OVERVIEW

Case contacts are a critical component of case management. Caseworkers engage with children, parents, and caregivers to:

- Monitor children’s safety and well-being.
- Assess the ongoing needs of children, parents, and caregivers.
- Obtain child, parent, and caregiver input for developing case service plans.
- Assess permanency options for the child.
- Monitor progress toward established goals.
- Ensure that children, parents, and caregivers are receiving and benefitting from necessary services.

At minimum, the primary foster care caseworker assigned to the case must complete case contacts according to the requirements listed in this item. The supervising agency must institute a flexible schedule to provide time outside of the traditional workday to accommodate the schedules of the individuals involved in all contacts. All case contacts must be documented within the social work contacts section in MiSACWIS.

*Exception:* For children under the Interstate Compact on the Placement of Children (ICPC); see ICM 130, Interstate Foster Care Procedures, ICM 140, Interstate Residential Care Procedures, and ICPC in this item.

DEFINITIONS

**Assigned caseworker** is the caseworker to whom primary case management responsibility has been assigned for a child or family in MiSACWIS. Unless otherwise specified, all caseworker contacts in this item are the responsibility of the assigned caseworker.

**Calendar month** is each of the twelve named periods into which a year is divided; for example, January, February, etc.

For purposes of this item only, a **caregiver** includes licensed foster parents, licensed/unlicensed relatives, unlicensed/unrelated caregivers, or a designated official for a child caring institution in which a child in foster care has been placed.
Face-to-face contacts are held in-person. Videoconferencing or any other similar form of technology does not serve as a face-to-face contact for the purposes of meeting the federal requirements set forth in the Social Security Act.

Month is 30 calendar days.

Non-offending parent is an unadjudicated parent for whom there is not a preponderance of evidence of abuse or neglect.

Out-of-home placements include foster homes, relative/unrelated caregiver's homes, independent living placements, residential/institutional settings, and/or out-of-state placements that are not receiving ICPC services.

Week is the seven-day period from Sunday through Saturday.

CONTACT WITH CHILDREN - GENERAL REQUIREMENTS

Quality Visits

Quality visits between the caseworker and child have been found to produce positive outcomes for children in foster care. A quality visit is defined as one in which the caseworker:

- Can meet with each child individually, without the presence of other individuals, to give the child an opportunity to ask questions as well as discuss the current placement.
- Views the child's bedroom/sleeping arrangements.
- Verifies safe sleep environments and practices for infants under 12 months.
- Assesses each child’s educational, medical, dental, mental health and other needs and takes appropriate action or offers services in response to the identified needs of each child.
- Shows interest in the child to build and establish rapport.
- Shares and explains the case plan, including the plan for parenting time, visits with siblings and other relative, and the child's permanency plan, in a developmentally appropriate way.
while allowing the child to ask questions and express viewpoints.

**Private Meeting**

A private meeting allows a caseworker to meet individually with a child. The way a caseworker conducts a private meeting will depend on the age and developmental ability of the child.

*Preschool Children and Older*

For older children, a private meeting allows the child an opportunity to ask questions and/or express feelings about his/her situation, without the presence of other individuals.

*Toddler and Non-Verbal Children*

For younger children, a brief private meeting allows the caseworker an opportunity to observe and assess the child's behavior and development.

**Infants**

In lieu of a private discussion with a child under 12 months, the caseworker must view the child’s sleeping arrangement and share safe sleep guidelines with the caregiver.

*Note:* Face-to-face contact with the infant is required during the home visit.

**MiSACWIS Documentation**

Caseworkers must identify whether a private meeting (which includes safe sleep verification) occurred for each child participant in the Participant screen within the Social Work Contact section of MiSACWIS.

**Unannounced Visit**

Unannounced visits are not required but may be made at the discretion of the caseworker/supervisor.

**Telephone Contacts**

Caseworkers are encouraged to make at least two telephone contacts with children during the first month after initial placement,
as developmentally appropriate. For each subsequent calendar month, caseworkers should be available by phone as needed.

Note: Telephone contact includes text messaging, instant messaging, and video conferencing.

Caseworker Visit Tool

Two caseworker visit job aids are available to assist caseworkers in gathering important information during monthly visits:

- DHS-904. Foster Care/Adoption/Juvenile Justice Caseworker Visit Quick Reference Guide. This guide contains the information that must be covered in a monthly visit but is not intended for recording notes.

- DHS-904-A. Foster Care/Adoption/Juvenile Justice Caseworker Visit Tool. This form contains the information that must be covered in a monthly visit and may be used to take notes during the visit.

The caseworker visit job aids provide structure and reminders of required topics. The forms are not to be used as the documentation of the caseworker home visit in the case record, but as an aid to obtain pertinent information for the case service plans and to complete the case contact.

CHILD IN OUT-OF-HOME PLACEMENT

The primary caseworker must have face-to-face contact with each child as indicated below.

First Two Months after Initial Placement or a Placement Change

- The caseworker must have at least two face-to-face contacts per month with each child in the first two months following an initial placement or a placement change.

- The first face-to-face contact must take place within five business days of the date of removal or placement change.

- At least one contact each month must take place in the child’s placement setting.
• Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

**Subsequent Calendar Months**

• The caseworker must have at least one face-to-face contact in the child’s placement setting each subsequent calendar month.

• Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

See *Appendix - Child in Out-of-Home Placement* for a reference chart.

**CHILD IN A PARENTAL PLACEMENT**

When a child resides in the same home/placement setting as his/her parent/legal guardian, he/she is considered in a parental home placement. A parental home placement, for case contact purposes, includes all the following:

• Custodial parent.
• Non-custodial parent.
• Adoptive parent.
• Legal parent.
• Legal guardian.
• Biological parent regardless of current legal status, if the parent had legal rights to the child at one time.

The contact standards detailed in this section are required anytime a child is residing in the same home/placement setting as his/her parent/legal guardian.

**Exception:** When a minor parent is placed with his/her child and both the minor parent and the child are in foster care (placed with the department for care and supervision), see *Child in Out-of-Home Placement* in this item for contact standards the minor parent and the minor parent's child.

**Respondent Parent**

Placement with a respondent parent includes when a child is:

• Returned to the removal home (reunification).
• Returned to a respondent non-custodial parent, following an adjudication hearing.

• Continued placement in the parental home under court authority and at least one of the child's siblings are placed in an out-of-home placement.

• Placed with a relative and the parent moves into the relative's home.

First Month Following Reunification and/or Placement with a Respondent/Adjudicated Parent

• The primary caseworker must have weekly face-to-face contact in the home with the family (parent/legal guardian and the child) for the first month following reunification or parental placement.

• At least one contact each month must include a private meeting between the child and the caseworker; see Private Meeting in this item.

Note: The period of weekly contacts may be extended up to 90-days, if necessary.

Subsequent Calendar Months

• During each subsequent calendar month, the primary caseworker must have at least two face-to-face contacts in the home with the family until case closure.

• At least one contact each month must include a private meeting between the child and the caseworker; see Private Meeting in this item.

Family Reunification and Families First Services

When a family is receiving Family Reunification or Families First interventions, those service providers are responsible for all but one of the monthly contact requirements. This does not discourage additional visits by the caseworker.

The caseworker continues to be responsible for the case, contract service provider monitoring, and case service plan requirements. In addition to the face-to-face contact requirements with the family, the caseworker must complete the following:
• At least one face-to-face or telephone contact with the Family Reunification/Families First worker, each calendar month, to discuss the family’s progress and compliance with the in-home service.

• Summarize pertinent information from the service provider’s report in the case service plan and upload the reports in MiSACWIS.

See Appendix - Child Placed with a Respondent Parent for a reference chart.

### Non-Offending Parent

When a child is placed with his/her non-offending parent, the primary caseworker must have face-to-face contact with the child as indicated below.

The non-offending parent’s participation in the case service plan and parent/agency treatment plan is voluntary. The non-offending parent must be given the opportunity to provide either written or verbal feedback regarding the child to be included in each case service plan; see FOM 722-10, Court Review - Right to be Heard.

The non-offending parent must be given a copy of each redacted case service plan and parent/agency treatment plan for the child. The non-offending parent is to be advised that copies of prior case service plans, court orders, and other written reports, except those made confidential by law, are available for review upon request; see SRM 131, Confidentiality, for redaction guidelines.

The non-offending parent may have access to the lawyer-guardian ad litem. Caseworkers may have to facilitate communication between the non-offending parent, the child, and the lawyer-guardian ad litem; see FOM 722-10, Court Review.

**First Two Months after Initial Placement or a Placement Change**

• The primary caseworker must have at least two face-to-face contacts with the child per month for the first two months following an initial placement or a placement change.

• The first face-to-face contact must take place within five business days of the date of removal or placement change.
• At least one contact each month must take place in the child’s placement setting.

• Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

**Subsequent Calendar Months**

• The primary caseworker must have at least one face-to-face contact with the child each subsequent calendar month.

• At least one contact each calendar month must take place in the child’s placement setting.

• Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

See *Appendix - Child Placed with a Non-Offending Parent* for a reference chart.

Discussion

Each month, the caseworker should discuss with the parent, the assessment of the child's needs and strengths and how they are being met in care, the child's permanency plan, and any other items that may be necessary. Some items that the caseworker should discuss may occur naturally within the case plan development/reassessment family team meeting; see *FOM 722-06B, Family Team Meeting*. The caseworker must summarize the results of these discussions in the appropriate work area in MiSACWIS.

**CONTACT WITH PARENT/GUARDIAN WHEN CHILD IS PLACED OUT-OF-HOME**

When a child has a permanency goal of reunification, the primary foster care caseworker must have face-to-face contact with parents/legal guardians as outlined in this section.

**First Month after Initial Out-of-Home Placement**

The primary foster care caseworker must have at least two face-to-face contacts with the parent/legal guardian, with at least one
contact occurring at the parent’s home/living environment, during the first month following initial out-of-home placement.

**Subsequent Calendar Months**

The primary foster care caseworker must have face-to-face contact with the parent/legal guardian at least once per calendar month. At least one contact each quarter must occur in the parent’s residence.

**Quality Visits**

Quality visits between the caseworker and parent produce positive outcomes for children and families. A quality visit includes but is not limited to one in which the caseworker:

- Meets with each parent face-to-face and demonstrates compassion and respect.

- Listens, engages, and seeks to understand the parent’s perspective, concerns, and wishes.

- Assesses each parent’s needs and takes appropriate action or offers services in response to the identified need.

- Encourages and provides opportunities for the parent to participate in the child’s care, including but not limited to, medical appointments, education planning, extracurricular activities, and transition and discharge planning if they are experiencing a residential intervention.

- Shares and explains the reason(s) for the protective intervention, the assessment of the child and family’s needs and strengths, the plan for reunification, including the concurrent permanency plan, how the child's needs are being met in care, and the expectations of the visitation plan, including the steps necessary to expand the visitation plan.

- Obtains information about any relatives available for placement and/or support.

**Note:** Information that should be discussed with each parent/guardian monthly may occur naturally within the case plan development/reassessment family team meeting; see FOM 722-06B, *Family Team Meeting*. The caseworker must summarize the
results of these discussions in the appropriate work area in MiSACWIS.

**Participation and Input**

Parents **must** have the opportunity to submit either written or verbal feedback regarding the child for inclusion in each case service plan. A written statement is preferred, and if one is provided, the caseworker must attach the statement to the case service plan before submitting the service plan to the court. If a written statement is not provided, the caseworker must summarize the parent's feedback in the case service plan.

**Telephone Contacts**

The caseworker must have two telephone contacts with the parent/guardian in the first month after initial placement and telephone contact as needed in each subsequent calendar month, if the parent/guardian has a telephone.

**Note:** Telephone contact includes text messaging, instant messaging, and video conferencing.

**Unstable Living Situations**

For the purposes of this policy item, a person is considered homeless if his/her nighttime dwelling is one of the following:

- Supervised private or public shelter.
- Halfway house or similar facility to accommodate persons released from institutional settings.
- Place not designed or ordinarily used as a dwelling; for example, a building entrance or hallway, bus station, park, campsite, or vehicle.

If the parent is staying in a shelter, halfway house, or a place not ordinarily used as a dwelling, then a face-to-face contact at a safe location may be completed in lieu of contact at the location the parent is staying.

If the parent temporarily stays in a series of other people's homes, then a face-to-face contact is required at the residence where he/she is staying.
Parents with Exigent Circumstances

Face-to-face contact with parents who are incarcerated, hospitalized, or participating in an inpatient treatment program is encouraged but not required. The caseworker must maintain monthly telephone or written contact with the parent. All contacts must be documented in MiSACWIS and all written correspondence must be uploaded in MiSACWIS.

Parent(s) Who Live in another State or County

Contacts made by an interstate or courtesy supervision caseworker meet the requirement for in-home visits with the parent(s) who live in another state or county; see FOM 722-14, Foster Care - Courtesy Supervision, and ICM 130, Interstate Foster Care Procedures.

If interstate or courtesy supervision is not secured, contacts must be made by the assigned caseworker as described in this item; see APA 230, Travel and Employee Expense Reimbursement, for information on out-of-state travel reimbursement.

Permanency Goal other than Reunification

For children with a permanency goal other than reunification, caseworker contact should continue with the parent/guardian if the parent/guardian continues to play an active role in the child’s life. The frequency/method/content of contacts is determined at the discretion of the worker/supervisor based on the child's and parent's situation.

CONTACT WITH CHILD’S CAREGIVERS

The caseworker must have at least one face-to-face contact in the caregiver’s home each calendar month. If there is more than one caregiver, such as a primary and secondary caregiver, the caseworker must have a face-to-face contact with the secondary caregiver in the home at least once each quarter.
Residential or Institutional Setting

When a child is placed in a residential or institutional setting, the caseworker must have contact with the case manager/therapist assigned to the child, as described in this section.

Required Discussion

The caseworker must discuss the following topics monthly with the child's caregiver and document the information provided by the caregiver in the appropriate work area in MiSACWIS. This discussion may occur at the monthly home visit:

- Efforts to co-parent and/or support the legal parent or guardian.
- Date of child's last physical and dental exam.
- Medication dosages and diagnoses for the child.
- Psychotropic medication compliance and treatment effects; see FOM 802-1, Psychotropic Medication in Foster Care.
- Medical/dental/mental health concerns, appointments, treatment, follow-up care, and/or progress updates.
- Child behaviors, concerns, developmental milestones.
- Safe sleep guidelines for children under 12 months.
- Educational/school status, efforts, behaviors, and services provided.
- Caregiver's tasks to meet child's needs, including any ongoing extraordinary care required of the caregiver; see FOM 903-03, Payments for Foster Family Care.
- Child's adjustment to the caregiver's family.
- Caregiver needs to support the child's placement.
- Permanency plan.
- Safety plan, if applicable.
• Any delinquency charges filed since the last visit.

• The caregiver's understanding and application of the prudent parent standard; see FOM 722-11, Prudent Parent Standard and Delegation of Parental Consent.

• Any CPS or foster home licensing complaints made regarding the placement since the last visit.

• If the caregiver is pursuing licensure, obtain an update on licensing progress.

• For children/youth placed in a residential or institutional setting, discharge planning and preparation is required.

Participation and Input

Caseworkers must encourage caregivers to be actively involved in case planning, as a caregiver’s involvement is integral to the case plan. Caregivers must have the opportunity to submit either written or verbal feedback regarding the child for inclusion in each case service plan. A written statement is preferred, and if one is provided, the caseworker must attach the written statement to the case service plan before submitting the service plan to the court. If a written statement is not provided, the caseworker must summarize the caregiver’s feedback in the case service plan. Requests for caregiver input may be sent on the DHS-715, Hearing Notice, if the court provides notice of hearing to the caseworker in a timely manner; see FOM 722-10, Court Review.

Distribution of the Service Plan and Treatment Plan

Caseworkers must include caregivers in the development of the case service plan and the parent agency treatment plan. The caregiver must be given a copy of each redacted case service plan and parent agency treatment plan. Caregivers must be advised that copies of prior case service plans, court orders, and other written reports, except those made confidential by law, are available for review upon written request. They must also be advised that the information contained in the plans and reports must not be released to persons not directly involved with the care and treatment of the child; see SRM 131, Confidentiality - Foster Care Records.
Lawyer-Guardian Ad Litem

Caseworkers must assist in facilitating communication between the caregiver, the child, and the lawyer-guardian ad litem; see FOM 722-10, Court Review.

CHILD IN AN EMERGENCY SHELTER FACILITY

Child

A caseworker must have weekly face-to-face contacts with each child placed in an emergency shelter facility. The assigned caseworker must complete the first face-to-face contact with the child within five business days from the date the case is assigned to the caseworker or within five business days of the date of the placement. Each required contact must take place in the child’s placement setting and must include a private meeting between the child and the caseworker.

Another caseworker or supervisor, other than the assigned caseworker, may complete the required face-to-face contact with the child every other week, alternating with the assigned caseworker.

Facility Case Manager

The assigned caseworker must have weekly contact with the facility case manager to discuss updates regarding the achievement of the discharge plan. The weekly contact with the facility case manager can be face-to-face or by phone or email.

Supervisor

The assigned caseworker must meet weekly with his/her supervisor for case consultation on any case where a child is placed in an emergency shelter facility; see FOM 722-03, Placement Selection and Standards.
CHILD PLACED IN A PSYCHIATRIC INPATIENT SETTING

The caseworker must maintain a minimum of daily contact with hospital personnel regarding the status of the child in a psychiatric inpatient setting and document the contact in MiSACWIS; see FOM 802-1, Psychotropic Medication in Foster Care.

CHILD RETURNS FROM AWOLP

See FOM 722-03A, Absent Without Legal Permission (AWOLP), for the contact standards required when a child returns from AWOLP.

CONTACT WITH TREATMENT AND SERVICE PROVIDERS

Caseworkers must make contact with each professional involved in the child’s care as needed to solicit the professional’s observations and recommendations regarding the child and the child’s caregivers. These contacts must be documented in the social work contacts and the information obtained must be detailed in the appropriate section of the case service plan.

In addition, all professional reports for the child and parents including, but not limited to, psychiatric and psychological evaluations, therapy and treatment plans, substance abuse screens and treatment summaries, Early On® or other child developmental assessments must be reviewed and summarized in the case service plan and uploaded on MiSACWIS.

Physician Review of Case Service Plan

The caseworker must review the child’s case service plan with the child’s primary care physician (or the attending physician if the child is hospitalized) if the child is diagnosed with any of the following conditions:

- Failure to thrive.
- Medical child abuse.
• Severe brain injury that is diagnosed as being the result of abuse (e.g., shaken baby syndrome, blunt force trauma).

• Substance exposure in utero.

• A bone fracture that is diagnosed by a physician as being the result of abuse or neglect.

This is to ensure that the case service plan addresses the child’s medical needs specific to the abuse and neglect.

The court of jurisdiction must notify that physician of the time and place of a hearing where consideration is given to returning the child to his/her home; see FOM 722-10, Court Review.

CONTACT WITH CERTIFICATION WORKER

When a child is placed with an unlicensed caregiver and the caregiver is pursuing licensure, caseworkers must have monthly contact with the certification worker until the family becomes licensed. The caseworker must assess any barriers that are impeding licensure, assist in rectifying the barriers, and document both the barriers and efforts in the case service plan; see FOM 923, Relative Licensing and Waivers.

CONTACT WITH SUPERVISOR (SUPERVISION)

The caseworker must meet with his/her supervisor at least monthly for case consultation on every assigned case.

Exception: The caseworker must meet weekly with his/her supervisor for case consultation on any case where a child is placed in an emergency shelter facility; see Child in an Emergency Shelter Facility in this item.

Case Service Plan Approval

Supervisors must review and approve each case service plan. Case service plans cannot be approved until the supervisor has a face-to-face meeting with the caseworker, which can occur during the monthly case consultation.
Supervisory approval indicates agreement with the:

- Thoroughness, completeness, and accuracy of the report.
- Assessment/reassessment of risk and safety of the child.
- Identified needs and strengths of the child and family.
- Progress to permanency, including barrier reduction and parenting time.
- Appropriateness of current placement.
- Current treatment plan for the child and parent(s).
- Recommendations to the court.
- Compliance with Structured Decision Making.
- Efforts to reunify siblings and/or place with relatives.
- Appropriateness of continued provision of services or program type closure.

**Foster Care Supervisory Guide & Tool**

The DHS-1154, Foster Care Supervisory Guide, and DHS-1155, Foster Care Supervisory Tool, are available to assist supervisors during case consultations in gathering information and assessing whether a child’s needs of safety, permanency, and well-being are met.

The DHS-1154, Foster Care Supervisory Guide, contains the information that **must** be covered during case consultations, but is not intended for recording notes. The items in the guide are listed as prompts to guide discussion and should be supported by case documentation.

The DHS-1155, Foster Care Supervisory Tool, **may** be used to take notes on items for follow-up.

**Note:** The guides and tools are not to be uploaded in MiSACWIS.
MiSACWIS Documentation

Monthly case consultations must be identified in MiSACWIS with the case contact type of *supervision*.

TIMELY ENTRY OF CASE CONTACTS

All case contacts must be entered in MiSACWIS, **including attempted contacts and missed appointments**. The case contact narrative should consist of a brief summary of the contact. **Significant information obtained during the contact must be summarized in the appropriate section of the case service plan.**

The caseworker must enter the required face-to-face contacts listed below in MISACWIS within five business days of the contact. This includes attempted and missed face-to-face contacts.

- Any face-to-face contact with children, parents, or caregivers made by any of the following:
  - Foster care caseworker/supervisor.
  - CPS caseworker/supervisor.
  - Adoption caseworker/supervisor.
  - Permanency resource monitors.
  - Education planners.
  - Michigan Youth Opportunities Initiative coordinators.

- Parent/child face-to-face contacts.

- Sibling face-to-face contacts.

All other case contacts must be entered prior to the report period end date on the applicable case service plan.

Interstate Compact on the Placement of Children (ICPC) Contacts

**Children Placed in Michigan by Another State**

Case contacts for children in foster care placed in Michigan by another state through the ICPC office must be entered in MiSACWIS as outlined above.
**Michigan Children Placed in Another State**

Case contacts for children in foster care who are placed out-of-state through the ICPC office must be entered in MiSACWIS prior to the report period end date of the applicable case service plan.

**Family Reunification/Families First**

Family Reunification/Families First contractors must submit all face-to-face contacts with children, parents, and caregivers to the assigned caseworker by the third business day of each month. Family Reunification/Families First face-to-face contacts must be entered in MiSACWIS within five business days of receipt.

**Note:** Families First Worker and Family Reunification Worker are association types in MiSACWIS and must be used when documenting case contacts for families participating in either of these programs.

**LEGAL AUTHORITY**

**Federal**

**Social Security Act, 422(b)(17)**

Videoconferencing or any other similar form of technology between the child and caseworker does not serve as a monthly caseworker visit for the purposes of meeting the requirements of section 422(b)(17) of the Social Security Act. A monthly caseworker visit must be conducted face-to-face and held in person.

**Child and Family Services Improvement Act of 2006, P.L. 109-288**

Requires the state to describe standards for the content and frequency of caseworker visits for children in foster care, that, at a minimum, ensure that the children are visited on a monthly basis, and that the visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the children’s safety, permanency and well-being.
Safe and Timely Interstate Placement of Children Act of 2006, PL 109-239

Requires state courts to ensure that foster parents, pre-adoptive parents, and relative caregivers of a child in foster care under the responsibility of the state are notified of any proceeding to be held with respect to the child and to allow caregivers the right to be heard in any proceeding held in reference to the child.

State

Probate Code, 1939 PA 288, as amended, MCL 712A.18f

Review by child's physician in cases of abuse and neglect.

Foster Parent Bill of Rights, 2014 PA 524, MCL 722.958a

An act to establish certain standards for foster care and adoption services for children and their families; and to prescribe powers and duties of certain state agencies and departments and adoption facilitators.

Licensing Rule

Child Placing Agency Rule 400.12421

Visitation and parenting time.

POLICY CONTACT

Questions about this policy item may be directed to the Child Welfare Policy Mailbox.

APPENDIX

Child in Out-of-Home Placement

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Business days 1-5</td>
<td>1 face-to-face contact by the primary foster care caseworker assigned to the case.</td>
</tr>
<tr>
<td>Calendar days 1-30</td>
<td>1 face-to-face contact by the primary foster care caseworker assigned to the case.</td>
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</tbody>
</table>
CASE CONTACTS

Calendar days 31-60

2 face-to-face contacts, with at least one contact occurring in the child’s placement setting, by the **primary foster care caseworker** assigned to the case.

Subsequent Calendar Months

Each calendar month

1 face-to-face contact in the child’s placement setting by the **primary foster care caseworker** assigned to the case.

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**Child Placed with a Respondent Parent**

**FIRST 30 DAYS FOLLOWING PLACEMENT WITH A RESPONDENT/ADJUDICATED PARENT**

Day 1 = Date of Placement

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Requirement</th>
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<tbody>
<tr>
<td><strong>Without Families First or Family Reunification Services</strong></td>
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<tr>
<td>Weekly</td>
<td>1 face-to-face contact in the home by the <strong>primary foster care caseworker</strong> assigned to the case.</td>
</tr>
<tr>
<td>Calendar Days 1-30</td>
<td>1 face-to-face contact in the home by the <strong>primary foster care caseworker</strong> assigned to the case.</td>
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**Subsequent Calendar Months**

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Requirement</th>
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<tr>
<td><strong>Without Families First or Family Reunification Services</strong></td>
<td></td>
</tr>
<tr>
<td>Each calendar month</td>
<td>2 face-to-face contacts in the home, by the <strong>primary foster care caseworker</strong> assigned to the case, until case closure.</td>
</tr>
<tr>
<td><strong>With Families First or Family Reunification Services</strong></td>
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</tbody>
</table>
Each calendar month

1 face-to-face contact in the home, by the **primary foster care caseworker** assigned to the case, until case closure.

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**Child Placed with a Non-Offending Parent**

**FIRST 60 DAYS FOLLOWING PLACEMENT WITH A NON-OFFENDING PARENT**

Day 1 = Date of Removal or Date of Placement Change

<table>
<thead>
<tr>
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<th>Requirement</th>
</tr>
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<tbody>
<tr>
<td>Business days 1-5</td>
<td>1 face-to-face contact by the <strong>primary foster care caseworker</strong> assigned to the case.</td>
</tr>
</tbody>
</table>
| Calendar days 1-30 | 1 face-to-face contact by the **primary foster care caseworker** assigned to the case.  
  *Note:* This equals a total of two contacts required in the first 30 calendar days. **One** of these contacts must occur in the child’s placement setting. |
| Calendar days 31-60| 2 face-to-face contacts, with at least one contact occurring in the home, by the **primary foster care caseworker** assigned to case. |

**Subsequent Calendar Months**

| Each calendar month | 1 face-to-face contact in the home by the **primary foster care caseworker** assigned to the case. |