

**In-home Based Services Peer Exchange Self-Assessment Tool
Part I**

1. Describe the referral process (include number of counties served in your region)

2. In addition to DCBS, from what specific types of agencies are you receiving referrals?

3. What are the strengths with the referral process?

4. What are the challenges with the referral process?

5. What challenges do you face in scheduling visits within the time frame required?

6. What issues do you face doing an in-home visit?

7. What process is in place to intervene in order to provide coaching/mentoring during the visit?

a. List three or four coaching/mentoring techniques you use.

8. What parenting curriculum is used?

9. Do you have a process in place to intervene if the visit becomes harmful? If so, what is it?

10. What type of documentation are you providing referring agency? (example – written report, check list, other)

11. What challenges are you experiencing in providing documentation within the required one-week timeframe?

12. How do you track direct contact with family?

13. What is the average length of an open case?

- a. How many hours do you typically spend in direct contact with the family per week? _____
- b. How do you determine closure:

14. What type of resources do you utilize?

15. How do you ensure the family has access to resources?

16. How do you advocate for the child?

17. Explain the process you use to establish goals with the family.

18. Do you have a process for follow-up contact? Yes ___ No ___ If so, what is it?

19. How has the quarterly report impacted your service delivery?

20. How do you ensure confidentiality?

21. How does your agency ensure that staff providing services possess the skill level and training necessary?

22. How do you ensure the different cultural needs are addressed?

23. Describe your process for completing the quarterly report.

24. What challenges do you face with the quarterly reports?

25. What are the positive aspects of the quarterly report?

Any other comments:

Thank you