



Foundation for Social Welfare Services
Here for you

212 Cannon Road, Sta Venera, SVR 9034

Agency for Therapeutic and Community Services (ACTS)

Service	Data Sets	Retention Period
COMMUNITY SERVICES		
Communities	A signed form containing the customer's written consent to use the service.	5 years
Electronic Consent and Original Form	A form completed by both the customer and the worker when the customer discontinued the service.	5 years
New Electronic and Original Reference Form	A form completed by both the customer and the worker when the customer discontinued the service.	5 years
Initial Assessment Form: Electronic Format	An assessment that is completed during the initial meeting with the service user.	5 years
Care Plan: Electronic Format	This is a written and agreed-upon plan by the service user that includes a list of items on which the service user and employee will collaborate in order to meet a set of goals. The care plan is also evaluated.	5 years

Service	Data Sets	Retention Period
Closing Summary Electronic Format	When a case is closed, a form is filled out that includes a summary of the work done with the service user, as well as services involved in the case and services to which the case has been referred.	5 years
Detailed Assessment Form Original and Electronic Format	A more thorough evaluation form that asks the customer service user about many facets of their lives.	5 years
Intervention Document Electronic Format	A list of all the specific interventions and work done with the service user to achieve their objectives.	5 years
Service Agreement Original and Electronic Format	Agreement signed between the service and the service user.	5 years
Result Measures	Evidence-Based Confrontation.	5 years
Court Documents Original and Electronic Format	Court documents received by the court related to clients.	5 years
<i>HOME-BASED THERAPEUTIC SERVICES (HBTS)</i>		
Reports: Report for the Advisory Board or Professionals – Original and Electronic Format	This is a report filled in by the employee before the Advisory Board. This includes a summary of problems, agreed goals, how many sessions were held, the outcome of the sessions, and the way forward and recommendations.	5 years

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Electronic Home-Based Therapeutic Services (HBTS) Progress Report	Report prepared by employees for the purposes of a court and a social contract.	5 years
Assessment Forms: Initial Assessment of Minors Electronic format.	This is an assessment form made with the minor at the beginning of the sessions to collect information about the minor.	5 years
Initial Intervention and Assessment of Therapeutic needs Electronic Format	In-depth Assessment Form to identify therapeutic needs.	5 years
Closing Summary Electronic Format	It is filled in when a case is closed including a summary of the problems and objectives, how the work done with the family, and the outcome of the sessions.	5 years
Consent Forms	Must be signed by parents of the minors to make use of the service.	7 years
Evaluation Document (for Customers and Referrers) Original and Electronic Format	These are evaluation forms to be completed with the family and by those referring. Used to provide feedback on the service they received.	5 years
Original Service Agreement Electronic Format	English and Maltese versions of the agreement that will be filled at the beginning of the sessions, which includes a brief description of the main issues and information about the sessions' upcoming dates.	5 years
Referral Forms: Home-Based Therapeutic Services (HBTS)	This form is filled out by the family and contains both basic and personal information.	5 years

Service	Data Sets	Retention Period
Internal Electronic Format	An internal form completed by a reference used by those workers within Home-Based Therapeutic Services (HBTS) and Incredible Years (IY)	5 years
Review Documents: Multi-Disciplinary Case Review Document	This is a form that contains information about the work done with the family, what can be done to improve the situation, any good practices implemented, and any new goals to pursue.	5 years
Reviews every three (3) months	A review carried out every few months in order to evaluate the objectives initially set with the customer and evaluate whether the objectives are being achieved or not, as well as identify new targets.	5 years
Electronic Home-Based Therapeutic Services (HBTS) Format Therapeutic Review Original and Electronic Treatment	Includes targets agreed between service users and professionals involved during the case review.	5 years
Result Programme Forms Electronic Format	Evidence-Based Confrontation.	5 years
Electronic Home-Based Therapeutic Services (HBTS) Format Session Form	It is used to write the session with the service user.	5 years

Service	Data Sets	Retention Period
(Electronic Home-Based Therapeutic Services (HBTS) Original and Electronic Format Supervision Document	This form is used with the Leader/Coordinator during supervision on any issues workers encounter with cases, and a way forward on how to move forward with the case.	5 years
Court Documents Original and Electronic Format	This form is used with the Leader/Coordinator during supervision on any issues workers encounter with cases, and a way forward on how to move forward with the case.	5 years
<i>INCREDIBLE YEARS (IY) PROGRAMME</i>		
INCREDIBLE YEARS (IY) Reference Form 2019 Electronic Format	This is a form completed by a referral to the customer, where basic family information is written.	5 years
Result Programme Forms Electronic Format	Evidence-Based Confrontation	5 years
Incredible Years (IY) Original Form	This is filled with the family, where the problems they present are identified, and where the objectives are determined. Also, a written review of the family outcome and the goals attained is included.	5 years

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INCREDIBLE YEARS (IY) Assessment Electronic Format	A preliminary evaluation form that asks about the challenges customers have, their strengths and needs, their children's strengths and needs, their families' dynamics, and their social support. Goals and a course of action are determined.	5 years
INCREDIBLE YEARS (IY) Book worth Running Book Number 1 Original	This is a form that is filled in by the licensor and includes information of all cases on reference information, contact details, an attendance form, a scorecard timeline, home visits and report, and information about the IY trip.	5 years
INCREDIBLE YEARS (IY) Service Agreement 2019 in English and Maltese	This is a form where goals have been identified as well as a way forward on customer needs in English.	5 years
INCREDIBLE YEARS (IY) Records for Pre-School and Elementary School Age Electronic Format	Pre-school and elementary school age information. Collected by workers coordinating the group's programme. It consists of dates, attendees, session content, discussions, participation, attitude, homework and any other observations.	5 years
Original Involved Translator's Note and Electronic Format		5 years
ADMINISTRATION		
Copy of Photos	Photos of service users, events organised by various agencies, buildings, and employees.	2 years
Minutes	Minutes taken during various meetings.	5 years

Service	Data Sets	Retention Period
Staff Contact Details, Motor Contingency and Basic Life Policies	List of employees by name and surname; Identity Card Number; Home address; Telephone number; Details of additional family members included in the insurance (if applicable); Car registration numbers (This list is updated annually).	5 years
Electronic Correspondence	They may include discussions about some employees, suppliers, or third parties.	5 years
Electronic Home-Based Therapeutic Services (HBTS) Database (project financed from EU)	Access programme- data 2016-June 2020.	5 years