

## Family Assessment INSTRUCTIONS

**Updated: July 1, 2020**

*Who is responsible: Service Coordinators*



### Purpose and Use

The purpose of this form is to identify the family's concerns about their child, their priorities for helping their child develop and learn in family routines and activities, and the resources the family has support them or their child. NOTE: This is a temporary form until all Service Coordinators have successfully completed training in the Routines-Based Interview (RBI®). Service Coordinators who have documentation of successful completion of RBI training will not complete the Family Assessment form.

The Service Coordinator ensures this form is completed by the parent(s) or assists the family in completing the assessment prior to the initial Individualized Family Service Plan and prior to each annual evaluation of the Individualized Family Service Plan.

The family assessment may also be updated anytime there is a significant change in the family's circumstances (new sibling, divorce, etc.)

### Section 1: Child and IFSP Information

Check to indicate if it is the Initial or Annual Family Assessment that is to be completed.

Enter child's legal first and last name, date of birth, and BRIDGES ID number.

Enter the name and agency of the Service Coordinator assisting the family with completion of the Family Assessment.

Enter the date the Family Assessment is completed. If the family has declined the assessment, they must initial the form in Section 1.

### Section 2: Priorities and Concerns for the Child

Ask the family to identify the priorities and concerns they have for their child by checking the appropriate boxes; as needed, the Service Coordinator can assist the family in completion of this section. Priorities or concerns not included in the checklist can be added in the remarks part of the form for Section 2.

### Section 3: Priorities and Concerns of the Family

Ask the family to identify the priorities and concerns they have for themselves or their family by checking the appropriate boxes: as needed, the Service Coordinator can assist the family in completion of this section. Priorities or concerns included in the checklist can be added in the remarks part of the form for Section 3.

## Section 4: Concerns and Priorities of the Family

Ask the family to identify or describe their strengths and resources they have to support them in meeting the needs of their child (for example, relatives living nearby, support from friends, work friends, etc.).

## Section 5: Family Home and Community Routines and Activities

Ask the family to describe their typical routines and activities in their home and community or assist the family in completion of Section 5. If the child is currently having difficulty with or is unable to participate in the activity, or the parent has other concerns about the routine/activity, ask them to mark these with a ☆.

Following completion and signature of the form, the Service Coordinator will:

- Summarize the family's resources, priorities, and concerns, and their home and community routines and activities, in Section 4 of the IFSP in BRIDGES.
- File the hardcopy of the form in the child's record.