

CFS-347 Instructions

PURPOSE

The purpose of the Intensive Family Services Counselor's Time Record is to provide a chronological summary of the services provided to an individual family. A separate time record form will be completed for each family. Narrative and required reports will provide full documentation of services. The CFS-347 must accompany the billings for services submitted by contractors.

- I. Identifying Information
 - * the name of the family receiving services
 - * the number of children in the family
 - * the resident county of the family
 - * the name of the counselor providing services

- II. General Services Information
 - * the reason for the provision of services (prevention of unnecessary out-of-home placement of children or reunification of families with children in placement)
 - * the dates of significant service activities as accomplished during the intervention

- III. Specific Services Information
 - * the date services were provided
 - * the time of day services were provided (example: 8:30am - 10:00am)
 - * the specific type of service activity provided (example: home visit; family phone contact; narrative; reports; collateral meeting; collateral phone contact; CFS meeting)
 - * the number of direct service hours provided (face-to-face contact with family)
 - * the number of indirect service hours provided (services provided in behalf of family)
 - * the number of travel hours
 - * the amount of mileage in provision of services

- IV. Totals for direct service hours, indirect service hours, travel hours, and mileage

- V. Signatures
 - * Counselor's signature and date
 - * DCFS County Supervisor's signature and date

FREQUENCY and ROUTING

The Counselor's Time Record will be completed by counselors (DCFS staff or contractors) as services are provided to the family. Completed forms will be routed to the County Supervisor for review and approval.

RETENTION

Contracted Services: 1 copy attached to the contractor's service billing
 1 copy retained in contractor's case file
 1 copy retained in the DCFS case file

DCFS Direct Services: 1 copy retained in the case file