



State of South Carolina

Department of Social Services

Work Aid 16.6 How to Complete Service Referrals

Supplemental to DSS Policy: 1648 Service Referral Policy Chapter 15

A. General Requirements for Inputting Goals, Needs, and Service Activities	1. Goals, needs and related services must be specific to identified need(s). 2. The goals, needs, and corresponding service activities should address the needs identified in the CANS or FAST assessment. 3. Goals and needs must be created in the Family Permanency Plan (FPP) prior to initiating a service referral. 4. Goals, needs, and related service activities should be specific, measurable, attainable, relevant, and time-based. 5. Needs should be included for each child as identified on the FAST, CANS, or CFTM. 6. For assistance completing the evidenced based Goals or Services section in the FPP, please engage the Prevention Services Regional Coordinator for your area.
B. Documenting Services in the Family Permanency Plan for Evidenced Based Services	1. For a detailed description on documenting Evidenced Based Services on the Family Permanency Plan in CAPSS, please see the FFPSA CAPSS Manual located in the “help” section of CAPSS or found here.
C. Child Specific Prevention Plan	1. Each child that has been identified as goal service recipient or beneficiary must have an individual Child Specific Prevention Plan (CSPP) completed for the evidenced-based service. The CSPP created for the identified child is valid for 12 months from the time of creation. Any evidenced-based service that extends past 12 months will require the creation of a new CSPP. 2. For a detailed description on how to access and complete the Child Specific Prevention Plan, please access the FFPSA CAPSS Manual located in the “help” section of CAPSS or found here.

D. Completing the Support Service Authorization for Evidenced Based Services	1. After the Evidenced Based Service is identified on the goal service record, each service must then be authorized prior to initiating the referral to a specified provider. 2. For a detailed description on accurately completing the authorization for services section, please access the FFPSA CAPSS Manual located in the “help” section of CAPSS or found here.
E. Completing the FFPSA Evidenced Base Service Referral	1. Once authorized, all FFPSA evidenced based services must be referred out to the appropriate provider. 2. For a detailed description on how to complete the service referral after authorization, please see the FFPSA CAPSS Manual located in the “help” section of CAPSS or found here.
F. Referral Process for SCDSS Supported Interventions on the Family and Community Services SharePoint Site	1. Services made via the Family and Community Services SharePoint site include: a. Intensive In-Home Services (IIHS) b. Healthy Families America (HFA) c. Strengthening Families Program (SFP) d. Family Centered Treatment (FCT) e. Thompson Placement Stabilization Unit Youth Partner (TPSU) f. Thompson Placement Stabilization Unit Behavior Modification (BMOD) g. Any referral for Foster Care lines of service. 2. Please navigate to the Family and Community Services site located here. 3. Scroll down the to the desired service type (e.g. IIHS, HFA, SFP, etc.) and press the Make Referral button. 4. You will be directed to a Microsoft Forms page. 5. Please completed all relevant information requested in the form. 6. For assistance completing any of the referrals on the Family and Community Services site, please email preventionreferrals@dss.sc.gov for additional support.
G. Other Community Based Referrals	1. For referrals to community-based organizations whose services are not reimbursed by SCDSS, please refer to the Service Referral Policy Section E for guidance.
H. Monitoring the Services for Progress	1. All services identified in the FPP shall have their progress documented monthly. It is important to track the child’s progress and report that progress in CAPSS for ongoing review and evaluation. 2. For additional guidance on proper monitoring of all FPP related services, please see Section D of the Family Permanency Plan.