

Procedure IV-A1: Family Assessments Using the FAST and CANS

07/2017

The Family Service Worker will:

- A. Explain the general purpose of the FAST or CANS to the family, as applicable.
- B. Meet several times with the parents, caregivers, children, service providers, and extended family members to conduct a thorough and complete FAST or CANS, as applicable;
 - 1) Complete the FAST at a minimum within 30 days, every three months thereafter, and prior to case closure;
 - 2) Complete, at minimum, the CANS within 30 days of the child entering out-of-home placement or within 30 days of case opening, whichever comes first, every three months thereafter; and prior to case closure;
- C. Explain the overall outputs of the FAST or the CANS to the family, as applicable.
- D. If at any time during the completion of an initial or subsequent FAST or CANS, or at any other point during a protective services or foster care case, there is reason to believe a child involved in a protective services or foster care case is a victim of sex trafficking or at risk of being a sex trafficking victim:
 - 1) Document accordingly in CHRIS and conference with the FSW supervisor to determine appropriate next steps for additional screening related to sex trafficking victims and/or referral to appropriate services, with incorporation of any referrals and/or services into the case plan.
 - 2) Report information on children or youth who have been identified as a sex trafficking victim to local law enforcement immediately, and in no case later than 24 hours after receiving the information.
 - 3) Document in CHRIS contacts when local law enforcement is notified of a child being identified as a sex trafficking victim.
- E. Obtain the necessary signatures on the approved FAST or CANS, as applicable;
- F. Attach the approved and signed FAST or CANS, as applicable, to the case plan.
- G. Provide the caregivers and other parties to the case with a copy of the FAST and/or CANS output document, as applicable.
- H. Provide a copy of the FAST and/or CANS output document to anyone else involved in the development of the FAST and/or CANS upon request, within the parameters of A.C.A. 9-28-407 (see Policy I-F: Confidentiality for more information).

The FSW Supervisor will:

- A. Conference with the FSW as necessary during the completion of the FAST or CANS.
 - 1) Approve the FAST at a minimum within 30 days, every three months thereafter, and then prior to case closure but only once the appropriate family assessment instrument has been sufficiently completed;
 - 2) Approve the CANS at a minimum within 30 days of the child entering out-of-home placement or within 30 days of case opening, whichever comes first, every three months thereafter; and prior to case closure, but only once the appropriate family assessment instrument has been sufficiently completed.