

WORKER/CHILD/CAREGIVER VISIT GUIDE INSTRUCTIONS FOR COMPLETION

Purpose: The Worker/Child/Caregiver Visit Guide, CD-82, was developed to document contact between a Children's Service Worker and a child on their caseload. This form is intended to assist in documenting the worker's discussion with the child as well as to assist the worker in assessing the child's ongoing safety in their placement. This form can be made optional based on supervisor discretion. Workers who complete this form properly over a period of time and thoroughly document the information in FACES can be given permission to discontinue use of the form. New workers should utilize the form until the supervisor feels they no longer need the form to conduct a quality visit. The contents of the form should be entered into FACES and the form should be destroyed after entry.

Completion:

Section A:

Date: Provide the date of the visit.

Time and Length of the Visit: Provide the start time of the visit as well as the length of the visit.

Location: Provide the location of the visit (this would ideally be the placement home.)

Child(ren)'s Name: Provide the names of the child(ren) on the case with whom the worker is visiting.

Worker Visiting the Child: Provide the name of the worker conducting the visit (should primarily be the case manager or service worker).

Walk Through of the Home: Worker should check whether they walked through the home or not.

Section B: Check if Applicable

The worker conducting the visit should discuss all items with the child during the visit. Staff should note if any items are not applicable.

Section C: Additional Comments

Provide any additional comments from the child or resource provider not specified in the above remarks.

Memoranda History: [CD06-63](#), CD10-09