

Case Manager/Child Visit Documentation Form

Contact Made By (Name and title)			
Agency			
Date of Contact			
Time of Contact			
Location of Contact			
County Where Contact Was Made			
Contact Type (face-to-face, telephone, etc.)			
Assigned DFCS SSCM			
SSCM Assigned County			
Name of Child(ren) Contacted			
Age of Child			
Was Child Seen at Their Home: Y/N			
Was Child Seen Privately: Y/N			
If any child was not seen privately, remember to include the reason in your documentation narrative			
Other Persons Present			
Primary Purpose of Contact			
Special Notes or Comments			

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
2. 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