



State of Illinois  
Department of Human Services  
FAMILY ASSESSMENT  
Background

6(PERMANENT)



**AT INTAKE**

# Introduce yourself. Go over the list of services and ask the individual if they would like more information. Make sure the person understands that you will be asking questions related to the services they are interested in hearing about. This is to provide the family with the best services. (Check below the services discussed.)

- " Medical Benefits
- " Emergency Need for Shelter
- " Emergency Need for Food
- " Food Stamp Benefits
- " Cash Assistance
- " Employment/Training Services
- " Services for Pregnant Women
- " WIC
- " Daycare Services
- " Services - Teen Parents and Youth
- " Child Support
- " Services - People with Disabilities
- " Group Care - Nursing Homes Services
- " Senior Citizens Services
- " Alcoholism and Substance Abuse
- " Domestic Violence Services

# Who needs help? " Self " Self & family " Child only " Other family members " Non-family members  
" Someone in a Long Term Care Facility " A person at another residential address  
(record family and non-family members names in the system)

**IMPORTANT:**

- i Let the family know we are a full service office and by asking questions in specific areas we will serve them better. MAKE IT CLEAR, this **does not** affect receiving AABD, food stamps, or medical benefits.
- i For an individual requesting only medical or food stamps benefits, explain their right to apply without an assessment. However, again reinforce DHS as a full service office and will be available at anytime to help with additional family needs. If the individual chooses to apply without an assessment, proceed directly to the eligibility determination.
- i Individuals requesting TANF cash assistance for themselves and their family must participate in the assessment process to receive this benefit. If the individual chooses not to apply for TANF, let them know we will work with them to find out what other services can help as well as determine their eligibility for medical and food stamp benefits.
- i If the person is requesting assistance for someone other than themselves gather the information on the person needing the help.  
**An application for expedited food stamps and medical MUST BE TAKEN before the family leaves!**

**AT INTAKE OR DURING SERVICE COORDINATION:**

# Discuss with the individual their current situation and explore with them what needs to be different, what has been helpful in the past and other resources they currently need. Be sure to also include in your discussion other areas of concern (i.e. health, money, housing, relationships, safety, children, substance abuse, mental health, etc.)

*During service coordination adapt the conversation to reflect the current relationship with the individual. An appropriate way to start the conversation may be "How are things going?" and follow-up with questions such as " what do you feel your biggest issue is?" or "how is your situation better than when you first applied for services?". Be sure to review progress, assess as needed, revise plans appropriately, and make needed additional referrals. If an individual receiving only medical benefits mails in their redetermination application, It is not necessary to call them in to complete an assessment.*

# What to you is the most important to work on?

**Reminder: Be sure to ask if anyone in the household is pregnant. If they answer yes, make the appropriate referral for prenatal care and enter the expected delivery date in the system.**

**Record comments/observations here as well.**

**The following service needs were identified as issues:**

Date: \_\_\_\_\_

Basic Needs:	" Clothing	" Food-Prepared Meal	" Housing	" Income Mgt	" Seasonal	" Household Items
	" Food-Pantry	" Homeless	" Income (unearned)	" Repair/Maintenance	" Utilities	
Cash/FS/Medical:	" Cash	" Food Stamps	" KidCare	" Medical		
Child Care:	" CCR&R	" Daycare Licensing	" Emergency	" Head Start/Pre-K		
Child Risk/Safety:	" Abuse/Neglect	" Parenting Program	" Troubled Youth			
Disability Services:	" DRS Offices	" DD Screening: Child	" DS Support Groups			
	" DD Screening: Adult	" Early Intervention	" Miscellaneous			
Domestic Violence:	" Victim Services	" Partner Abuse	" Sexual Assault			
Education/Training:	" Adult Basic Education	" Financial Assistance	" Literacy Training	" Tutoring		
	" AmeriCorps	" GED/High School	" Post Secondary Ed	" Vocational Training		
	" Eng as Second Lang	" Job Skills Trng	" Student Assistance			
Employment:	" Earnfare - FSE&T	" Job Fairs	" Job Retention	" Work Exp		
	" Emp Support Group	" Job Hotlines	" Local Resources	" Work First		
	" IDES	" Job Place - FSE&T	" Misc. Contract	" Work First - Downstate		
	" IETC	" Job Place - TANF	" Welfare to Work			
Health:	" Child Gen Health	" Health Support Group	" Optical	" Specialists		
	" Dental	" Hearing/Speech	" Prenatal Care	" Well Child/immunize		
	" Education/Safety	" HIV Testing/AIDS	" Prescription Medicine	" WIC		
	" Family Case Mgt	" Hospitals	" Poison Control	" Women's Health		
	" Family Planning	" Hospices	" School Health	" College Services		
	" HBR (Cook Only)	" Men's Health	" Sex Trans. Disease	" Health Agencies		
Immigrant/Refugee:	" Citizenship	" Community Outreach	" Bi-lingual Services	" Resettlement Services		
Mental Health:	" Evaluation: Adult	" Evaluation: Child	" Support Group			
Miscellaneous:	" Adoption	" Child Support	" Legal - Felons	" Legal - General		
Senior Services:	" Adult Day Care	" Inter-generational	" Prescription Med	" Transportation		
	" Elder Abuse	" Legal Services	" Respite Services	" Veterans		
	" Employment Services	" Meals on Wheels	" Senior centers			
	" Financial Assistance	" Medical	" Senior Support Grp			
	" Home Services/Visits	" Nursing Home Screen	" Sup Svc Grandparent			
Substance Abuse:	" Detox	" Evaluation	" Evaluation: DUI	" Support Group		
Transportation:	" License/Plates	" Instruction	" Med Trans	" Repair/Svc	" Public	" Spec Initiatives
Youth:	" After School Program	" Prevention	" Teen Parent Services	" Youth Support Group		
	" Counseling	" Project Success	" Teen REACH			
	" Mentoring	" Sex Education	" Tutoring			

**Make sure your discussion thoroughly covers the family's situation to determine if an immediate referral or further assessment is needed!**

If further assessment is needed, use appropriate area(s):

Elderly; Education & Training; Employment; Individual & Family Health; Infant, Child & Teen Health; Treatment.