

Key Components of Face to Face Documentation

Children

Document face to face contact with each child in the home/placement setting. One suggestion is to detail by name the children that were present during the visit.

❖ **Safety & Risk**

- ✓ Detail child vulnerabilities.
- ✓ Engage the child in discussion (if possible) and document if the child was seen alone.
- ✓ If applicable, address any allegations of child abuse and neglect.
- ✓ Does the child feel safe in their current environment and with their caregivers/parents?
- ✓ Does the child have any concerns regarding their current environment and with their caregivers/parents?
- ✓ Detail observations of the child in their current environment. Do they appear comfortable? Describe the interactions between the child and caregivers/parents in the home.
- ✓ If non-verbal, detail observations of the child's development.
- ✓ Detail any marks or bruises observed on the child.
- ✓ If applicable, discuss the status of any safety plans that are in effect.

❖ **Permanency**

- ✓ How is the child adjusting to their current environment?
- ✓ Discuss the current status/direction of the case and achievement of permanency goals (if possible).
- ✓ Discuss how visitation/contact is going (if applicable) or ask caregivers for an update with non-verbal children.

❖ **Well-Being**

- ✓ Discuss status of any services in place. (e.g. education, physical/mental health; IL Services).
- ✓ Assess for any new service needs, including services that may be identified by the child.

Parents/Caregivers

Document face to face contact with each parent/caregiver/other adult (as determined by case specifics) in the home/placement setting. One suggestion is to detail by name the parents/caregivers/other adults that were present during the visit.

❖ **Safety & Risk**

- ✓ Detail protective capacities.
- ✓ If applicable, address any allegations of child abuse and neglect.
- ✓ Discuss how each child in the home/placement setting is functioning?
- ✓ If applicable, discuss the status of any safety plans that are in effect.

❖ **Permanency**

- ✓ Discuss the current status/direction of the case and achievement of permanency goals.
- ✓ Discuss visitation/contact and how the visits are going (if applicable).

❖ **Well-Being**

- ✓ Discuss status of any services in place for both caregivers/parents and child (e.g. education, physical/mental health, IL Services).
- ✓ Assess for any new service needs, including services that may identified by the caregivers/parents.
- ✓ Document observed behavioral changes related to identified service needs (e.g. father is in parenting classes, have you observed behavioral changes related to this service).

Home & Family

❖ **Basic Needs**

- ✓ Are basic needs (food, utilities, etc.) for the children being met?
- ✓ Detail observations of the current home/placement setting environment (e.g.- children bedroom).

❖ **Household & Family Composition**

- ✓ Have there been any changes in the family composition (e.g. mother has a new paramour or a relative has moved out)?
 - If so, how does this impact the level of safety and risk?
- ✓ Discussion regarding relatives/kin who serve as support for the family.

❖ **Non-Custodial Parent**

- ✓ What is the role of the non-custodial parent in the case?
- ✓ Have efforts been made to locate and assess their needs as well as determine their level of involvement in the case?