Oregon CTE

Human Services: Family & Community Services Focus Area

Use formal and informal assessment practices to create and evaluate a prevention and/or treatment plan. HUFC01	1 **Summarize a prevention/treatment plan based upon a synthesis of information about individual needs.** HUFC01.01.01
	2 **Evaluate individual progress.** HUFC01.01.02
	3 **Gather information and inform the participant about what to expect in the assessment process.** HUFC01.02.01
	4 **Complete verbal and written assessments to show the strengths and needs of participant.** HUFC01.02.02
	5 **Create interventions and implement a treatment plan based on identified individual needs.** HUFC01.03.01
	6 **Document client progress due to interventions.** HUFC01.03.02
	7 **Create solutions for clients that will help them make informed decisions using individual preferences and strengths.** HUFC01.04.01
	8 **Accurately identify concerns.** HUFC01.04.02
	9 **Collect client history to monitor patterns of behavior.** HUFC01.04.03
	10 **Identify individual problems, and analyze sources of difficulties.** HUFC01.04.04
	11 **Lead client to use problem-solving skills for finding solutions.** HUFC01.04.05
	12 **Connect client with additional resources to serve needs.** HUFC01.04.06
Identify community resources to provide family and community services. HUFC02	1 **Research to find agencies, organizations, and churches offering services.** HUFC02.01.01
	2 **Keep a portfolio of available community resources, such as transportation, social services, support groups, and advocacy groups.** HUFC02.01.02

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	3 **Conduct a visit to a community resource site to become familiar with resources.** HUFC02.02.01
	4 **Keep names and phone numbers of contacts at each service.** HUFC02.02.02
	5 **Research and evaluate state and local social services provides.** HUFC02.03.01
	6 **Use proper referral procedure for each service.** HUFC02.03.02
	7 **Update information as needed to keep current.** HUFC02.03.03
	8 **Match individual's needs with identified community resources.** HUFC02.04.01
	9 **Document information that describes needs, preferences, strengths, and potential supports.** HUFC02.04.02
Communicate effectively to gain support from the client's family and other support groups. HUFC03	1 **Follow policies and procedures to assure compliance with local, state, and national regulations.** HUFC03.01.01
	2 **Adhere to job description.** HUFC03.01.02
	3 **Identify regulation violations.** HUFC03.01.03
	4 **Implement best practices.** HUFC03.01.04
	5 **Collaborate professionally with family members.** HUFC03.02.01
	6 **Document formal and informal meetings with family members.** HUFC03.02.02
	7 **Give, receive, and act upon feedback promptly and with sensitivity.** HUFC03.02.03
	8 **Provide a summary of visits and information gathered from family/friends.** HUFC03.02.04
	9 **Collaborate with an individual's support system to provide services.** HUFC03.03.01
	10 **Document information that describes needs, preferences, strengths, and potential supports.** HUFC03.03.02
	11 **Document client's satisfaction that his/her needs, preferences, etc. have been accurately identified.** HUFC03.03.03
	12 **Provide examples of information collected to inform individual clients of the goal-setting process.** HUFC03.03.04
	13 **Document an increase in frequency and number of contacts for the client.** HUFC03.03.05
	Provide a summary of visits and information gathered from family/friends. HUFC03.03.06

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Comply with laws and procedures that govern abuse, neglect, confidentiality and other health and safety situations. HUFC04

1. **Follow legal and applicable procedures to report concerns of abuse, neglect, or exploitation.** HUFC04.01.01
2. **Use and document quality assurance procedures.** HUFC04.01.02
3. **Assure accessibility, security, and safety of program environment and transportation to all participants.** HUFC04.02.01
4. **Document that the environment meets all applicable licensing and accreditation requirements.** HUFC04.02.02.
5. **Document and report situations to appropriate authorities.** HUFC04.02.03
6. **Maintain client confidentiality while observing ethical and legal responsibilities.** HUFC04.03.01
7. **Guard client information in conversation.** HUFC04.03.02
8. **Keep client written information inaccessible to general public.** HUFC04.03.03
9. **Follow policies and procedures of organization and laws and regulations in documentation of reporting requirements.** HUFC04.03.04
10. **Use strategies for documenting essential information while respecting privacy.** HUFC04.03.05
11. **Prepare indoctrination materials to ensure individuals are aware of rights regarding access to records and information.** HUFC04.05.01
12. **Communicate clearly to clients their rights of access to records and their rights to refuse consent for release of information.** HUFC04.05.02

Evaluate crisis prevention, intervention and resolution techniques to formulate emergency plans. HUFC06

1. **Align individuals with prevention, intervention, or resolution techniques appropriate for the circumstances.** HUFC06.01.01
2. **Formulate appropriate interventions likely to prevent crisis situations.** HUFC06.01.02
3. **Manage the physical and social environment to reduce conflict and promote safety of participants, workers, and others when intervening in emergency situations.** HUFC06.01.03
4. **Use appropriate techniques to ensure a safe environment.** HUFC06.01.04
5. **Recognize when to seek outside assistance to address emergency situations.** HUFC06.02.01
6. **Resolve a crisis or emergency situation.** HUFC06.02.02