



Date Issued	3/19/2018	Owner	Dana James
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Next Review	12/31/2024		

## FISS #04- FISS Reassessments

### I. POLICY

FISS reassessments will be conducted at the request of the parent/guardian. An abbreviated phone reassessment or a complete face to face reassessment can occur after the initial assessment is complete or at any time during enrollment in the FISS case management program.

### II. PROCEDURE

- A. When a parent/guardian requests a FISS reassessment, and it has been 60-90 days or longer since the previous assessment, a full assessment will be scheduled in accordance with the FISS referral procedure.
- B. When a parent /guardian requests a FISS reassessment, and it has been less than three months since the previous assessment, FISS staff will call the family to determine if a full assessment is necessary or if a brief phone reassessment is more appropriate. Generally a full assessment is not necessary less than three months unless something has changed significantly.
- C. For cases that are closed in Synthesis, (the Children's Community Mental Health Services and Wraparound Milwaukee IT system) a new referral will be needed (for both in person and phone reassessments), in accordance with the established referral procedure. If a phone reassessment occurs, FISS staff will not bill for the assessment, and it will be coded as "No BILL" in Synthesis.
- D. During enrollment in the FISS case management program, if the family requests something other than FISS services, an informal reassessment and staffing will occur. Upon FISS case closure, the family will be referred to the most appropriate option for services based on the referral process/criteria. FISS staff will not bill for reassessments in this instance. The

outcome will be entered in the disenrollment code field in Synthesis.

## Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/31/2022
	Brian McBride: ExDir2 – Program Administrator	8/31/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/30/2022
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