was saved successfully.** message at the top of the screen before continuing on.



## Child Domain

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

The Domains pane is shown with a dropdown arrow on the left. It contains six buttons: Social History/Prep, Family Together, Child, Caregiver, IPV, and UNCOPE. The Child button is highlighted with a yellow mouse cursor.

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

The Child pane shows a dropdown menu with the text 'Susie Smith (2/12/2004 - Female) - Child' and a dropdown arrow on the right.

3. **Child Strengths** :

The Child Strengths form displays a table for rating various strengths. The legend at the top indicates: 0 = Strong, Centerpiece E = Explore; 1 = Good; 2 = Identified/Potential; 3 = Not Yet Identified. The table has columns for 0, 1, 2, 3, and E, followed by a Description column. The first row, 'Interpersonal Skills', has the '1' radio button selected. The other rows have the 'E' radio button selected. Each row has a text input field for the description and a small 'p' icon in the top right corner.

	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"/>

- a. Rate each item using the scale at the top of the **Child Strengths** pane. All items will initially default to "Explore".
- b. 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  
E = Explore

1 = Let's Watch, Mild

2 = Help Needed, Moderate

3 = Immediate Help, Severe

	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"/>

- Rate each item using the scale at the top of the ▼ Child Needs 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.
  - 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

- Trauma Conversation:** Enter what was discussed or the reason why the conversation did not occur.
- 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".
- Once all of the **Child** panes have been completed click **Save**.
  - 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

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

The Domains pane is open, showing a row of buttons: Social History/Prep, Family Together, Child, Caregiver, IPV, and UNCOPE. The Caregiver button is highlighted with a yellow mouse cursor.

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

The Caregivers drop-down menu is open, showing a list of caregivers. The selected caregiver is "Sam Smith (1/1/1981 - Male) - Father".

3. **Caregiver Strengths** :

The Caregiver Strengths table is displayed. It has columns for ratings (0, 1, 2, 3) and a column for the description. The table lists six items: Community Connections, Talents and Interests, Resiliency, Spirituality, Cultural Identity, and Natural Supports. The "Explore" (E) option is selected for all items.

	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"/>

- a. Rate each item using the scale at the top of the **Caregiver Strengths** pane. All items will initially default to "Explore".
- b. 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 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 type="text"/>
Emotional Responsiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Employment/Education	<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"/>
Mental Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Substance Use	<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"/>
Physical/Medical	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
None selected *						
Legal	<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 **Caregiver Needs** pane. All items will initially default to "Explore".
- b. 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.
  - 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**

**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"/>	
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"/>	

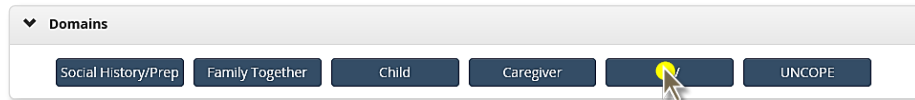
**C Save**

- Trauma Conversation*: Enter what was discussed or the reason why the conversation did not occur.
- 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".
- Once all of the  panes have been completed click .
  - The user should receive the  message at the top of the screen before continuing on.

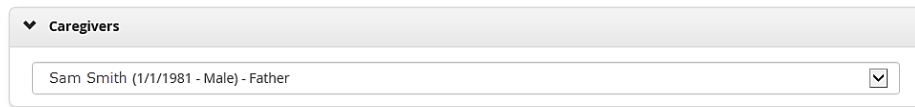
**NOTE:** If there is more than one caregiver, each Caregiver's Caregiver Domain must be completed separately. Don't forget to click Save before selecting the next caregiver in the drop-down.

## Intimate Partner Violence Domain

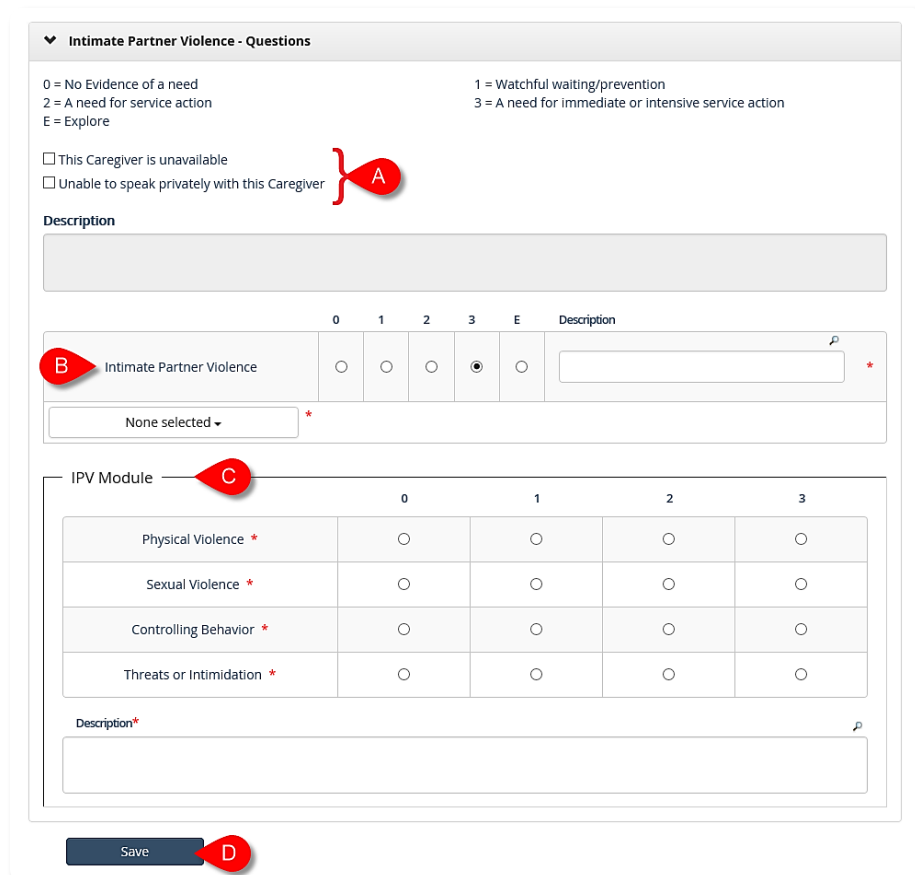
- Click on the **IPV** navigation button in the **Domains** pane.



- Caregivers**: Select an individual from the drop-down to document their IPV information.



- Intimate Partner Violence - Questions**:



**Intimate Partner Violence - Questions**

0 = No Evidence of a need  
2 = A need for service action  
E = Explore

1 = Watchful waiting/prevention  
3 = A need for immediate or intensive service action

☐ This Caregiver is unavailable  
☐ Unable to speak privately with this Caregiver

Description

**Intimate Partner Violence**

	0	1	2	3	E	Description
Intimate Partner Violence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

None selected

**IPV Module**

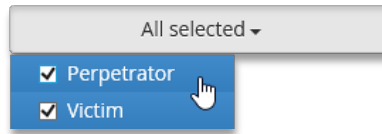
	0	1	2	3
Physical Violence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual Violence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Controlling Behavior	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Threats or Intimidation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Description

Save

- If the caregiver is unavailable or you are unable to speak privately with this caregiver, check the relevant checkbox. If either checkbox is checked, use the *Description* field to explain the selection.
  - ☐ *This Caregiver is unavailable*
  - ☐ *Unable to speak privately with this Caregiver*

- b. *Intimate Partner Violence*: If you are able to speak with the caregiver privately, rate the IPV risks/concerns using the scale at the top of the pane.
- i. If **1**, **2**, or **3** are selected the *IPV Module* will become active and a multi-select drop-down will appear. Indicate whether the caregiver is a *Perpetrator*, *Victim* or both using the checkboxes.



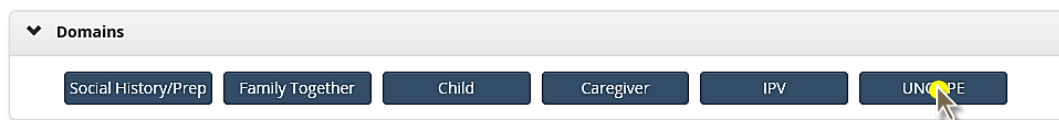
A screenshot of a multi-select drop-down menu. The top bar says "All selected" with a downward arrow. Below it are two blue buttons, each with a white checkmark: "Perpetrator" and "Victim". A mouse cursor is pointing at the "Victim" button.

- c. *IPV Module*: Using the scale at the top of the pane, rate each item in the *IPV Module*. Enter further details in the *Description* field.
- d. Once all of the ▼ IPV panes have been completed click Save.
- i. The user should receive the IPV 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 IPV Domain must be completed separately. Don't forget to click Save before selecting the next caregiver in the drop-down.

## UNCOPE Domain

1. Click on the UNCOPE navigation button in the ▼ Domains pane.



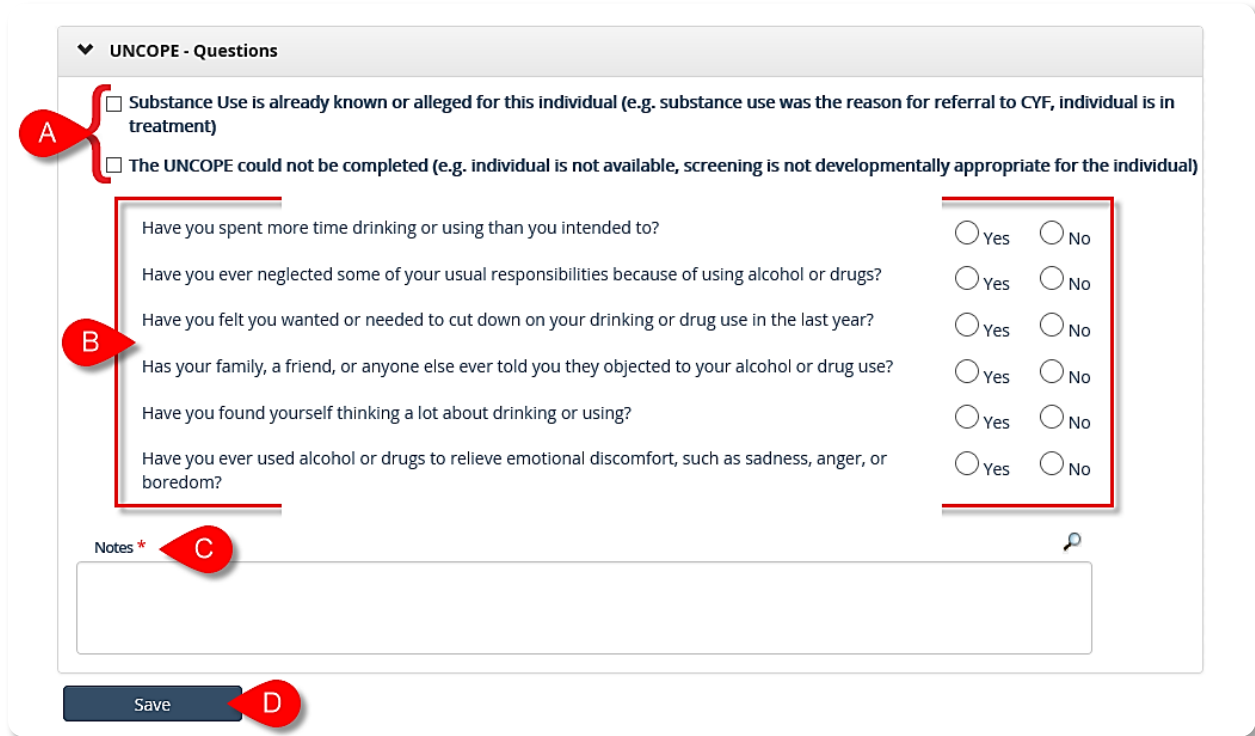
A screenshot of the "Domains" pane. It has a title bar with a downward arrow and the word "Domains". Below the title bar are six blue buttons: "Social History/Prep", "Family Together", "Child", "Caregiver", "IPV", and "UNCOPE". A mouse cursor is clicking on the "UNCOPE" button.

2. ▼ UNCOPE: Select an individual from the drop-down to document their UNCOPE information.



A screenshot of the "UNCOPE" pane. It has a title bar with a downward arrow and the word "UNCOPE". Below the title bar is a white drop-down menu with the text "Select" and a downward arrow. To the right of the drop-down is a small square icon with a checkmark.

3. **UNCOPE - Questions** :



**UNCOPE - Questions**

**A** ☐ Substance Use is already known or alleged for this individual (e.g. substance use was the reason for referral to CYF, individual is in treatment)

☐ The UNCOPE could not be completed (e.g. individual is not available, screening is not developmentally appropriate for the individual)

**B**

Have you spent more time drinking or using than you intended to?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever neglected some of your usual responsibilities because of using alcohol or drugs?	<input type="radio"/> Yes <input type="radio"/> No
Have you felt you wanted or needed to cut down on your drinking or drug use in the last year?	<input type="radio"/> Yes <input type="radio"/> No
Has your family, a friend, or anyone else ever told you they objected to your alcohol or drug use?	<input type="radio"/> Yes <input type="radio"/> No
Have you found yourself thinking a lot about drinking or using?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever used alcohol or drugs to relieve emotional discomfort, such as sadness, anger, or boredom?	<input type="radio"/> Yes <input type="radio"/> No

**C** Notes \*

**D** Save

- If the individual's Substance Use is already known or the UNCOPE could not be completed, check the relevant checkbox.
  - ☐ *Substance Use is already known or alleged for this individual.*
  - ☐ *The UNCOPE could not be completed*
- If neither checkbox is checked, answer the UNCOPE questions using the Yes/No radio buttons. Rate the IPV risks/concerns using the scale at the top of the pane.
- Notes*: Enter any additional information in the *Notes* field.
- Once all of the **UNCOPE** panes have been completed click **Save**.
  - The user should receive the **UNCOPE Domain was saved successfully.** message at the top of the screen before continuing on.

**NOTE:** Each individual must have an UNCOPE Domain completed separately for them.  
Don't forget to click Save before selecting the next individual in the drop-down.



## Approvals

### 1. Requesting Approval:

- 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.
- Click **Save as Final** to send the Assessment for approval or finalize (if approval is not required).
  - 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):

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

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

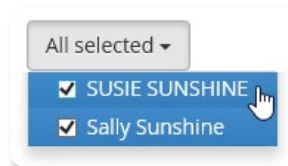
## Printing

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



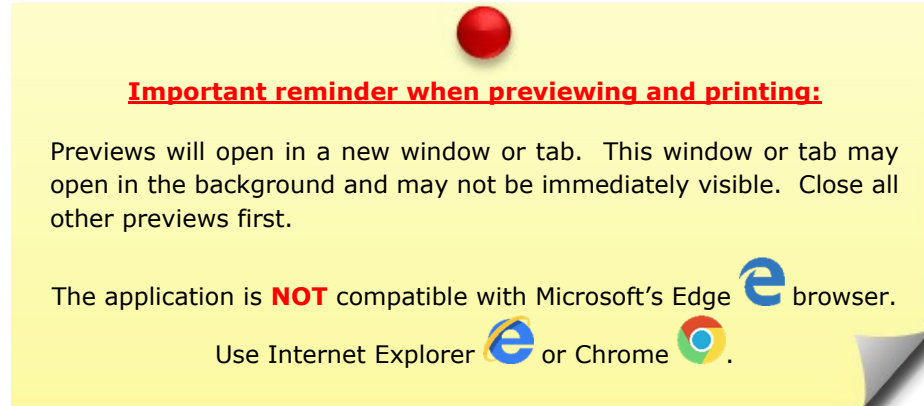
The screenshot shows a 'Print' pane with a dropdown arrow on the left. Inside, there are two radio buttons: 'Full Report' (selected) and 'Summary Report'. To the right of each radio button is a multi-select dropdown menu, both currently showing 'All selected'. At the bottom of the pane is a 'Print' button.

- 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 'All selected' at the top. Below it, two items are listed with checkboxes: 'SUSIE SUNSHINE' and 'Sally Sunshine'. Both checkboxes are checked. A mouse cursor is hovering over the 'Sally Sunshine' checkbox.



- 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 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.