

Visitation Protocol Attachment to Policy 16.38

Type of Visit	Person Responsible for Ensuring Visit Takes Place	Time Frames	Purpose of Visit	Documentation (See policies 16.38 and 31.14)	Comments
Custodial Cases: FSW and Child placed in a DCS Foster Home	<ul style="list-style-type: none"> FSW and Management Staff (DCS Team Leader or Team Coordinator) 	<ul style="list-style-type: none"> The first visit must occur within three (3) business days of any new placement in the placement setting, and no less often than six (6) times during the first two (2) months the child is in a new placement. At least half of those six (6) contacts must occur in the placement setting. Visits will occur two (2) times a month following the first two (2) months in the new placement. At least one of these visits per month must occur in the child's foster home. If the 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and service goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are being taken to support the timely achievement of the 	<ul style="list-style-type: none"> Documentation is placed in the TFACTS "Case Recording" section that a private meeting took place with the child-outside of the presence of the foster parent or other caretaker, facility staff, and/or Contract Agency has occurred (unless it involves an infant). Documentation should also reflect that all pertinent issues related to the child's adjustment and treatments are discussed. 	<ul style="list-style-type: none"> Face-to-face visits with children may take place in the child's placement, at school if the child is of school age, in the FSW's office, or other appropriate setting. All visits shall include a private meeting between the DCS FSW and the child out of the presence of the foster parent or other caregiver, except in those cases in which the child is an infant. At least half of the monthly visits between the FSW

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		<p>child/youth is in custody five (5) days or less in the calendar month, only one face to face is required.</p> <ul style="list-style-type: none"> Children/ youth in foster care should be seen as often as needed. Based upon Assessments and/or TL recommendation more visits than required may be necessary. 	<p>permanency goal.</p>		<p>and the child should occur in the child's placement.</p> <ul style="list-style-type: none"> In most cases visits with children at school should be associated with prescheduled meetings. School should not be a common visitation environment. Efforts to build the child and family team should be ongoing-children and youth should be asked who else can be added to their team.

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Custodial Cases: FSW and Child Served By Contract Agency Provider	<ul style="list-style-type: none"> FSW and Contract Agency Provider 	<ul style="list-style-type: none"> The first visit should occur in the placement setting within three (3) business days of a new placement by the DCS FSW if the child is placed in a family setting. DCS will see the child/youth monthly and at least once every other month face to face in the child's placement if the child is in a family setting. DCS will see the child/youth monthly in their placement if the child is placed in a congregate/residential setting. 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are being taken to support the timely achievement of the permanency goal. 	<ul style="list-style-type: none"> Documentation is placed in TFACTS "Case Recording" section that a private meeting took place with the child- outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant). Documentation should also reflect that all pertinent issues related to the child's adjustment and treatments are discussed. 	<ul style="list-style-type: none"> The worker-child visiting shall mean a face-to-face visit between the child and the DCS FSW or the Provider caseworker. The provider worker must see the child at least twice per month, with one of those visits occurring in the child's placement. All visits shall include a private meeting between the DCS FSW or provider worker and the child out of the presence of the foster parent or other caregiver, except in those

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		<ul style="list-style-type: none"> The Contract Agency case worker shall accompany the DCS FSW to these visits at least once every three (3) months in order to have discussions with foster parent/caregiver, the child and each other about issues pertinent to the case. Based upon Assessments and/or TL recommendations, more visits than required may be necessary. 			<p>cases in which the child is an infant.</p> <ul style="list-style-type: none"> The DCS FSW or provider worker must also meet with the child privately, away from facility staff of a provider group/residential setting. The quarterly visitation between the FSW, Contract Agency caseworkers, foster parent/caregiver, and the child should occur in the foster home or placement setting.

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Custodial Cases: Child and Contract Agency Worker	<ul style="list-style-type: none"> Contract Agency 	<ul style="list-style-type: none"> The first visit should occur as soon as possible, but no later than within two (2) weeks of a new placement. Face to face contacts must occur no less often than six (6) times during the first two months the child is in a new placement. At least three (3) of those visits must occur in the foster home or residential placement. Two (2) times a month following the first two (2) months in the new placement. Monthly visits should occur in the 	<ul style="list-style-type: none"> To ensure adjustment to placement To assess the safety and well-being of the child. To share all relevant and legally permissible information concerning the child. To ensure the child is receiving appropriate services. To determine that the child's needs are being met and service goals are being implemented. 	<ul style="list-style-type: none"> Placed in TFACTS "Case Recording" section that a private meeting took place with the child- outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant). Documentation should also reflect that all pertinent issues related to the child's adjustment and treatment is discussed. 	<ul style="list-style-type: none"> Visits may take place in the child's placement, at school, in the FSW's office, or other appropriate setting. The worker-child visiting shall mean a face-to-face visit between the child's Contract Agency worker and the child. All visits shall include a private meeting between the Contract Agency worker and the child out of the presence of the foster parent or other caregiver, except in those

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		<p>home of the Contract Agency foster parent.</p> <ul style="list-style-type: none"> Based upon Assessments and/or TL recommendations, more visits than required may be necessary. 			cases in which the child is an infant.
Custodial Cases: Birth Parent and Child and Sibling Visits	<ul style="list-style-type: none"> Assigned FSW, Management Staff (DCS Team Leader or Team Coordinator), Parent, other Child and Family Team Members and Contract Agency Worker , if applicable. 	<ul style="list-style-type: none"> As frequently as possible for parents who have parental rights. Opportunities for visits between children and their family shall be provided no less than four (4) hours per month. The child(ren) should visit with one or both parents 	<ul style="list-style-type: none"> Visits are important to reduce child's trauma due to separation from parent and family. Visits help to maintain the parent-child-sibling relationship. Visits are essential to the success of reunification and other forms of permanence. 	<ul style="list-style-type: none"> Documentation is placed in TFACTS "Case Recording" section when a visit has occurred. Visitation Information is outlined in the visitation need record included on Family Permanency Plan. This need record should be addressed at each CFTM and 	<ul style="list-style-type: none"> The child's safety will be assured. Younger children may need more frequent visits with their parents to build or maintain their attachments and reduce separation anxiety. Denial of visitation may not be used to

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		<p>no less than twice per month.</p> <ul style="list-style-type: none"> Each visit should last a minimum one hour in length and occur as frequently as possible unless the visit is shortened to protect the safety or well-being of the child. This should be documented in the child's case record. Visits can be modified by a court order specific to addressing visitation. For children/youth not placed together, sibling visits should occur no less than one (1) time per 	<ul style="list-style-type: none"> Parents whose rights have been terminated are not entitled to visits. 	<p>documented in the CFTM Summary.</p> <ul style="list-style-type: none"> All court orders addressing visitation limitations should be uploaded in TFACTS. Any restrictions to parental visitation should be documented as a visitation restriction in TFACTS. When a DCS FSW supervises the visitation, all parent/child visitation will be documented including the activities that occurred and behaviorally-specific 	<p>manage behavior however, modifications in the visitation plan may be therapeutically necessary.</p> <ul style="list-style-type: none"> All Visitation plans must comply with any applicable court orders. Visits should occur in as home like a setting as possible.

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		month regardless of parental visits, unless directed otherwise by a court order.		observations that pertain to the family relationships and parenting through case recordings and the Visitation Observation Checklist (CS-0594). When the visitation is supervised from someone outside of DCS, the FSW will debrief with the child and parent(s)/ caregiver, and the supervisor of the visit and document that information in case recordings. When a Contract Agency worker supervises the visitation they will document their observations in a	

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				case recording.	
Custodial Cases: Foster Parent and Birth Parent	<ul style="list-style-type: none"> Assigned FSW, Management Staff (DCS Team Leader or Team Coordinator), Foster Parent, Birth Parent, and Contract Agency Case Worker, if applicable. 	<ul style="list-style-type: none"> As frequently as necessary 	<ul style="list-style-type: none"> To ensure parent involvement, information sharing, and mentoring when necessary. To provide the birth parents with an opportunity to inform the foster parent of their child's specific needs, likes, dislikes and goals. To provide a learning environment for the birth parents so they can learn the positive parenting skills and alternate ways to discipline 	<ul style="list-style-type: none"> Documentation of these visits and all discussions should be made in TFACTS "Case Recording" section as they occur. 	<ul style="list-style-type: none"> These visits can occur in the home of the birth parent, the home of the foster parent or in the community. In some cases, the FSW may want to be present to help facilitate building a relationship between the birth parents and foster parents.

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			<p>from the foster parents.</p> <ul style="list-style-type: none"> To strengthen the ability to work as a team in finding permanence for the child. 		
Custodial Cases: FSW and Foster Parent	<ul style="list-style-type: none"> Assigned FSW, Management Staff and Foster Parent. 	<ul style="list-style-type: none"> When a child first enters a new foster home, the FSW must meet with the foster parent within three (3) business days of the placement. Following the initial visit, subsequent visits should occur as often as necessary, but no less often than once a month. 	<ul style="list-style-type: none"> To support developing a “helping relationship” between the FSW and the foster parent(s). To ensure the foster parents have the resources available to meet the needs of the child. To monitor service delivery and effectiveness and to assess the safety 	<ul style="list-style-type: none"> Documentation of these visits and all discussions should be made in TFACTS “Case Recording” section as they occur. 	<ul style="list-style-type: none"> The FSW contact with the foster parent can substitute for the foster parent support/assessment worker’s face-to-face visit with the foster parent every other month with the approval of the Regional Administrator. If the FSW is completing the visit for the foster parent support/assessment

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			<p>and well-being of the child.</p> <ul style="list-style-type: none"> • To support the foster parent in their care for the child. • To ensure actions that promote permanency are being taken to support the timely achievement of the permanency goal. • To assist the foster parent in arranging for any services the foster parent may need in order to adequately and safely provide a home for foster children. These services may include referral to mental health 		<p>nt worker, then documentation will be entered into TFACTS "Case Recording" section, and the FSW will click the button to allow the entry to be copied to the foster home file.</p>

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			<p>counseling services, medical doctors or other supportive services.</p> <ul style="list-style-type: none"> • Visits are an opportunity to ensure communication and coordination of health services. The health summary, available in the TFACTS Health section should be printed and provided to the foster parent(s). 		
Custodial Cases: Child/Youth from Another State (ICPC)	<ul style="list-style-type: none"> • FSW and Management Staff. 	<ul style="list-style-type: none"> • Supervision of the child in a foster placement from another state includes face-to-face visits with the child at least once 	<ul style="list-style-type: none"> • To ensure adjustment to placement. • To monitor and ensure the child is receiving appropriate services. 	<ul style="list-style-type: none"> • Placed in TFACTS "Case Recording" section that a private meeting took place with the child- outside of the presence of the foster parent or 	<ul style="list-style-type: none"> • May take place in the child's placement, at school, in the FSW's office, or other appropriate setting. • Quarterly

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		a month.	<ul style="list-style-type: none"> To determine that the child's needs are being met and service goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant). Documentation should also reflect that all pertinent issues related to the child's adjustment and treatment is discussed.	<p>documentation of progress reports.</p> <ul style="list-style-type: none"> See the ICPC Practice and Procedures Manual for additional information.
Custodial Cases: Foster Parent and Foster Parent Support &	<ul style="list-style-type: none"> Foster Parent Support and Assessment Worker 	<ul style="list-style-type: none"> Once Monthly face-to-face contact with the foster parent in their home (including expedited homes). If no foster children 	<ul style="list-style-type: none"> To determine that the home is reassessed in a timely manner and foster parent needs are being met. To share all 	<ul style="list-style-type: none"> Documentation will include a monthly progress note, hand written in the foster parent file. Documentation may also be made on CS-0709, Foster 	<ul style="list-style-type: none"> Upon the approval of the Regional Administrator, the foster parent support/assessment worker can visit the foster parent every other month

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Assessment Worker		are placed in the foster home, the foster parent support/ assessment worker will visit the foster home quarterly.	<p>relevant and legally permissible information concerning the child.</p> <ul style="list-style-type: none"> • To monitor service delivery and effectiveness and to assess the safety and well-being of the child. • To monitor service delivery and achievement of permanency plan goals. • To assist the foster parent in arranging for any services the foster parent may need in order to adequately and safely provide a home for foster children. These 	<p>Home Recording Form.</p> <ul style="list-style-type: none"> • Documentation of the contacts will be entered in the electronic foster home file in TFACTS. • Other notations in TFACTS should be made when phone calls occur and or correspondence is sent to the home. • The foster parent support/assessment t worker will immediately notify the FSW of any child related issues. (The FSW will also communicate the same information to the foster parent support/ 	<p>and the FSW can complete the face to face contact with the foster parent on the alternate months.</p> <ul style="list-style-type: none"> • If the FSW is completing the visit for the foster parent support/ assessment worker, then documentation will be entered in TFACTS "Case Recording" section, and the FSW will click the button to allow the entry to be copied to the foster home file.

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			services may include referral to mental health counseling services, medical doctors or other supportive services.	assessment worker).	
Custodial Cases: Trial Home Visits	<ul style="list-style-type: none"> DCS FSW, Child and Family Team and Contract Agency as applicable. 	<ul style="list-style-type: none"> Three (3) face to face visits during the first month of the trial home visit. An initial home visit must be made in the home on the day following placement to confirm safety. Two (2) face to face visits per month for the remainder of the trial home visit, with at least one of these visits occurring in the family home. 	<ul style="list-style-type: none"> FSW shall visit with the child outside the parent or caretaker's presence. To ensure that the conditions that led to the child's custody have been addressed. To confirm that the child is safe in his environment. If a Contract Agency is working in the home, the FSW shall have 	<ul style="list-style-type: none"> Documentation is placed in TFACTS "Case Recording" section when a visit has occurred. Visitation Information is outlined in the visitation need record included on Family Permanency Plan. This need record should be addressed at each CFTM and documented in the CFTM Summary. 	<ul style="list-style-type: none"> Follow-up documentation of a successful trial home visit, for Court, will be necessary to exit a child from DCS custody to that of their caretaker.

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		<ul style="list-style-type: none"> One (1) face to face visit with the school each month that school is in session. The FSW will interview the child's teacher to determine progress and if the school placement is appropriate. When a child enters a trial home visit and is still being served through a Contract Agency continuum, the Contract Agency staff will be responsible for completing the required visits. The DCS FSW will visit the child in their family home 	<p>once monthly visits with the Contract Agency Provider during the trial home visit.</p> <ul style="list-style-type: none"> FSW will interview child's teacher to ascertain that progress in school remains appropriate. To ensure that all services needed by the child and family are arranged and are effective. 	<ul style="list-style-type: none"> All court orders addressing visitation limitations should be uploaded into the electronic record in TFACTS. 	

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		one time per month while the child is on a trial home visit and is being served through a Contract Agency continuum.			
Custodial Cases: FSW & Birth Parent(s) (Unless Termination of Parental Rights has occurred)	<ul style="list-style-type: none"> DCS FSW and the Birth Parents 	<ul style="list-style-type: none"> Whenever a child has a new placement, the DCS FSW will meet with the child's birth parent within two (2) weeks of the child's placement One (1) Face to Face contact per month with the birth parents must occur thereafter. A Face-to-Face visit with the birth parent will occur in the birth parent's home at least on a quarterly basis. 	<ul style="list-style-type: none"> FSW shall visit the birth parents in their residence in order to monitor progress of birth parents on Permanency Plan action steps. FSW will observe and monitor ongoing progress of the birth parents/caregiver within the home setting, potential items to monitor: A&D issues, domestic abilities, safety issues etc. 	<ul style="list-style-type: none"> Documentation is placed in TFACTS "Case Recording" section when a visit has occurred. There must be documented reasons if the worker is not meeting with the birth parent(s) once per month. If their whereabouts are unknown, there must be evidence of diligent search efforts in the case file and this should be noted in case 	<ul style="list-style-type: none"> Efforts to build the child and family team should be ongoing-parents should be asked who else can be added to their team. Parents should be kept updated on the child /youth's progress, services being provided, and assessments being completed. The parents' opinions about the effectiveness of services being

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			<ul style="list-style-type: none"> FSW and Birth Parent will discuss ongoing needs of the children and what services may still be needed. Responsibilities for the arrangement of identified services should be reviewed to ensure services are being provided. 	recordings no less often than quarterly.	<p>provided to them or the child should be elicited and discussed.</p> <ul style="list-style-type: none"> These visits should encompass ongoing discussions with parents about their progress toward the permanency goals. This can also include preparing a birth parent for reunification as well as the adoption process.

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Glossary:	
New Placement	Either the child's entrance into custody in a foster home or facility operated by DCS or under a Contract Agency Provider agency or any placement that is different from the immediately prior placement.
Contract Agency Worker	Any employee of a Private Agency that has been contracted by the Department of Children's Services to provide Case Management services and functions in the role as a DCS Family Service Worker.
New Placement	Either the child's entrance into custody in a foster home or facility operated by DCS or under a Contract Agency or any placement that is different from the immediately prior placement.
Health Summary	A summary of health services that have been entered into the TFACTS on an individual child. Health Services are keyed into the TFACTS by the Regional SAT Coordinator. The Summary includes all visits for appointments, provider information, diagnosis and medication as it has been entered into TFACTS.