

PCAP ASI Coding and Interview Tips

Legend: [CA]: Canadian Term [T]: Tips for presenting questions [P]: Penelope forms

General Information

- The most recent version is: **07/13/2013**
- Unless otherwise noted, where appropriate, code items:
 - 7 = Question not answered, client doesn't know, doesn't understand
 - 8 = Question not applicable
 - 9 = Question never asked

Intake ASI - PART A

GENERAL

Original	Tips
Client #:	[P]: PCAP ID= site number + client number
GC. Advocate #:	[P]: Not required for Penelope
GD. Referral Code	[P]: 01- CFS (Child and Family Services) 02- Self-Referral 03- Alberta Health Services Addictions and Mental Health 04- Other PCAP program 05- Other clients 06- Medical professional 07- Community program (non-PCAP) 08- Family/Friend 09- Justice System
G15a. Zip code of client	[CA]: Postal code
G17. Race	For clients who are Metis, select BOTH "a. Am/Can Indian" and "g. White". For clients who are Inuit, select "h. Other".
G17. Enrolled in a tribe ? Name of Tribe(s)	[CA]: Treaty Status? [CA]: Name of Band?
G19. Is client enrolled in PCAP under a Child Protective Services (CPS) contract condition?	[CA]: CFS

MEDICAL

Original	Tips
M5. Do you receive a pension for a physical disability?	Includes AISH (if for a physical disability-Assured Income for the Severely Handicapped), Medical Income Support, PDD (Govt. of Alberta-Persons with Developmental Disabilities), Benefits for Medical Disabilities (Govt. of Canada)

EMPLOYMENT/SUPPORT STATUS

Original	Tips
E6. How long was your longest full-time job?	[T]: Ease into the question by first asking client if they have had a job in the past or by asking if they have any skills in the trades.
E13. Unemployment compensation	Employment Insurance (EI)
E14. Welfare	[CA]: Income Support (Alberta Works)
E14a. Food Stamps	Code “-8”, N/A
E15. Pension, benefits or social security (Pensions for disability, SSI, worker’s comp)	AISH, PDD, Child Tax, GST cheques, Universal Child Care [CA]: SSI = CPP (Canada Pension Plan)
E15a. Tribal benefits	[CA]: Band benefits RARE; For one-time payouts from client’s Band, list under E16. as Irregular sources of income
E16. Mate, family or friends (cash) – Money for personal expenses, pocket money ALSO Irregular sources of income – Settlements, legal gambling, income tax refund	Includes child support, payouts from a client’s Band

ALCOHOL/DRUGS

Original	Tips
D3-D12a.	Check with local drug unit or other local resources for drug street names; Names vary by region.

LEGAL STATUS

Original	Tips
L3. Shoplifting/Vandalism	[CA]: Mischief
L4. Parole/Probation Violations	Breach of conditions ex. Fail to Comply, Fail to Attend Court, Fail to Comply with Recognizance, Parole violations
L5. Drug Charges	Trafficking, Possession

L6. Forgery	[CA]: Fraud (Over/Under, Use of a Forged Document, etc.)
L8. Burglary/Larceny/Breaking & Entering	There are no charges of "Burglary" or "Larceny" in Canada. Crimes against property

LEGAL STATUS (CONT.)

Original	Tips
L9. Robbery	Crimes against a person
L12. Rape/Sexual Assault	There are no charges of "Rape" in the Canada.
L13. Homicide/Manslaughter	[CA]: First or second degree murder/manslaughter
L14. Prostitution	[CA]: Solicitation, Communication for the Purposes of Prostitution (men more commonly charged)
L15. Contempt of Court	[CA]: Obstruction of Justice
L20. Major driving violations	Driving without insurance/a license, dangerous driving ("Reckless Driving"), Impaired Driving
L26a. Is client currently in jail/prison?	"Remanded"
<i>For more information see the Criminal Code: http://laws-lois.justice.gc.ca/eng/acts/C-46/</i>	

FAMILY HISTORY (none)

CHILDHOOD HISTORY

Original	Tips
C3. Was CPS involved?	[CA]: CFS
C8. As a child, were you ever raped? C9. As a child, were you ever sexually used or molested in any way besides rape?	[T]: Ask C9 before C8 For C8, ask "Under the age of 18, were you ever forced to have sexual intercourse when you didn't want to"

FAMILY/SOCIAL STATUS (none)

PSYCHIATRIC STATUS

Original	Tips
P3. Do you receive a pension for a psychiatric disability?	Can include AISH

FAMILY PLANNING & OTHER CHILDREN (none)

COMMUNITY SERVICES

Original	Tips
S7. Public Housing	[CA]: Subsidized housing
S8. Emergency Housing	Drop-in shelters for clients that are homeless

	Domestic violence temporary shelters would fall under "S13. Domestic violence services"
S18. Are you currently receiving medical coupons or Medicaid?	Medical benefits through Income Support
S20. Are you currently receiving food stamps?	Code "-8", N/A

COMMUNITY SERVICES (CONT.)

Original	Tips
S21. Are you currently enrolled in the WIC program?	Code "-8", N/A
S22. CPS (Child Protective Services)	[CA]: CFS
S25. 5 – community college	2 year college program, diplomas – NAIT/SAIT

Intake ASI - PART B

GENERAL INFORMATION (none)

TARGET CHILD (TC) INFORMATION

Original	Tips
TC9. Was baby discharged from hospital when mom was, or did s/he have to stay longer in the hospital? Was s/he transferred to a special medical facility?	
0 – No problems, baby discharged normally	-
1 – No special facility, but spent up to 2 weeks in the hospital of delivery	rare
2 – No special facility, but spent more than 2 weeks in the hospital of delivery	rare
3 – Went to a pediatric interim care facility	ie. NICU (Neonatal intensive care unit) specialized medical treatment centre beyond NICU; transfer from original hospital to another facility
4 – Went to a Children’s Hospital	
5 – Went to some other facility	-
6 – Other	-
TC11a. If CPS involved, what is the involvement?	
[CA]: CFS	
1 – Investigation	Assessment
2 – Voluntary contract/services	Custody agreement
3 – In home dependency	Family Enhancement Act
4 – Out of home dependency	TGO (Temporary Guardianship Order)
5 – Parental rights terminated	PGO (Permanent Guardianship Order)

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6 – Parental rights relinquished	Adoption, private agreement
7 – Third-party guardianship	Kinship
8 – Dependency dismissed	Emancipated adult
TC11b. If target child is Native American , is the Tribe involved?	[CA]: First Nations [CA]: Band

ALCOHOL/DRUG USE DURING PREGNANCY (none)