**SNAP Screening and Intake**

**Purpose:** The intent of this policy is to assess eligibility and needs for the SNAP Program.

**Policy:** A screening to determine eligibility will be completed on each child and family. Once a child and family is determined to be eligible for services, an intake will be completed one time per youth in order to provide children and their families with the least restrictive services that are responsive and individualized to best meet family needs.

**Definitions:**

 SNAP® Under 12 (SNAP® U 12): Designed to support children between the ages of 6-11 and their caregivers in structured manualized groups.

 SNAP® for Youth (SNAP® Y): Designed to support Youth between the ages of 12-17 in structured, technology-based groups.

 \*NOTE: There is no caregiver structured group in the SNAP® Y program.

**Procedure and/or Process:**

A trained SNAP® team member shall screen each child and family by completing the Florida Network approved screening form and the SNAP® Brief Intake Screening Form to determine eligibility and presenting problems. Once a family is determined to be eligible for services, a face-to-face interview is completed with the family to acquire the necessary information to complete the required assessments. The intake is a key element to a youth’s success in services. This should take place in a setting that allows the participant to feel safe and heard.

There must be at least three (3) documented attempts in the youth’s file to obtain pre-assessment information. The needs assessment must be completed at initial intake or within three sessions. Once the intake process has been completed, the family will be eligible to participate in a SNAP® Group Program. A referral will be made 1) If there is not an immediate opening for a SNAP® Group and a youth and family is in need of services, then a referral can be made for CINS/FINS Non-Residential Counseling services, 2) If families are not eligible for service, then appropriate community referrals will be provided.

**Exclusion Criteria for all SNAP Programs:**

* Developmental/cognitive delays
* Youth given a diagnosis of autism spectrum disorder (families are provided assistance to locate more appropriate resources)
* Recent mental health crisis (e.g. Psychoses, disassociation)
* Acute addiction or withdrawal symptoms
* Acute distress (e.g. related to recent trauma, extreme anxiety, life transition, etc.)
* Recent suicide attempts

**Admission Criteria for the SNAP U 12 Services:**

* Children between six to eleven (6-11) years of age
* Children experiencing behavioral/emotional issues in the home, school and/or community
* Parent/legal guardian/caregiver participation is mandatory

**Required Documents to be completed during the intake process:**

* SNAP® Client File Checklist
* Florida Network CINS/FINS Youth Screening Form
* SNAP ® Brief Intake Screening Checklist (BISC)
* NIRVANA\*

Reinforcement Trap/Coercive Cycle Diagram

* SNAP® Parenting Goal Sheet
* Child Way to Go Goal Sheet
* SNAP Child Screening Interview
* Consent to Treatment and Participation in Research Form
* Tool to Measure Parenting Self-Efficacy (TOPSE)\*
* Child Behavior Checklist (CBCL)\*
* Teacher Reporting Form (TRF)\*-optional

\*There must be at least three (3) documented attempts in the youth’s file to obtain assessment information.

**Data Entry:**

* NetMIS within three (3) business days of intake
* ASEBA upon completed CBCL and optional TRF
* TOPSE within three (30 business days of completion

**Admission Criteria for the SNAP® Y Services:**

Males twelve to seventeen (12-17) years of age at-risk of further and/or future contact

 with the Juvenile Justice system, who present with:

 a. Cognitive distortions

 b. Pro-criminal/anti-social attitudes and behaviors

 c. Poor problem solving

 d. Lack of social skills/competence

 **Required documents for intake:**

1. SNAP® Y Client File Checklist

 2. Florida Network Youth Screening Form

 3. Florida Network Community Counseling Intake Form

 4. NIRVANA\*

 5. Consent to Treatment and participation in Research Form

 6. Other required Authorizations, if needed

 7. SNAP for Youth Orientation (document)

 8. Youth Goal Sheet (document)

 9. SNAP Excel Spreadsheet: Demographics Form\*

 10. How I Think Questionnaire (HIT)\*

 11. Social Skills Improvement System (SSIS) Student\*

 12. Social Skills Improvement System (SSIS) Teach/Adult Forms\*

\*There must be at least three (3) documented attempts in the youth’s file to obtain assessment information.

**Data Entry:**

1. NetMIS within three (3) business days of intake. Network staff will ensure JJIS data entry.

2. SNAP® Youth Data Entry Form to be uploaded within three (3) business days of program intake\*, with ongoing data (attendance, check-ins, and goal ratings) updated quarterly (minimum) upon request.