Needs Assessment

**Purpose:** The intent of the following policy is to outline the process involved in completing the Network Inventory of Risk, Victories and Needs Assessment (NIRVANA) for CINS/FINS youth. The NIRVANA is designed to accomplish four basic objectives: to determine a youth’s level of risk, to identify the risk and protective factors, to develop a plan of service focused on reducing risk factors and increasing protective factors, to allow staff to determine if targeted factors change because of the intervention.

**Policy:** Each youth admitted to the program should participate in an Assessment process with staff to gather pertinent information regarding the participant and their family that can be used to assist the youth and family in developing an Individual Plan to address their unique situation and needs. The NIRVANA is to be administered on all youth receiving services funded under the Florida Network. These include CINS/FINS (Shelter and Community Counseling), SNAP, ICM, Respite (Domestic Violence & Probation) FYRAC (Domestic Violence & Respite).

**Procedure and/or Process:**

1. The initial screening, which may be conducted by phone or face-to-face, is considered the beginning of the assessment process.
2. After the screening is completed, if a case is opened, an initial assessment appointment shall be scheduled.
3. The NIRVANA should be initiated within 72 hours of residential intake by a Bachelor’s or Master’s degree staff member who has completed the Florida Network NIRVANA training and has had Motivational Interviewing (MI) in their education or has gone through approved MI training. In residential cases, a NIRVANA Self-Report is also required for all youth upon entry to residential programming. For Community Counseling Cases, a full NIRVANA should be initiated at intake and completed within two to three contacts following the initial intake. NIRVANA is not a measure of suicide risk. The approved Suicide Assessment Form is utilized.
4. Each completed NIRVANA is reviewed for coordination between presenting problem(s), NIRVANA, service plan, service plan reviews, case management services and follow-up and signed by a supervisor. Signatures can be documented on the completed NIRVANA, the interview guide and/or the chronological note that is located in the participant’s file. All assessments administered must be entered into the NIRVANA module in NetMIS within three business days.
5. NIRVANA is not a measure of suicide risk. If indicated, follow the CDS procedures outlined in policy P-1247 Suicide Assessment Residential for shelter participants or P-1262 Suicide Assessment Non-Res for community counseling participants.
6. Assessment of all relevant delinquency history, firearms, school, employment, peer association, family/living arrangements, alcohol and drug use, mental health/suicidal ideation, attitudes/behaviors, aggression and skills should be conducted and documented through the NIRVANA Assessment form and shall be placed in the participant record.
7. As a part of the assessment the youth and family should execute Authorizations for Release of Information forms. This action will permit the gathering of information pertinent to a thorough assessment and to facilitate exchange of information with other resources in the community.
8. The NIRVANA form must be completed in their entirety. All sections must be addressed and documentation must clearly reflect complete details of the assessed areas.
9. Information that is not available or not reported by youth or family should be documented as such. Sections should not be left blank or assessed as “n/a”. Acceptable documentation could include: *“None reported by family” or “No history as reported by family” or “information not available at this time”.*
10. Dates, outcomes, and current status are always relevant to a thorough assessment and must be documented.
11. Counselor/Case manager signature and date on the Needs Assessmentform corresponds to the actual date of the completion of the Needs Assessment. Supervisors will review and sign the completed document.
12. The NIRVANA will pre-populate responses, to be confirmed or modified, for youth who transition between Network funded services, (i.e. shelter to community counseling) within 30 calendar days from completion of the initial assessment. Exceptions to this practice shall be documented.
13. Within 7 working days following completion of the assessment, the Individual Plan should be developed with the youth and family.
14. A NIRVANA Post-Assessment must occur at discharge for youth who have a length of stay that is greater than 30 days in all programs. If a NIRVANA Re-Assessment has occurred within 30 days of discharge, a NIRVANA Post-Assessment does not need to occur.
15. A NIRVANA Re-Assessment is required when a youth has a long length of stay and should occur 90 days post intake date and every 90 days thereafter. Staff will determine if changes to the individual plan need to occur. (SNAP youth are not required to be reassessed throughout a 13-week cycle).