

Case Manager/Child Visit Documentation Form

Contact Made By (Name and title)	Eleanor Roosevelt, Social Services Manager, MSW			
Agency	Nickelodeon Child Caring Agency			
Date of Contact	December 25, 1925			
Time of Contact	Noon (12PM)			
Location of Contact	Foster Home			
County Where Contact Was Made	Fulton			
Contact Type (face-to-face, telephone, etc.)	Face-to-Face CM Visit with Child			
Assigned DFCS SSCM	Shirley Chisholm			
SSCM Assigned County	DeKalb			
Name of Child(ren) Contacted	Jennifer Joe			
Age of Child	15			
Was Child Seen at Their Home: Y/N	Y			
Was Child Seen Privately: Y/N	Y			
If any child was not seen privately, remember to include the reason in your documentation narrative				
Other Persons Present	Betty Flintstone (Jennifer's foster parent)			
Primary Purpose of Contact	Discuss Jennifer's permanency plan to determine what she wants and her perspective			
Special Notes or Comments	During the most recent contacts with Jennifer she expressed being upset living in this foster home.			

Practice Guidance for Case Manager Visits to Children

All contacts between the SSCM and child provide an opportunity to build a trusting and supportive relationship. However, contacts are more than friendly visits. There must be a clear purpose in mind that is reflected in the contact narrative such as:

1. To assess the child's adjustment to placement
2. To discuss the child's feeling around loss and separation and the reasons for removal
3. To engage the child in service planning
4. To ensure that the child's health, educational, mental health and other needs are being met, including those outlined in the case plan
5. To discuss referrals being made for any necessary evaluations, assessments and services
6. To review the progress being made by the parents on the case plan goals, including the permanency plan
7. To work with the child in beginning or updating a life book
8. To prepare the child for transfer of the SSCM or other changes in case management that impact the child

When the SSCM conducts purposeful visits, they are better positioned to:

1. Assess children's risk of harm and need for alternative permanency options
Identify and provide needed services, and engage children and parents in planning for their future.

Documentation Requirements

Each purposeful visit will focus on safety, permanency and/or well-being to facilitate:

1. Service coordination and delivery; or
2. One or more case planning goals.

As a guide, see Documentation Checklist and Safety/Permanency/Well-Being Guides that correspond with age of the child. In space provided below, please write summary of the following information:

1. The developmental progress of the child(ren)
2. One or more case planning goals
3. The child(ren)'s involvement in the case planning
4. Issues pertinent to safety, permanency, and/or well-being
5. Any concerns or "red flags"
6. Any needed follow-up or "next steps."

Documentation Narrative

Based on the most recent contacts with Jennifer she has stated that she is upset with living in this group home. She recently told the counselor that "She wanted to get the hell out of this home." The purpose of this visit was to talk to Jennifer about her permanent plan to determine what she wants.

At the beginning of the interview the counselor gave a positive review of Jennifer's behaviors: she is attending the local high school, has followed all the house rules and does her chores at the home. Jennifer made faces while the counselor said that. When I asked her what the faces meant Jennifer said, "She just does not really know me. Once I am here for awhile and act normal she will get rid of me like the other homes." The counselor said, "No, they will not."

I talked with Jennifer privately on the back patio and asked Jennifer how she was doing at school. She stated that it was OK but she did not like the other kids at school. "They are too much into their groups and there really aren't kids like me at this school," she said. When asked to describe a perfect family that she would like to live with she stated that there was no such family. She said she did not want to be adopted and soon she was thinking about living on her own so getting involved with a family did not make sense. When asked more questions she either did not respond or shrugged her shoulders and finally started swearing at the caseworker. "Who are you, X#@%!, to ask me so many questions. I have had so many workers I cannot even count them all. Get \$%#@, out of my face." I told her that I do understand that she might not trust me but I did want to help her.

We agreed to meet again in two weeks to continue the discussion. I gave her my card and told her to call or email me if she wanted to talk

about anything. I told her I hoped she would stay in this home for awhile so we can find a family that would meet her needs.

I told the counselor and the group home director about my concerns that Jennifer may be thinking of running away. I asked her to contact me or Ms. Chisholm (DFCS SSCM) if she had any signs that Jennifer might be getting ready to run.

- **Any concerns or red flags that need follow up**

At this time Jennifer does not want to be adopted and was not willing to provide any information about what type of permanent family she would like to have. She may be thinking about running away.

I recommend a rereading of Jennifer's records to determine if there is any family, foster families, friends or others who Jennifer may be willing to trust and/or consider as a permanent family.