



## Guide to Using and Inputting Assessments 2021

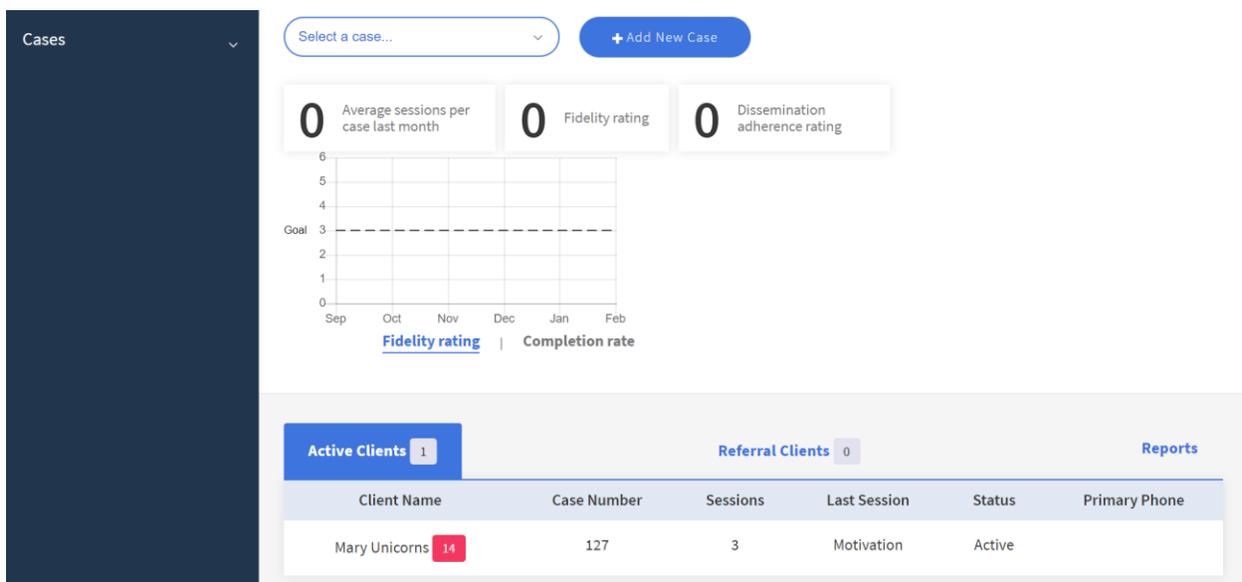
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## ENTERING ASSESSMENTS GETTING STARTED

Please note, general and specialized information will be highlighted in gray.

When you get on the CSS, you will start at the therapist dashboard. To enter assessments, you will need to click on the “Active Clients” tab if it is not already open, and choose the client you want to enter your assessment on:



If you need to add assessments to a closed case, you can click on “Cases” on the left-hand side menu and click on “Closed Cases,” or find the “Closed Cases” tab at the bottom of your home page.

The screenshot shows a therapist dashboard. On the left is a dark blue sidebar with a logo at the top and a menu. The menu items are: Home, Cases (with a dropdown arrow), All Cases, Active Cases, Closed Cases, Unsaved Cases, and Add New Case. A callout bubble with a pointer to 'Closed Cases' contains the text 'Click on Closed Cases'. The main content area has a light grey header with a 'Menu' icon. Below the header, it says 'Home' and 'Good Morning, Helen.' followed by a welcome message: 'Welcome back to your therapist dashboard. Select a case or add new case to get started.' There are two buttons: 'Select a case...' and '+ Add New Case'. Below these are three summary cards: 'Average sessions per case last month' (0), 'Fidelity rating' (0), and 'Dissemination adherence rate' (0). At the bottom is a line graph with a y-axis from 0 to 6 and an x-axis with months from Sep to Feb. A dashed horizontal line at y=3 is labeled 'Goal'. The graph area is labeled 'Fidelity rating | Completion rate'.

This will generate a list of closed cases.

For active or closed cases, when you click on the name, it will open up the dashboard:

Click on “Assessments” or on “Add New” and choose “Assessment” and arrive on the Assessments Page:

MS Mary Smith  
CSS Case # 126 | Closed

+ Add New Edit Case Delete

Click on Add New & Assessment

Click on Assessments

Personal Information

Date of Birth  
12/29/2010  
Race / Ethnicity  
Caribbean  
Gender

Case Information

Sessions

Contacts

Assessments

Social

Caregivers

Name MIMI Smith

Notifications

⚠ This case is missing a Post OQ.

Assessment Page:

Case Information

Sessions

Contacts

Assessments

Social

Add Assessment

R&P Factors	OQ	YOQ	YOQ-SR	FSR
TSR	COM-Y	COM-C	TOM	SDQ - C
SDQ - S	SDQ - T	Termination		

Assessments offered will depend on the model you are providing and the age group as well.\* For example, if you are providing FFT CW and the birthdate you enter reflects that the youth is under 10, assessments for adolescent-aged youth will not show.

\*Some international Sites use SDQ assessments; U.S. sites do not. Standard FFT is for 11 and older, but in special circumstances, 10-year-olds may be accepted; it is up to the therapist/interventionist's discretion on whether to provide these assessments to the 10-year-old youth.

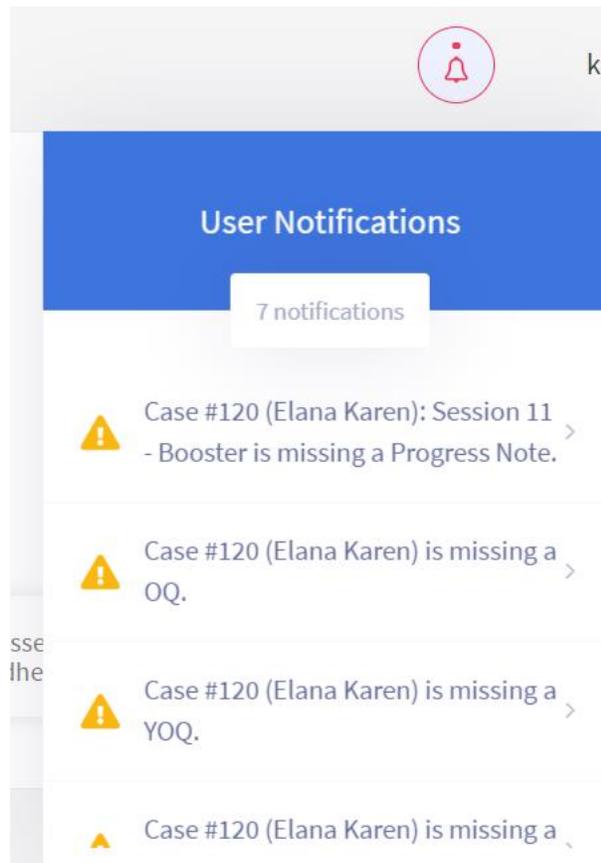
## NOTIFICATIONS OF MISSING ASSESSMENTS AND DOCUMENTATION

The CSS has two ways of communicating missing items.

First, when you first go on the dashboard, you will see an alert bell:



Clicking on the alert creates a list of items:



Second, when you pull up your active or referrals, you will see a number next to a name if there are missing items. That number represents the number of missing items.

The dashboard features a top navigation bar with a menu icon, a notification bell, the email address 'kimfft@yahoo.com', and a profile icon 'K'. Below the navigation bar, the page title is 'Home'. A greeting 'Good Evening, Kim.' is followed by a welcome message: 'Welcome back to your therapist dashboard. Select a case or add new case to get started.' Below this are two buttons: 'Select a case...' and '+ Add New Case'. Three performance metrics are displayed: 'Average sessions per case last month' (0), 'Fidelity rating' (0), and 'Dissemination adherence rating' (0). To the right is a line graph titled 'Fidelity Rating' showing data for 'ErM', 'BC', and 'Gen' over 6 months, with a 'Goal' line at 3. Below the graph are links for 'Fidelity rating' and 'Completion rate'. At the bottom, there are tabs for 'Active Clients' (1), 'Referral Clients' (1), and 'Reports'. The 'Active Clients' tab is selected, showing a table with one client: Elana Karen (7 missing items), Case Number 120, 14 sessions, Last Session Motivation, and Status Active.

Client Name	Case Number	Sessions	Last Session	Status	Primary Phone
Elana Karen <span style="color: red;">7</span>	120	14	Motivation	Active	

In this example, there are seven alerts. Click on the client's name, and you will get a list of notifications:

Case Information	Sessions	Contacts	Assessments	Social																
<div style="background-color: #0056b3; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Caregivers</span> <span>—</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name</td> <td>Joseph Armstrong</td> </tr> <tr> <td>Sex</td> <td>He</td> </tr> <tr> <td>Date of Birth</td> <td></td> </tr> <tr> <td>Relation</td> <td>Father</td> </tr> <tr> <td>Marital Status</td> <td></td> </tr> <tr> <td>Position</td> <td>Caregiver 1</td> </tr> <tr> <td>Phone Number</td> <td>123456789</td> </tr> <tr> <td>Is this the primary target of the referral?</td> <td>No</td> </tr> </table>		Name	Joseph Armstrong	Sex	He	Date of Birth		Relation	Father	Marital Status		Position	Caregiver 1	Phone Number	123456789	Is this the primary target of the referral?	No	<div style="background-color: #f1c40f; padding: 5px;"> <h3 style="margin: 0;">Notifications</h3> <ul style="list-style-type: none"> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● Session 11 - Booster is missing a Progress Note.</li> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● This case is missing a OQ.</li> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● This case is missing a YOQ.</li> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● This case is missing a YOQ-SR.</li> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● This case is missing a SDQ-C.</li> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● This case is missing a SDQ-S.</li> <li style="border-bottom: 1px solid #ccc; padding: 5px 0;">● This case is missing a Risk &amp; Protective Factors assessment.</li> </ul> </div>		
Name	Joseph Armstrong																			
Sex	He																			
Date of Birth																				
Relation	Father																			
Marital Status																				
Position	Caregiver 1																			
Phone Number	123456789																			
Is this the primary target of the referral?	No																			

From here, you can click on “Assessments” above the notifications, or click “Add New” and then on “assessment” to get to the assessment entry page.

**Some notifications will also pop-up as you are working on a case. These will require you to complete them immediately to finish the page you are on. Other notifications are just alerts and are not required to move forward.**

Once on this page, you can choose the assessment you need to complete. As you complete each assessment, you will have a running list of the ones you completed from newest to oldest. **There is also a delete button that will send a request to your team’s FFT National Consultant to delete the assessment if needed.**

To edit an assessment from the list, you can click on the date or the assessment, make the change, and click save.

To print any of the assessments, open up the assessment and then click the printer icon on the upper right-hand corner of the home page.

## ASSESSMENTS USED IN THE MODEL

**Never Seen cases do not receive any assessments.**

### PRE AND POST FAMILY RISK AND PROTECTIVE FACTORS

Which cases: Required for all Completed cases, optional for Non-Completed

By who: FFT Therapists/Interventionists

When: The Pre is completed within the first three sessions, and the Post is completed at termination.

How: The assessment is completed on the Clinical Service System (CSS).

This assessment is based on the Washington State Risk Assessment Tool and has eight areas of focus:

1. Family love and support
2. Family closeness
3. Opportunities for involvement
4. Conflict management
5. Degree of supervision
6. Degree follows the rules
7. Degree of consistent/appropriate punishment
8. Available of appropriate rewards for good behavior

This assessment reflects the initial and later impressions of the FFT Therapist/Interventionist regarding the family level of risk and protective factors.

## **PRE POST OUTCOME QUESTIONNAIRES**

Which cases: Required for all cases

By who: At least one caregiver (OQ®-45.2 & Y-OQ® 2.01) and the identified youth 11 or older (Y-OQ® SR 2.0)

When: The Pre is completed before FFT treatment begins, and the Post is completed at the end of FFT treatment.

How: FFT, LLC uses the paper version, but sites can purchase the computer version if preferred. Subscale scores are entered into the CSS by the FFT Therapist/Interventionist. For the caregiver assessments, the CSS will allow 1-2 to be entered. For the youth measure, only one youth can be entered, and this should be the identified youth.

### **OQ®-45.2 Outcome Questionnaire**

This instrument provides an overall snapshot of individual functioning. It is given ONLY to caregiver/parent figures.

There are three subscales:

*Symptom Distress:* This scale is heavily loaded with items related to depression and anxiety symptomology.

Cut off score is 36.

*Interpersonal Relationship:* Assesses problems in relationships and asks about things like loneliness, conflicts, and family and marriage problems. The cutoff score is 15.

*Social Role:* Measures the extent to which difficulties in the respondent's various roles (worker, parent, homemaker, etc.) are present. The cutoff score is 12.

*Total score cutoff is 63.* Be sure to look at item numbers 8 and 23 for suicide risk and 44 for risk to others.

### **Y-OQ® 2.01 Youth Outcome Questionnaire**

This instrument is the caregivers'/parents' perception of their child's behavior. It is a measure of behavior in a context. It is given ONLY to the caregiver/parent figures, and the focus of this assessment is on the referred youth.

There are six subscales:

*Intrapersonal Distress:* Assess the amount of emotional distress in the child (anxiety, depression, fearfulness, hopelessness, and self-harm). The cutoff score is 16.4.

*Somatic:* Assesses physical symptoms like headaches, stomachaches, pain, nausea, etc., related to distress in the youth. The cutoff score is 5.

*Interpersonal Relations:* Assesses issues relevant to the child's relationship with parents, other adults, and peers (cooperativeness, aggressiveness, defiance, communication, etc.). The cutoff score is 4.4.

*Critical Items:* High scores are indicative of clients who may need immediate intervention beyond standard outpatient treatment. The cutoff score is 5. Clinician should look at items 12, 20, 21, 28, 38, 44, 46, 51, & 58.

*Social Problems:* These items describe delinquent or aggressive behaviors that are socially related (truancy, sexual problems, running away, substance abuse, destruction of property). The cutoff score is 3.

*Behavioral Dysfunction:* Assesses a child's organization, concentration, frustration, tolerance, impulsivity, etc. The cutoff score is 12.

*Total* cutoff score is 46. Be sure to look at item 41 for suicide risk behavior.

## **Y-OQ® SR 2.0 Youth Outcome Questionnaire**

This is the companion to the Y-OQ® 2.01. It is the youth's self-report. It is given to the referred/identified youth 11 or older.

The subscales are the same as the Y-OQ® 2.01

Cutoff scores are as follows:

*Intrapersonal Distress:* 17

*Somatic:* 6

*Interpersonal Relations:* 3

*Social Problems:* 3

*Behavior Dysfunction:* 11

*Critical Items:* 6 Clinicians should look at: 12, 20, 21, 28, 38, 44, 46, 51, & 58.

*Total* cutoff score: 47. Be sure to look at item 41 for suicide risk behavior.

## **Strength and Difficulties Questionnaire (International Sites)**

Which cases: Required for all Completed cases

By who: At least one caregiver (SDQ-P, there are various versions depending on the age of the youth) and the identified youth 11 or older (SDQ-S)

When: The Pre is completed before FFT begins (generally at the first session), and the Post is completed at the last FFT session.

How: Most sites prefer the paper version. Sites enter the scores into the scoring site by the SDQ developer and get a scoring report. The scores are then entered into the CSS by the FFT Therapist/Interventionist. For the caregiver assessments, the CSS will allow 1-2 to be entered. For the youth measure, only one youth can be entered, and this should be the identified youth.

### **Strengths and Difficulties Parent (SDQ-P) and Strengths and Difficulties Self (SDQ-S)**

This is a 25 question assessment. Questions represent five subscales, of which four are added to get a total difficulties/stress score. The Pre-assessment has impact questions that provide further information about chronicity, distress, social impairment, and burden to others. The Post assessment has additional follow-up outcome questions.

The subscales and total score represent the following areas of focus:

An overall Total Difficulties or Stress: Scores range from 0-40 and are calculated by adding the emotional, conduct, hyperactivity, and peer problems subscales.

Emotional Symptoms: Scores range from 0-10. This scale examines worry, somatic complaints, depression, anxiety, and fear.

Conduct Problems: Scores range from 0-10. The scale assesses temper, fighting, bullying, lying, cheating, stealing, and general misbehavior.

Hyperactivity/Inattention: Scores range from 0-10. The scale assesses restlessness, overactivity, fidgeting, concentration issues, impulsivity, and inattentiveness.

Relationship Problems: Scores range from 0-10. The scale assesses isolation, friendships, likableness, and compatibility with others.

Prosocial Behavior: Scores range from 0-10. The scale assesses consideration of others' feelings, sharing, helpfulness, and kindness.

Impact Score: Scores range from 0-10. The scale examines the level of impact the difficulties assessed in the previous subscales are having on the child's/young person's family and self, peer relationships, learning, and leisure activities.

The assessment also offers diagnostic predictions. These are used to predict how likely a young person is to have emotional, behavioral, or concentration problems severe enough to warrant a diagnosis. There are three possible predictions: Low Risk, Medium Risk, and High Risk.

## **PROCESS ASSESSMENTS**

Which cases: Required for all active cases.

By who: Family members 11 and older involved in the therapy process (FSR), and by FFT Therapists/Interventionists (TSR)

When: These assessments are completed during the first two sessions of each phase at the end of the session.

How: The assessment is completed by the family members, and the FFT Therapist/Interventionist enters the responses on the Clinical Service System (CSS).

### **Family Self Report (FSR)**

The FSR is a 7 item self-report inventory that presents family members' perspectives of the counseling process and the therapist. It provides independent views on alliance, matching, and resistance and supports the relational perspective of the model (core principle).

The primary referred youth and parent figures complete this assessment; however, it should be given to any person attending regular FFT sessions age 11 or older. A total of 6 FSRs per family member during treatment is expected.

### **Therapist Self Report (TSR)**

The TSR is a 6 item self-report inventory completed by the FFT Therapist/Interventionist that presents the FFT Therapist/Interventionist's perspective of the family members' perception of the quality of the relationship with the FFT Therapist/Interventionist. It provides for feedback on alliance, matching, and resistance and focuses on understanding the family on their terms while supporting the relational perspective of the model (core principle). It is completed at the same interval that the FSR is given. A total of 6 TSRs per family during treatment is expected; however, therapists are not limited to the number of TSRs they can complete.

## **OUTCOME ASSESSMENTS**

Which cases: All three assessments are required for Completed Cases; the TOM is required for all Non-completed cases except for those closing as Never Seen.

By who: Family members 11 and older involved in the therapy process (COMs), and by FFT Therapists/Interventionists (TOM)

When: These assessments are completed at termination.

How: The assessment is completed by the family members, and the FFT Therapist/Interventionist enters the responses on the Clinical Service System (CSS). The FFT Therapist/Interventionist's Outcome Measures (TOM) is completed on the CSS.

### **Client Outcome Measure-Caregiver (COM-C)**

The COM-C utilizes a 6 point Likert scale that is used to assess the caregiver's perspective of family functioning (6 questions) and youth behavior change (6 questions) at closing. It is assessing the outcome of the FFT intervention.

### **Client Outcome Measure-Youth (COM-Y)**

The COM-Y utilizes a 6 point Likert scale that is used to assess the youth's perspective of family functioning (6 questions) and their behavior change (6 questions) at closing. It is evaluating the outcome of the FFT intervention.

### **Therapist Outcome Measure (TOM)**

The TOM utilizes a 6 point Likert scale that is used to assess the FFT Therapist/Interventionist's perspective of family functioning (6 questions) and youth behavior change (6 questions) at closing. It is evaluating the outcome of the FFT intervention. **This assessment is completed on all Completed and Non-Completed cases.**

## ASSESSMENT GUIDES

Please note: For standard FFT, all formal assessments are administered to youth ages 11 or older. Although not required by FFT, the FSR can be given to additional family members attending the session and entered the CSS.

### Standard FFT

#### Caregiver:

**OQ:** Pre and Post assessment is completed by 1-2 caregiver/s.

**YOQ:** Pre and Post Assessment is completed by 1-2 caregiver/s on the identified youth.

**FSR:** Completed by all caregivers in the session at the close of sessions 1 and 2 of the Motivation, Behavior Change, and Generalization phases (all total of 6 throughout treatment will be completed by caregiver/s.)

**COM C:** Completed at the end of treatment.

#### Youth:

**YOQ SR:** Pre/Post assessment completed only by the referred youth.

**FSR:** Completed by all caregivers in the session at the close of sessions 1 and 2 of the Motivation, Behavior Change, and Generalization phases (all total of 6 throughout treatment will be completed by youth.)

**COM Y:** Completed at the end of treatment.

**Therapist:** Are responsible for entering the above family assessments into the CSS no later than 24 hours after assessment completion. (YOQ, YOQ-SR, OQ, FSR), plus:

**Family Risk and Protective Factors:** Completed and entered the CSS not later than the 3<sup>rd</sup> session of the Motivation phase. This assessment also is completed at the end of treatment.

**TSR:** Is completed at the close of sessions 1 and 2 of the Motivation, Behavior Change, and Generalization phases. It is recommended when the therapist enters the completed Family FSR's into the CSS; the therapist enters their TSR. (total of 6 completed throughout treatment).

**TOM:** Is completed at the end of treatment for all closed cases, except cases that were closed as a Never Seen.

## FFT CW

### **Caregiver:**

**OQ:** Pre and Post assessment is completed by 1-2 caregiver/s.

**YOQ:** Pre and Post Assessment is completed by 1-2 caregiver/s on the identified youth if youth is 4 and older.

**FSR:** Completed by all caregivers in the session at the close of sessions 1 and 2 of the Motivation, Behavior Change, and Generalization phases (all total of 6 throughout treatment will be completed by caregiver/s.)

**COM C:** Completed at the end of treatment.

### **Youth (for 11 and older):**

**YOQ SR:** Pre/Post assessment completed only by the referred youth.

**FSR:** Completed by all caregivers in the session at the close of sessions 1 and 2 of the Motivation, Behavior Change, and Generalization phases (all total of 6 throughout treatment will be completed by youth.)

**COM Y:** Completed at the end of treatment.

**Therapist/Interventionist:** Are responsible for entering the above family assessments into the CSS no later than 24 hours after assessment completion. (YOQ, YOQ-SR, OQ, FSR), plus:

**Family Risk and Protective Factors:** Completed and entered the CSS not later than the 3<sup>rd</sup> session of the Motivation phase. This assessment also is completed at the end of treatment.

**TSR:** Is completed at the close of sessions 1 and 2 of the Motivation, Behavior Change, and Generalization phases. It is recommended when the therapist enters the completed Family FSR's into the CSS; the therapist/interventionist enters their TSR. (total of 6 completed throughout treatment).

**TOM:** Is completed at the end of treatment for all closed cases, except cases that were closed as a Never Seen.

## FFT USA

### **Youth 11 and older**

- OQ (completed by caregiver) Pre and Post
- YOQ (completed by caregiver on youth) Pre and Post
- YOQ SR (completed by youth) Pre and Post
- FSR (completed by all family members 11 and older) first 2 sessions of Motivation, Behavior Change, and Generalization
- TSR (completed by therapist) first 2 sessions Motivation, Behavior Change, and Generalization
- Family Risk and Protective Factors Assessment Pre (within the first 3 sessions) and Post (at termination)
- COM-C (Caregiver) and COM-Y (Youth) at completion
- TOM (completed by therapist) at completion or non-completion

## FFT INTERNATIONAL

### Youth 11 and older

- OQ (completed by caregiver) Pre and Post
- YOQ Pre and Post or SDQ P 4-17 with Impact Supplement for Pre and Follow up for Post (completed by caregiver on youth)
- YOQ SR Pre and Post or SDQ S 11-17 with Impact Supplement for Pre and Follow up for Post (completed by youth)
- FSR (completed by all family members 11 and older) first 2 sessions of Motivation, Behavior Change, and Generalization
- TSR (completed by therapist) first 2 sessions of Motivation, Behavior Change, and Generalization
- Family Risk and Protective Factors Assessment Pre (within the first 3 sessions) and Post (at termination)
- COM-C (Caregiver) and COM-Y (Youth) at completion
- TOM (completed by therapist) at completion or non-completion

## FFT CW USA

### Youth 10 and under

- OQ (completed by caregiver) Pre and Post
- YOQ (completed by caregiver if youth is 4 or older) Pre and Post
- Family Risk and Protective Factors Pre Assessment Pre and Post (therapist should consider identified youth's developmental level when completing)
- FSR (completed by all family members 11 and older)
- TSR (completed by therapist/interventionist)
- TOM (completed by therapist/interventionist) at completion or non-completion

### Youth 11 and older

- OQ (completed by caregiver) Pre and Post
- YOQ (completed by caregiver on youth) Pre and Post
- YOQ SR (completed by youth) Pre and Post
- FSR (completed by all family members 11 and older) first 2 sessions of Motivation, Behavior Change, and Generalization
- TSR (completed by therapist/interventionist) first 2 sessions of Motivation, Behavior Change, and Generalization
- Family Risk and Protective Factors Assessment Pre (within the first 3 sessions) and Post (at termination)
- COM-C (Caregiver) and COM-Y (Youth) at completion
- TOM (completed by therapist/interventionist) at completion or non-completion

**Youth 10 and under**

- OQ (completed by caregiver) Pre and Post
- YOQ if 4 and older or SDQ P 2-4 or SDQ 4-17 with Impact Supplement for Pre and Follow up for Post (completed by caregiver on youth)
- Family Risk and Protective Factors Pre Assessment Pre and Post (therapist should consider identified youth's developmental level when completing)
- FSR (completed by all family members 11 and older)
- TSR (completed by therapist/interventionist)
- TOM (completed by therapist/interventionist) at completion or non-completion

**Youth 11 and older**

- OQ (completed by caregiver) Pre and Post
- YOQ Pre and Post or SDQ P 4-17 with Impact Supplement for Pre and Follow up for Post (completed by caregiver on youth)
- YOQ SR Pre and Post or SDQ S 11-17 with Impact Supplement for Pre and Follow up for Post (completed by youth)
- FSR (completed by all family members 11 and older) first 2 sessions Motivation, Behavior Change, and Generalization
- TSR (completed by therapist/interventionist) first 2 sessions of Motivation, Behavior Change, and Generalization
- Family Risk and Protective Factors Assessment Pre (within the first 3 sessions) and Post (at termination)
- COM-C (Caregiver) and COM-Y (Youth) at completion
- TOM (completed by therapist/interventionist) at completion or non-completion