

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Substitute Care
Policy Number: 6.05.04
Policy Name: Resource Manager Visitation

Original Effective Date: 09/01/2006
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Current Revision Date: 09/01/2015
Approved By: Thomas D. Pristow

PURPOSE: To outline the visitation requirements and expectations for agency licensed foster homes and approved adoptive homes by Resource Managers.

SCOPE: This policy pertains to all Resource Managers within the Resource Management Department and agency licensed / approved foster and/or adoptive resource families.

POLICY

- A. CCDCFS makes every effort to ensure that children who must be removed from their homes are cared for in a safe, stable, and nurturing family setting by foster/adoptive caregivers who can meet their individual needs.
- B. CCDCFS provides regular visitation to foster/adoptive caregivers to ensure that caregivers are adequately supported and prepared to care for the individual needs of children and youth placed in their home.

PROCEDURES FOR FOSTER AND DULLY APPROVED HOMES

A. New Foster Care Placement Visits

- 1. The assigned Resource Manager visits the foster home within **seven (7) calendar days** of notification from the Placement Department of a child's placement in the home to discuss and assess the adjustment of the child and caregiver to the placement.
- 2. As part of the initial placement visit, the Resource Manager reviews the Individual Child Care Arrangement (ICCA) with the foster caregiver(s) and completes the "Resource Management Department ICCA Review" form (see Attachment A). If the foster parent has questions or concerns that cannot be addressed by the Resource Manager, the Resource Manager notifies the Worker of Record (WOR) via email.
- 3. During the initial placement visit, the Resource Manager assesses the sleeping arrangements to ensure compliance with guidelines established in the Ohio Administrative Code (OAC) Section 5101:2-7.

4. The Resource Manager prepares the caregiver for participation in the All About Me Family Team Meeting by informing the caregiver of the purpose of the meeting and the role of the caregiver in the meeting. (See DCFS Policy 5.01.04 Family Team Meeting Custody Cases)

B. Routine Visits:

1. For foster homes in which there is a child(ren) placed, it is required that a visit be completed **every** month, unless in consultation with the supervisor there is determined to be a need for more frequent visitation. In these special circumstances, the supervisor of record determines the frequency and duration of any increased visitation expectations. Such cases are documented in supervisory conference notes in SACWIS.
2. Resource Managers coordinate joint visits to the home with the WOR as needed to resolve ongoing issues.
3. All children placed are seen by the Resource Manager during the monthly home visit.
4. Foster Homes with no foster placement are visited bi-monthly. Exceptions are determined on a case by case basis in consultation with the supervisor and approval of the Senior Supervisor. Such cases are documented by completion of the "Request to Waive Bi-Monthly Visits" form maintained in the resource family record.
5. Resource Managers are encouraged to utilize the departmental "Discussion Guide for Resource Managers" as a tool to structure and guide the visit. Routine visits occur in the resource family home and include at minimum an assessment of the following:
 - a. adjustment of child to the home and foster family to the child;
 - b. sleeping arrangements and continued compliance with site and safety guidelines for foster homes established in the Ohio Administrative Code;
 - c. available capacity and child placement characteristics;
 - d. child and/or caregiver service needs;
 - e. family and sibling visitation;
 - f. changes in the household;
 - g. caregiver training needs;
 - h. caregiver compliance with state rules and agency policies governing foster care.
6. Visits to the home may be announced or unannounced.

C. Documentation of Visitation:

1. The substantive details of foster home visits are documented by the assigned Resource Manager in an activity Log in SACWIS.
2. Activity logs are entered within (3) business days of the visit.
3. Resource Managers maintain a monthly Resource Family "Visitation Log."
 - a. the foster caregiver's signature is required on the "Resource Family Visitation Log" to document the visit;
 - b. all signed "Visitation Logs" for the month are submitted to the supervisor on the last business day of each month;
 - c. resource managers maintain signed "Visitation Logs" in foster home record.

PROCEDURES FOR APPROVED ADOPTION ONLY HOMES

- A. Homes approved for adoption-only purposes are visited bi-monthly with the first visit occurring within 30 working days of initial approval. Exceptions are determined on a case by case basis in consultation with the supervisor and approval of the Senior Supervisor. Such instances are documented by completion of the "Request to Waive Bi-Monthly Visits" form.
- B. Routine bi-monthly visits occur in the resource family home and include at minimum an assessment and/or review of the following:
 1. acceptable child characteristics;
 2. changes in the household;
 3. sleeping arrangements and continued compliance with site and safety guidelines established in the Ohio Administrative Code;
 4. family's ability to meet the special needs of an adopted child;
 5. child's adjustment to the placement, if applicable.
- C. The substantive details of visits are documented by the assigned Resource Manager in an activity log in SACWIS. Notes are entered in the activity log within (3) business days of the visit.

SEE ALSO:

Ohio Administrative Code

Section: 5101:2-7 Foster Care

Cuyahoga County Division of Children and Family Services Policies and Procedures Manual

Policy 5.01.04 – Family Team Meeting Court Involved