**SNAP Screening and Intake**

**Purpose:** The intent of this policy is 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 and 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.

**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. If there is not an immediate opening for a SNAP® Group and a family is in need of services, then a referral can be made for CINS/FINS Non-Residential Counseling services.

Admission Criteria for the SNAP Program:

* 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

Exclusion Criteria for the SNAP Program:

* 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, anxiety, site transition, etc.)
* Recent suicide attempts

Required Documents to be completed during the intake process:

* SNAP Client File Checklist
* Screening Form
* SNAP Brief Intake Screening Checklist (BISC)
* NIRVANA

Reinforcement Trap/Coercive Cycle Diagram

* Parent Goal Sheet
* Child Goal Sheet (Shoot for Your Goal/Way to Go Goal Sheet)
* SNAP Child Screening Interview Report
* Consent to Treatment and Participation in Research Form
* Tool to Measure Parenting Self-Efficacy (TOPSE)
* Child Behavior Checklist (CBCL)
* Teacher Reporting Form (TRF)

Data Entry:

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