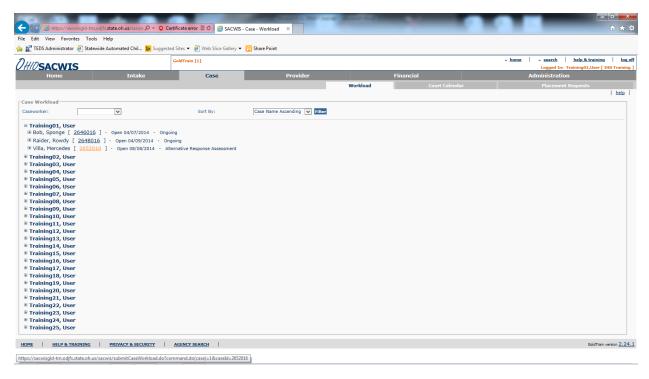
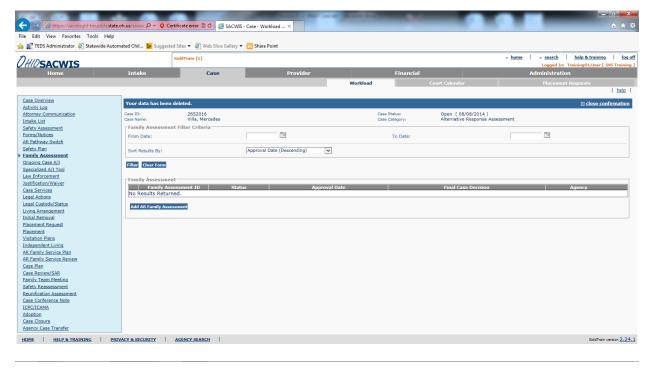
## COMPLETING THE STRENGTHS AND NEEDS ASSESSMENT IN THE FAMILY ASSESSMENT TOOL

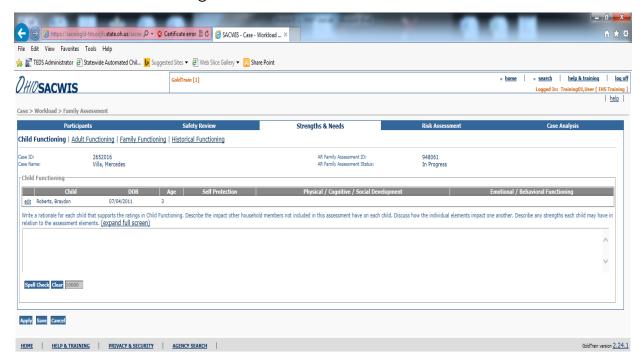
- 1. Log in using the assigned username
- 2. Select the Villa#### case



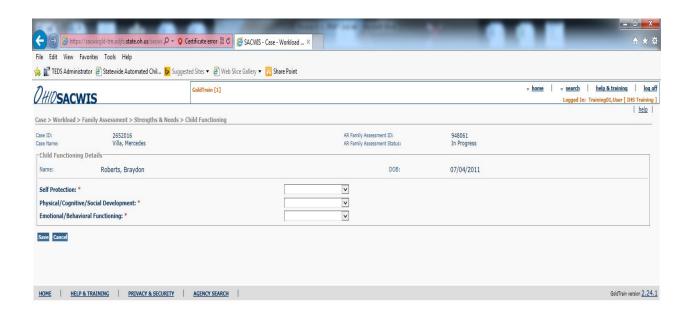
3. Select Family Assessment and click on Add AR Family Assessment

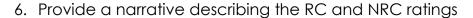


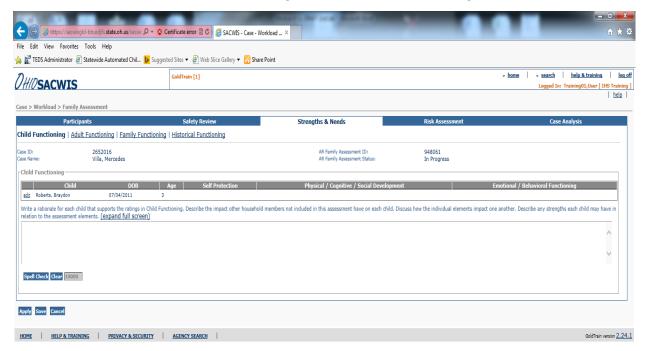
4. Click on the Strengths and Needs Tab



Click Edit Next to Braydon's name to assess the child functioning elements as RC or NRC.

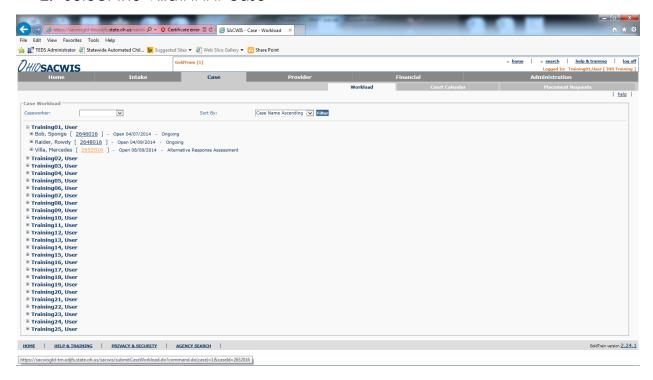




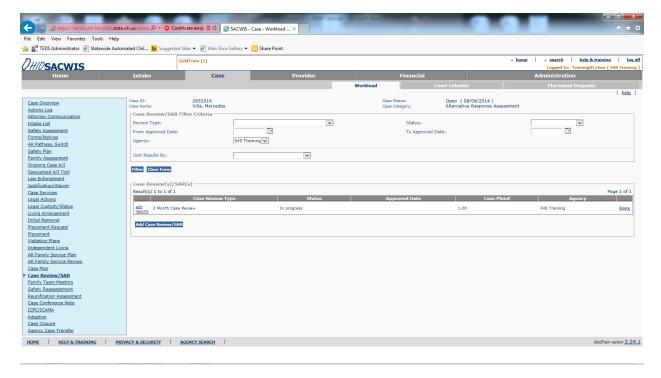


7. Complete this process for the Adult Functioning, Family Functioning, and Historical Functioning tabs.

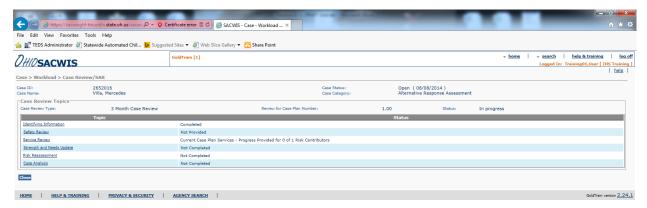
- 1. Log in using the assigned username
- 2. Select the Villa#### case



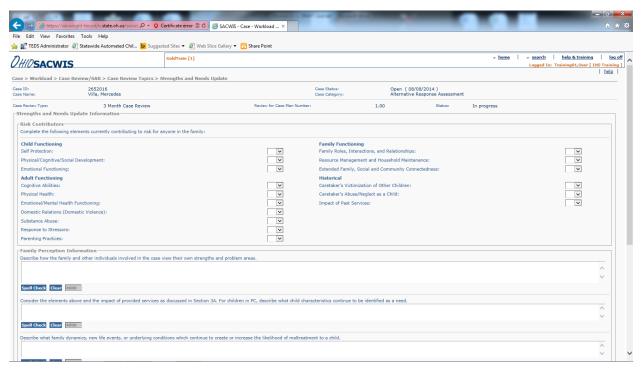
3. Click Case Review and then click edit next to the 3 month case review



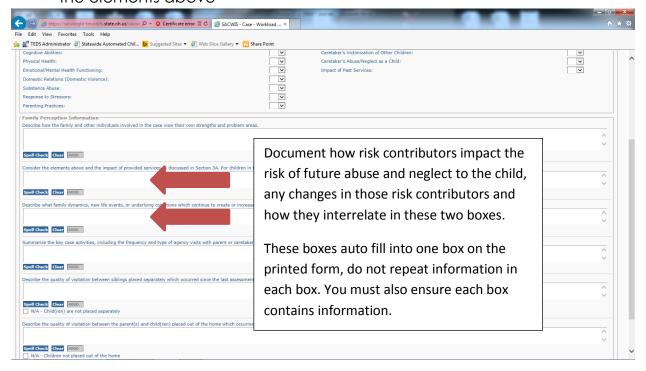
4. Click Strengths and Needs Update



5. Select "yes" for each element if it is an RC for anyone in the Villa family. Select "no" for each element if it is an NRC for anyone in the family.



6. Enter a narrative statement that provides a rationale for each rating and a synthesis of the assessment in the narrative box starting with "consider the elements above"



**Note:** This narrative box is also where ongoing workers would assess and synthesize the case plan's impact upon the family's strengths and needs if this were an ongoing case. The ongoing caseworkers are documenting their assessment to make it very obvious how to document their full assessment of strengths and needs.