

DIVISION OF FAMILY SERVICES

TO: Members, Advisory Group on Revision of Service  
Classifications

FROM: Fred Buhr, Program Policy Development Specialist  
Bureau of Program Planning and Development

DATE: November 22, 1972

RE: MIS - Social Services Classifications

Attached is a very rough draft of a possible Service Plan Work Sheet. Although definitions are not attached (we hope to have a draft by the end of next week) this material will perhaps serve to provide a view of the conceptual route we currently are following and allow you some opportunity to identify potential problems or gaps in this framework.

Please feel free to send comments at any time since our time frame for development is so tight.

Attach.

FB:mls

<b>CLIENT NAME</b>	<b>CLIENT SOC. SEC. NO.</b>	<b>DATE OF PLAN</b>
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<b>AREA OF FOCUS</b>
PRIMARY - LONG RANGE (WRITTEN + CODED)
- SHORT RANGE (WRITTEN + CODED)
SPECIAL OBJECTIVES (WRITTEN ONLY)

<b>PRIM.</b>	<b>DATE TO BE RVD</b>	<b>DIS.</b>
<b>COR. STP.</b>	<b>REV. RVD</b>	

AF - Adult Foster Home      HM - Maternity Home  
 AH - Adoptive Home        IM - Intermediate Medical Care Facility  
 BL - Foster Home (licensed)    MF - Military Forces  
 BV - Foster Home (unlicensed)    MH - Mental Hospital  
 CI - Correctional Institution    MR - Institution for the Mentally Retarded  
 DC - Caring Institutions        NH - Nursing Home  
 EM - Extended Medical Care Facility    OF - Other  
 FH - Group Foster Home Basis    HH - Halfway House  
 GC - Group Foster Care Treatment    OW - Own Home  
 GH - General Hospital            PH - Institution for Physically Handicapped

<b>LIVING ARRANGEMENT FOCUS</b>
PRIMARY - LONG RANGE (WRITTEN + CODED)
- SHORT RANGE (WRITTEN + CODED)

<b>PRIM</b>	<b>DATE TO BE RVD</b>	<b>DIS.</b>
<b>COR. STP.</b>		

RE - Apartment or rented home  
 RN - With a non-relative  
 RT - Retirement facility  
 RW - With relative  
 SC - School  
 UK - Unknown  
 WW - Work-Wage Home  
 RH - Receiving Home

<b>PRESENTING PROBLEMS</b>

<b>PRIMARY</b>	<b>SHORT RANGE</b>	<b>COR.</b>
HT Health - The client receives the health and/or medical services necessary to insure his physical health.	HM Health needs met HP Health needs partially met HL Health level maintained HV Health needs not met	HP HL HV
PT Protection - The client is protected from exploitation and physical or emotional harm.	OP Protection services needs met SP Some protection services needs met PV Protection services needs unmet	SP PV
ES Economic Security - The client realizes a level of income sufficient to provide for his needs through self-support and/or some form of transfer payments.	SS Needs met through full self-support PS Needs met through partial self-support AO Needs met through assistance only MS Maintain present level of support SV Income needs not met	PS AO MS SV
PA Personal Adjustment - Client is able to form relationships for adequate functioning.	AA Personal adjustment adequate in all areas AS Personal adjustment adequate in some areas AM Personal adjustment level maintained AV Personal adjustment inadequate	AS AM AV
SA Social Adjustment - Client has opportunity to form necessary social relationships.	SO Socialization opportunities adequate PO Partially adequate socialization opportunities MO Maintain present level of socialization IV Inadequate socialization opportunities.	PO MO IV
PE Physical environment - Client has physical environment needs met	EA Physical environment adequate EP Physical environment partially adequate EM Maintain present physical environment EV Physical environment inadequate	EP EM EV

**APPARENT PRESENTING PROBLEMS**

DA - Drug Abuse AA - Alcohol Abuse HD - Handicapping Effects of Physical or Mental Disabilities PH - Problems of Physical Health PM - Problems of Mental Health UM - Births-out-of-wedlock UP - Unwanted Pregnancies LC - Lack of Child Care LT - Lack of Transportation IE - Insufficient Education or Training LI - Lack of Information About Available Community Resources MA - Marital or Family Problems CB - Child Behavior or Delinquency Problems IH - Insufficient Home Management Skills IF - Illness of or Need to Care for Family Member DP - Discrimination LL - Lack of Legal Services HL - Inadequate or Hazardous Living Arrangements AH - Difficulty of Individual to Accept Handicap FH - Difficulty of Family in Accepting Client's Handicap SI - Social Isolation SA - Suspected or Actual Abuse, Neglect or Exploitation LR - Lack of Recreational or Social Opportunities NC - Family or Individual Nonreceptiveness Toward Community-Based or Institutional Care IR - Problems in Interpersonal Relationships	<p style="text-align:center;"><b>GOAL DISPOSITION</b></p> <p>The goal disposition refers to the determination made as to the condition of the goal at its review time. The disposition codes are the same for primary goals, six months' objectives and living arrangement goals.</p> GA Goal achieved GR Goal not achieved but still relevant GI Goal not achieved, other goals more important CC Case closed
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**Date of Plan** - Each time a goal status is coded, a date for the plan should be entered.  
**Date Reviewed** - The date the plan is reviewed should be entered at the time of the review.  
**Disposition at Review** - The goal status at time of review should be coded.

SERVICE AREAS

- ED - Education
- HS - Medical
- WS - Employment
- FS - Financial Management
- HO - Housing
- CS - Day Care
- SS - Substitute Care
- DS - Court Services
- LS - Legal
- IS - Family Life
- FP - Family Planning
- TS - Transportation
- BS - Psychological - Psychiatric
- RS - Recreation
- AH - Adoption
- JS - Chore Services
- VS - Homemaker Services
- GS - Escort Services
- NS - Home Care
- DM - Home Delivered or Congregate Meals

ROLE

- E - Evaluation
- C - Counseling
- O - Coordination
- A - Advocacy
- T - Teaching
- F - Funding
- I - Intervention
- P - Task Performance
- H - Follow-Along

SERVICE AREA	CODE	ROLE	CODE	UNITS REQ	PROVIDER
WORKER NO	DATE SERV TO START	ACTUAL START DATE	EXPECTED END DATE	ACTUAL END DATE	DISP
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FOR OFFICE USE ONLY

WORKER SIGNATURE	CLIENT SIGNATURE