

**POLICY**

The caseworker must maintain contacts with each youth, the youth's family, and placement staff. Facilities must provide the caseworker with access to each youth through mail, telephone and face-to-face visits. This policy is applicable only to youths referred or committed to DHS for care and placement.

**PURPOSE**

To ensure the caseworkers are engaging youths and families to participate and progress toward meeting the goals outlined in initial and updated service plans.

**AUTHORITY**

Social Security Act, 42 USC 622 and 624, as amended.  
Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a (1)(I).

**YOUTH CONTACT  
REQUIREMENTS**

When visiting a youth, the caseworker must be afforded the opportunity to speak with the youth in private. In child caring institutions equipped with camera(s), the youth may continue to be monitored by camera.

**When a Foster  
Care and  
Juvenile Justice  
Case are Open**

Follow visitation policy in FOM 722-6, Developing the Service Plan, for youths, foster parents, and parent(s)/guardian(s).

**Juvenile Justice  
Placement in a  
Child Caring  
Institution**

A face-to-face visit must occur each calendar month when the youth is placed for juvenile justice treatment in a child caring institution. At least every other month, the visit must be in the placement setting.

**Permanent Placement**

A face-to-face visit must occur each calendar month when the youth is in a permanent placement including the youth's home, the home of a relative or guardian, or independent living (supervised or unsupervised). At least every other month, the visit must be in the placement setting.

**Detention or Reception/Assessment Center in the Local County**

An initial face-to-face visit with the youth within five business days of placement with weekly face-to-face visits thereafter.

**Detention in Another County**

Weekly telephone calls and a face-to-face visit must occur each calendar month.

**Youth is in Another State**

During the first month following initial placement there must be two telephone contacts and two face-to-face visits. At least one of the two face-to-face visits must occur in the placement.

During subsequent months, there must be a face-to-face visit each calendar month with at least one visit in the placement setting every other month.

**Youth from Another State is in Michigan**

A face-to-face visit must occur each calendar month or as otherwise agreed to with the sending state. At least every other month, the visit must be in the placement setting.

**FAMILY CONTACT  
REQUIREMENTS**

A face-to-face family visit must occur each calendar month with more frequent visits as needed or described in the service plan. At least every third month, the visit must be in the parents' residence.

**Note:** If there is an open foster care case, see FOM 722-6, Developing the Service Plan, for visits with the foster parents and parent(s)/guardian(s).

**TREATMENT  
TEAM CONTACT  
REQUIREMENTS**

There must be quarterly contact with the youth's treatment team at the child caring institution. Contact may be through face-to-face meeting, video conference, or conference call as long as face-to-face meetings occur at least every other quarter.

**VISIT SUPPORT  
FORMS**

When visiting, the caseworker must have available and refer to the DHS-904, Foster Care/Adoption/Juvenile Justice Caseworker/Child Visit Quick Reference Guide, as needed. The caseworker may use the DHS-904A, Foster Care/Adoption/Juvenile Justice Caseworker/Child Visit Tool, to ensure coverage of relevant visit topics and record information for completion of the service plan. The following areas must be discussed with the youth during the visit:

- The youth's medical, dental, and mental health and the worker's observation of the youth's physical appearance.
- The youth's feelings/observations about the placement.
- The youth's ability to communicate with parents through mail, telephone and visitation.
- Education.
- Permanency plan.
- Any issues or concerns expressed by the youth.

**Note:** Each visit in a placement must include observation of the conditions in the youth's bedroom.

## DOCUMENTATION

The caseworker must document each visit in the Service Worker Support System-Foster Care, Adoption, and Juvenile Justice (SWSS-FAJ), including if the visit occurred in the youth's residence, within five business days of the visit. In cases where the visit does not occur as required, this must be documented in SWSS-FAJ and explained in the service plan. The caseworker must also use the service plan to describe the visit and how the visit's results confirm or modify the current assessment of the youth and the youth's treatment goals, objectives, and services.