

**EFFECTIVE**

**Immediately upon receipt.**

**SUBJECT**

1. Visit requirements.
2. Documentation.
3. Manual Maintenance

**1) Visit  
Requirements****Adoption Services Monthly Caseworker Visits**

Per federal child welfare policy, children who are in adoptive placement but not yet in a finalized adoption are considered to be in foster care until the PCA 321, Order of Adoption, is signed by the court. In order to meet the caseworker visit requirements, the following policies are added to the Adoption Services manual.

*Reason:* Department of Health and Human Services (HHS) Child and Family Services Review.

**ADM 950****Post Placement and Finalization Procedures****Adoption Supervision - Caseworker Visits**

During the period of adoptive placement supervision and until the PCA 321, Order of Adoption, is signed by the court, the adoption worker must visit the adoptive parent(s) and child according to the requirements described below.

**Visit Requirements**

- Each **child** and at least one adoptive parent must have a face-to-face adoption worker visit a **minimum of once each calendar month**. If there are two adoptive parents, the adoption worker must have a face-to-face visit with the child and the second adoptive parent in the child's residence at least once each quarter.
- The adoption worker visit with the child and adoptive parent must take place in the child's residence at least every other month.

- Each child visit must include a private meeting between the child and the adoption worker.
- During the monthly visit the areas to be discussed must include, but are not limited to, the following:

Child Visit:

- Child's medical, dental, and mental health and physical appearance.
- Child's feelings/observations about the adoptive placement.
- Education.
- Sibling/relative visitation plans.
- Extracurricular/cultural activities/hobbies since last visit.
- Permanency plan.
- Any issues or concerns expressed by the child.

Adoptive Parent Visit:

- Date of child's last physical and dental exam.
- Medication dosages and diagnoses for the child.
- Medical/dental/mental health concerns, appointments, treatment, follow-up care and therapy updates.
- Child behaviors, concerns, developmental milestones.
- Education, school status, performance, behaviors and services provided.
- Adoptive parent tasks to meet child's needs.
- Adoptive family's adjustment to the child's placement.
- Permanency plan.
- Any Children's Protective Services complaints made since the last visit.

General Information:

- Type of visit.
- Visit location.
- Names of all persons present at the visit.
- The worker's observation of the child's bedroom.

## 2) Documentation

### Documenting Visit Information

The information gathered during the monthly child visit must be documented in the child's case record. The information must be included in the DHS-613, Adoption Supervisory Report and the DHS-222, Adoption Closing Summary.

### Caseworker Visit Tools

Two caseworker visit tools have been developed to assist workers in gathering the above required information during a monthly visit. The tools are:

- DHS-904, Foster Care/Adoption/Juvenile Justice Caseworker Visit Quick Reference Guide. This is a guide that contains the information that must be covered in a monthly visit but is not intended for recording notes.
- DHS-904A, Foster Care/Adoption/Juvenile Justice Caseworker Visit Tool. This form may be used to take notes during the visit.

The caseworker visit tools provide structure and reminders of required topics. The tools are not to be used as documentation in the case record. Visits must still be documented using the DHS-613, Adoption Supervisory Report, and DHS-222, Adoption Closing Summary.

### Timely Entry of Caseworker Visits in SWSS FAJ

Social work contacts include face-to-face caseworker visits with children, foster parents/relative caregivers and adoptive parents.

**DHS direct workers** must enter all face-to-face contacts with children, foster parents/relative caregivers and adoptive parents into SWSS FAJ **within 5 calendar days of the visit**. Select adoptive home in SWSS FAJ as the location of a visit in the child's residence.

**All private agency adoption caseworkers** must submit all face-to-face contacts with children, foster parents/relative caregivers and adoptive parents to the DHS monitor/direct worker by the **third business day of every month for every visit that occurred during the previous month.**

**DHS private agency monitors** must enter all face-to-face contacts with children, foster parents/relative caregivers and adoptive parents into SWSS FAJ **within 5 calendar days** of the receipt of the contact information from the private agency adoption worker. Select adoptive home in SWSS FAJ as the location of a visit in the child's residence.

### **3) Manual Maintenance**

This policy will be added to the Adoption Services Manual during the next policy release.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**