



Section B: Program Information

(5) Monthly Caseworker Visits and State Plan Requirements

**Children's Administration
Department of Social and Health Services**



Annual Progress and Services Report FY 2007 - FY 2008 Monthly Caseworker Visits and State Plan Requirements

Monthly Caseworker Visit content and frequency standards have been outlined in policy and approved by Children's Administration management. Policy implementation will occur in four phases over the next 18 months to coincide with increased staffing allotments. Training has been developed for social work staff that addresses the content and documentation of the visits.

Data regarding monthly social worker visits will be tracked through CAMIS using SER codes.

The Washington State Plan is in four phases. Phase I was completed during FY 07 and Phases II, III, and IV are planned for FY 08.

Phase I

Policy for the first phase requires monthly caseworker visits (not to exceed 40 days) for children age birth to 5 years old placed in unlicensed relative placement. This requirement was posted on the Children's Administration Intranet in February 2007 and was effective April 1, 2007.

Policy Standards include:

A. Types of Cases

The assigned CA social worker must make monthly face to face visits with children in their own home when the case meets the following criteria:

1. An in-home dependency case, including dependent children who return home on a trial home visit or remain home under the jurisdiction of the court until dismissal of the dependency.
2. Courtesy Supervision (see Courtesy Supervision in the Practices and Procedures Guide 4430) is requested for an in-home dependency case.
3. Interstate Compact on Placement of Children (ICPC) cases. When an interstate compact agreement is made with another state to provide services, the social worker will request in the application that the receiving state conduct monthly face to face social worker visits on all cases.
4. Social Worker must document any completion by the receiving state of the monthly visits in the Service Episode Records (SER's).

B. Exceptions to policy for visits with dependent children in their own home

Exclusive Tribal jurisdiction cases (the policy does not apply because the child is not in the Department's custody).

Standards for the content of visits are set forth in the "Guide for Monthly Social Worker Visits with Children in Out-of-Home Care and the Caregiver" (updated in policy 2/21/07) and must include:

A. Observations of Child/Youth:

1. Physical, Emotional, Developmental Milestones
2. Social/Behavioral
3. Parent/Caregiver-Child Relationship (e.g. attachment, interaction)
4. Home Environment (e.g. safety concerns, child's living space, age appropriate toys, pets, etc.)*

B. Discussion with Child/Youth as Appropriate:

1. Visit with verbal child is required to be separate from parent/caregiver.
2. Include the child's impressions of the following:
 - a. Being Home
 - b. Safety and Support
 - c. Discipline Practices
 - d. Daily Routine (e.g. medication, food, bedtime, etc.)
 - e. Relationships with Parent/Caregiver and Siblings
 - f. School/Child Care

- g. Therapy/Medication (as applicable)
 - h. Ethnic, Cultural, Religious Well Being
 - i. Friends, Activities, Hobbies, Interests
 - 3. Discussion of Case/Service Plan (Including Parental Progress)
 - 4. Access to SW and Contact Info Provided (required for children capable of reading, writing and using the telephone)*
 - 5. Any Other Comments, Concerns, Questions
- C. Required content to be documented in the Service Episode Record (SER).

Monitoring will be done by individual case review and by statewide reports from the Data Unit using CAMIS codes for 30-day and 90-day visits.

- A. In-home populations will be documented with the 30-day codes and out-of-home populations will be documented with the 90-day code.
- B. "90-day health and safety" visit SER code has been renamed "health and safety" visit.

Phase II

Policy will be implemented August 2007 and effective October 1, 2007 creating mandatory monthly caseworker visits (not to exceed 40 days) for children age 6 to 18 years old placed with unlicensed relatives.

Children in out-of-state placements (Interstate Compact on Placement of Children, ICPC cases), an interstate compact agreement is made with another state to provide services, the social worker will request in the application that the receiving state conduct monthly face to face social worker visits on all cases. The CA Social Worker must document any completion by the receiving state of the monthly visits in the Service Episode Records (SER's).

FY07 data will be tracked through CAMIS using SER codes and reported by October 31, 2007 on the following:

- A. Percent of children in foster care who were visited on a monthly basis.
- B. Percent of visits that occurred in the residence of the child (baseline data).

Phase III

Policy was implemented February and effective April 1, 2008 creating mandatory monthly caseworker visits (not to exceed 40 days) for children age birth to 5 years old in foster care placement.

Phase IV

Report by June 30, 2008 on the following:

- A. An outline of steps to ensure that 90% of children in foster care are visited on a monthly basis and that these visits occur in the residence of the child.
 - 1. Target percentages for each fiscal year
 - 2. A description of how the steps will be implemented.

Policy will be implemented May 2008 and effective July 1, 2008 creating mandatory monthly caseworker visits (not to exceed 40 days) for children age 6 to 18 years old in foster care placement.