PROGRESS REPORT TO CHILD WELFARE SERVICES
PATHWAYS TO WELL-BEING

WHEN: The Progress Report to Child Welfare Services (CWS) form must be completed at intake, quarterly, at discharge, and when any significant changes occur. The initial report is to be submitted within 30 days of Open to CWS (Class) or Enhanced Services (Sub-Class) identification.

ON WHOM: All clients identified within Pathways to Well-Being as Open to CWS (Class) or Enhanced Services (Sub-Class) must have a completed Progress Report to Child Welfare Services.

COMPLETED BY: Reviewing clinical service provider (i.e. Care Coordinator, Therapist) Must be completed by provider eligible to determine medical necessity: Physician, Licensed/Waivered Psychologist, Licensed/Registered/Waivered Social Worker, Licensed/Registered/Waivered Marriage and Family Therapist, or Registered Nurse.

MODE OF COMPLETION: Form fill or hand written and forwarded in a secure manner to CWS Protective Services Worker and maintain a copy in the medical record.

REQUIRED ELEMENTS: All elements of the Progress Report to Child Welfare Services must be addressed including:
- Name and Contact information of CWS Worker
- Identification of Open to CWS (Class) or Enhanced Services Eligible (Sub-Class)
- Name of Care Coordinator, if Enhanced Services (Sub-Class)
- Date of next Child and Family Team (CFT) Meeting
- Identification of what is needed from CWS, including secure contact to receive information, as noted in right column
- DSM diagnosis

Attachment of the following documents, as noted in left column:
If identified as Eligible for Enhanced Services (Sub-Class):
- Client Plan
- CFT Progress Summary and Action Plan (most recent: from current or previous program, if obtained)
- CAMS tools (completed questionnaire, not report summary)
- CFARS
- Client Assignment History
- Discharge Summary, if at discharge

If identified as Class:
- Only Client Plan must be attached
BILLING: Billing for gathering of information for the Progress Report to Child Welfare Services shall only occur when it is connected to a direct client service.