

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

## **Policy and Procedures Manual**

No. of Policy 8003

**SUBJECT:** PSYCHOSOCIAL ASSESSMENT

**POLICY:** A comprehensive psychosocial assessment is provided for each person for whom the organization has assumed case planning or management responsibility.

**PROCEDURES:**

Assessment material will include a statement of the applicant's perception of the problem and the agency professional's assessment of the applicant's current strengths, resources and existing support systems. The assessment will include, but is not limited to:

- 1) Applicant-provided information regarding the psychological, developmental, behavioral, educational, and religious factors of his/her life.
- 2) Compilation of information about past or current services from this organization or other resources.
- 3) Assessment of psychosocial problems which undermine personal or family stability.
- 4) Recognition of the strengths and needs of the family, as appropriate.
- 5) Assessment of educational and vocational problems and need for referral for services.
- 6) Assessment of family relationship and of the legal status of minor persons served.
- 7) Information about the applicant's health in order to assess the need for health-related services where appropriate to age, type of problem, or where health is relevant to the type of service. As appropriate, the assessment addresses the presence or history of seizure activity and the use of anticonvulsant and psychotropic medications.
- 8) Evidence of consideration of determinant factors in the person's racial, ethnic, and cultural background and identification of the need for special treatment approaches as a result.
- 9) Determination by the counselor of whether short-term or continued services are needed.
- 10) Evidence of careful exploration by the counselor of the existence of underlying or disguised problems, such as family violence, alcohol or drug abuse in addition to the presenting problem.
- 11) Mental status exam

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**AUTHORIZED DATE:** 12/06/00

**REVISED DATE:** 06/25/09