

# **Catholic Charities Diocese of Palm Beach, Inc.**

## **Policy and Procedures Manual**

No. of Policy 8002

**SUBJECT:** ASSESSMENT FOR SERVICES

**POLICY:** An assessment is provided for each person the organization has accepted for service.

**PROCEDURES:**

- 1) All assessments shall include a preliminary evaluation of the request or need for service.
- 2) Information should be obtained about past or current services from this agency or other resources, if applicable.
- 3) The legal status of minors served must be assessed.
- 4) Screening for family violence, abuse or neglect should be part of any assessment.
- 5) Assessment of the person's and/or family strengths, resources and existing support systems should be included.
- 6) Other information necessary to provide service should also be included.
- 7) Where appropriate, an evaluation of the person's need for health-related services including the need for a medical examination, evaluation for medication, or other appropriate referrals should be included.

**AUTHORIZED DATE:** 01/11/01

**REVISED DATE:** 04/29/05