

Parent-Child Visitation Plan (CD-85) Instructions

Purpose

The purpose of this document is to provide instructions on how to complete the Parent-Child Visitation Plan (CD-85) form. This form is designed to assist staff with documenting visitation plans and provides guidelines to support parenting time with families. This form does not replace FACES documentation requirements.

Guidelines

- One CD-85 may be completed with both parents if the visitation plan is the same and visits are occurring with the same children, otherwise individual plans must be developed with each parent.
- If visitation is occurring separately for each parent, a CD-85 must be developed with each parent.
- If a parent's visits are not the same with all their children, a CD-85 must be completed with the parent for each child or sibling group to specify the details of the visitation dates and times.
- A new CD-85 must be completed each time there is a change in the visitation plan. Each CD-85 update must be summarized in the Contact Communication Log and uploaded to OnBase.
- The CD-85 should be completed with, and signatures obtained, from each parent for whom the plan applies, each supervising party, the placement provider and case managing worker each time a new plan is developed. Copies of the CD-85 must be provided to all signing parties and made available to each professional member of the Family Support Team.
- When visits occur outside the specified cadence of the visitation plan, for example, an extra visit was approved over a holiday, the CD-85 does not need to be modified, however the visit must be documented in the Contact Communication Log.

Instructions for Completion

Below you will find instructions on how to complete each section of the CD-85. The worker should explain the purpose of parenting time, guidelines and the importance of positive parenting.

Date this Visitation Plan begins: Enter the date the plan is due to start.

Anticipated Review Date: Enter the date the family can expect this plan to be reviewed and updated.

Parent(s): List all parents to whom the plan applies.

Child(ren): List all children to whom the plan applies.

Visitation Plan: Check the box which applies (By consensus of the FST or Per Court order).

Complete each applicable field in the grid; weekday, time, unsupervised and/or supervised and by whom. The time field can be used to identify a set time frame of the visit or the amount of time allotted for the visit. (e.g. 5pm – 6pm or 1 hour). For any days a visit is not scheduled, leave that row blank.

Approved Locations for Parent-Child Visits: List the locations in which the parent and child may have their visits. Include addresses if necessary. If there are no restrictions on where the visits can take place, indicate that here.

Family Specific Instructions/Guidelines: Describe any instructions or guidelines that are unique to the family and are not already captured elsewhere in the CD-85. This may include individuals who are not allowed to be present during the visits, visit parameters determined by Court Order, specific activities not permitted during visits, etc.

Signatures:

Parent: Parent signs and documents phone number.

Supervising Party: Supervising party signs and documents phone number.
Additional supervising party signature lines can be populated by clicking on the supervising party row and then clicking on the +box that appears to the right.

Placement Provider: Placement Provider signs and documents phone number, if placement providers consent to include their contact information.
Additional Placement Provider signature lines can be populated by clicking on the Placement Provider row and then clicking on the +box that appears to the right.

Case Manager: Case Manager signs and documents phone number.

Other: Obtain signature of other individuals involved in the visitation plan, their role and phone number.
Additional Other signature lines can be populated by clicking on the Other row and then clicking on the +box that appears to the right.