

WORKER VISIT GUIDELINES

	WITH THE CHILD	WITH THE PARENT	WITH THE RESOURCE PROVIDER
FCS	1 to 3 face-to-face, in home contacts per month depending upon the assessed level of risk from the CD-14E.	1 to 3 face-to-face, in home contacts per month depending upon the assessed level of risk from the CD-14E.	N/A unless child has been voluntarily placed outside of the home. Then the worker may see the provider at least once per month with the child in the placement setting.
FCOOHC			
Prior to 72 hours	Child should be seen the next business day after placement in the placement setting.	At least one visit in the parent's home prior to the 72 hour team meeting.	Should be seen the next business day after the child was placed. Visit shall occur in the placement setting.
30 Days	A minimum of once per month in the placement setting.	Every attempt should be made to see them once per week for the first 30 days.	A minimum of one contact with the resource provider per month in the placement setting.
Ongoing	One time per month in the placement setting.	One visit per month in the parent's home. If the parents do not reside together, a visit should be made in each parent's home.	One time per month in the placement setting.
Extended Visit	At least once during the visit. If the visit is longer than a week, the child should be seen in the home at least once per week.	Same as child.	N/A
Trial Home Visit	One time per week for the first 30 days. After 30 days, the number of visits will be based upon the level of risk from the CD-14E.	Same as child.	N/A

For children new to alternative care, placed in their initial placements, initial 24 hour worker child visits (one business day) are to be completed by child's Children's Service Worker or Host Worker in residence (placement) county per policy. For subsequent placements/moves, if the Children's Service Worker places the child, the follow up visit may be made within five (5) business days by the Children's Service Worker. If someone other than the Children's Service Worker places the child, the county of jurisdiction may request a Host Worker to visit the child in placement within 24 hours (one business day) and the child's Children's Service Worker will visit the child within five (5) business days. For children placed in a residential facility or hospital, the child should be contacted by their Children's Service Worker the next business day after placement. The child must be seen, by their Children's Service Worker, in person at the facility not to exceed 10 business days after the date of placement. How quickly the child is seen after placement (within these 10 business days) should be based on the needs of the child. Children placed in these settings within the case manager county should be seen the next business day after placement. **Visits with children during extended and trial home visits may be conducted by an external agency worker providing services to the child or family. The CSW must document the date of the visit, how safety was assured and any other information gathered by the external agency worker.**