

NOFJC Intake

A-1. NOFJC staff completing intake with survivor.

A-2. Do you own any weapons?

A-3. What type of weapon (s) do you own?

A-4. Do you have any weapons with you today?

Message/Instructions:

If the survivor discloses that he or she has a weapon in their possession. Call for a supervisor Immediately to come assist you with the survivor.

A-5. Informed Consent to Services/Treatment

A-6. Photo Identification

A. Intake Information

B-1. Type of Client Visit

(appointment, walk-in)

B-2. Appointment With:

(intake, PSAVE, TRO, etc)

B-4. Has client ever been to the FJC before?

B-5. How did the client hear about the FJC?

B-6. Number of adult companions with client

B-7. Companion relationship(s) to client

B-8. Any children under 18 with the client today?

B-9. If yes, how many children under 18?

B-10. Are there any children residing with the survivor in the home?

A. Additional Client Information

C-1. Client is Pregnant:

C-2. Employment Status:

A. Abuser Information

D-1. Abuser's Name

D-2. Relationship to Abuser:

D-3. If Family Member, please list:

D-4. If Other type of relationship to abuse, please list:

D-5. Is the abuser on probation or parole?

D-6. Do you know the probation or parole officer name and contact information? (Please enter the name and contact information below)

D-7. Is it okay to contact the probation or parole officer?

A. Incident History

E-1. Have the police responded to a domestic violence and/or sexual assault incident involving the client?

E-2. Date of the most recent incident

E-3. Police Report #

E-4. Have the police responded to other domestic violence and/or sexual assault incidents?

E-5. Notes

Message/Instructions:

Client Needs Specific Service Requests and Information listed below in separate sections

A. Civil Legal Advocacy/Court Accompaniment and Civil Legal Assistance Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding.

F-1. Client identifies need for assistance obtaining a temporary restraining order

(yes, no)

F-2. How was the need addressed?

F-3. Name of agency and/or professional to whom client was referred

F-4. Why was need unable to be addressed?

F-5. Other manner in which need was addressed

F-6. Notes (do not add case notes)

F-7. Client identifies need for immigration assistance

F-8. How was the need addressed?

F-9. Name of agency and/or professional to whom client was referred

F-10. Why was need unable to be addressed?

F-11. If Other, please specify

F-12. Other manner in which need was addressed

F-13. Notes (do not add case notes)

F-14. Client identifies need for divorce/dissolution assistance

F-15. Name of agency and/or professional to whom client was referred

F-16. How was the need addressed?

F-17. Why was need unable to be addressed?

F-18. If Other, please specify

F-19. Other manner in which need was addressed

F-20. Notes (do not add case notes)

F-21. Client identifies need for child support/custody/visitation assistance

F-22. Name of agency and/or professional to whom client was referred

F-23. How was the need addressed?

F-24. Why was need unable to be addressed?

F-25. If Other, please specify

F-26. Other manner in which need was addressed

F-27. Notes (do not add case notes)

A. Counseling Services/Support Group (Individual or group counseling or support provided by a volunteer, peer, or professional.)

G-1. Client identifies need for counseling

G-2. How was the need addressed?

G-3. Name of agency and/or professional to whom client was referred

G-4. Why was need unable to be addressed?

G-5. If other, please specify

G-6. Other manner in which need was addressed

G-7. Notes (do not add case notes)

G-8. Client identifies need for childrens' counseling

G-9. How was the need addressed?

G-10. Name of agency and/or professional to whom client was referred

G-11. Why was need unable to be addressed?

G-12. If other, please specify

G-13. Other manner in which need was addressed

G-14. Notes (do not add case notes)

A. Criminal Justice Advocacy/Court Accompaniment (Assisting a victim/survivor with criminal legal issues, including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.)

H-1. Client identifies need for assistance from prosecutor

H-2. How was the need addressed?

H-3. Name of agency and/or professional to whom client was referred

H-4. Why was need unable to be addressed?

H-5. If other, please specify

H-6. Other manner in which need was addressed

H-7. Notes (do not add case notes)

H-8. Client identifies need for assistance from law enforcement

H-9. How was the need addressed?

H-10. Name of agency and/or professional to whom client was referred

H-11. Why was need unable to be addressed?

H-12. If other, please specify

H-13. Other manner in which need was addressed

H-14. Notes (do not add case notes)

A. Crisis Intervention (Crisis intervention is a process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in his/her life. In this category, crisis intervention occurs in person and/or over the telephone.)

I-1. Notes (do not add case notes)

A. Hospital/Clinic/Other Medical Response (Accompanying a victim/survivor to or meeting a victim/survivor at a hospital, clinic, or medical office)

J-1. Client identifies need for medical assistance

J-2. How was the need addressed?

J-3. Name of agency and/or professional to whom client was referred

J-4. Why was need unable to be addressed?

J-5. If other, please specify

J-6. Other manner in which need was addressed

J-7. Notes (do not add case notes)

A. Transportation

K-1. Client identifies need for transportation

K-2. How was the need addressed?

K-3. Name of agency and/or professional to whom client was referred

K-4. Why was need unable to be addressed?

K-5. If other, please specify

K-6. Other manner in which need was addressed

K-7. Notes (do not add case notes)

A. Victim/Survivor Advocacy (Actions designed to assist the victim/survivor in obtaining support, resources, or services, including employment, housing, shelter services, health care, victim's compensation, etc.)

L-1. Client identifies need for housing/shelter

L-2. How was the need addressed?

L-3. Name of agency and/or professional to whom client was referred

L-4. Why was need unable to be addressed?

L-5. If other, please specify

L-6. Other manner in which need was addressed

L-7. Notes (do not add case notes)

L-8. Client identifies need for military resources

L-9. How was the need addressed?

L-10. Name of agency and/or professional to whom client was referred

L-11. Why was need unable to be addressed?

L-12. If other, please specify

L-13. Other manner in which need was addressed

L-14. Notes (do not add case notes)

L-15. Client identifies need for food

L-16. How was the need addressed?

L-17. Name of agency and/or professional to whom client was referred

L-18. Why was need unable to be addressed?

L-19. If other, please specify

L-20. Other manner in which need was addressed

L-21. Notes (do not add case notes)

L-22. Client identifies need for public assistance

L-23. How was the need addressed?

L-24. Name of agency and/or professional to whom client was referred

L-25. Why was need unable to be addressed?

L-26. If other, please specify

L-27. Other manner in which need was addressed

L-28. Notes (do not add case notes)

L-29. Employment Readiness/GED Prep

L-30. How was need addressed?

L-31. Name of agency and/or professional to whom client was referred

L-32. Why was need unable to be addressed?

L-33. If other, please specify

L-34. Other manner in which need was addressed

L-35. Notes (do not add case notes)

A. Other

M-1. Client identifies other need(s)

M-2. What other needs were addressed

M-3. How was/were need(s) addressed?