

# **Key Components of Face-to-Face Documentation**



## **Knowledge Base Article**

## Key Components of Face-to-Face Visitation

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## Key Components of Face-to-Face Visitation

### Overview

This Knowledge Base Article discusses how to properly document visits with families and youth.

### 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.

## Key Components of Face-to-Face Visitation

### 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 and 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.

## Key Components of Face-to-Face Visitation

### 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?

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).