

Appendix E



VISITATION PLAN

CHILD PROTECTIVE SERVICES - PERMANENCY AND CONSERVATORSHIP

Purpose: This form documents the visitation schedule that the caseworker has developed with the parents.

Instructions: This form may only be completed by Conservatorship (CVS) staff.

Directions: Conservatorship (CVS) staff document the responses to each question below and provide the parent with the Visitation Expectations Document. Once completed, the worker obtains signatures, makes copies, gives the parents a copy and files the original in the case record. For additional information on constructing a visitation plan, see the Child and Family Visitation Best Practice Guide.

Note to parents:

While your children are in DFPS custody, you can have contact with them according to the plan outlined below, unless a court has ordered otherwise.

Your caseworker is required to develop the visitation plan in collaboration with you. Please make your desires for visitation and scheduling restrictions known to your caseworker during the development of this plan.

The visitation plan will be reviewed upon request by the parent or DFPS but no later than the next family service plan review.

| Participants included in the visit (including siblings) | |
|--|--|
| Cause No: | |
| Case Name: | |
| | |
| | |
| Visitation Schedule | |
| STAGE OF SUPERVISION | <input type="checkbox"/> Unsupervised <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High |
| Are there any limitations on visits? | |
| Length of Visit | |
| Visitation Frequency | |
| Day and Time of Visit | |
| Visit Location (Options may include the home of the parents, relatives, or foster | |

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| parent; CPS office; or other agreed upon location.) | |
| Visit Supervision (List all persons approved to supervise visits and their contact information.) | |
| Additional Supportive Adults (List any adults that the parent would like CPS to consider to supervise visits and aid in transportation.) | |
| If visits are supervised, address what needs to occur for visits to have less/no supervision | |
| List other approved forms of contact (Examples include email, social media, texting, or phone calls.) | |
| Rules and expectations for visits (including any rules regarding who may come to the visit) | |
| Services provided to support visitation (Address services that are being provided to the parent to assist with the visits, such as transportation, snacks, activities, etc.) | |

I participated in the development of this visitation plan and a copy of the Visitation Expectations has been provided to me. I understand the plan and the Visitation Expectations as written.

| | |
|----------------------------|--------------|
| Parent Signature: X | Date Signed: |
| Parent Signature: X | Date Signed: |
| Caseworker Signature: X | Date Signed: |

STAGES OF SUPERVISION

| | Unsupervised | Low | Medium | High |
|-----------------------------|--|--|---|--|
| Stage of Supervision | Parent(s) can be alone with child. No monitor is present during the visit. | Visitation where the monitor may be present for a portion of the visit. Parent(s) would have some time alone with their child. | Visitation where the monitor is close enough to observe the visit but is not required to hear everything that is said in the visit between the parent(s) and child. Parent(s) may have some time alone with their child if the monitor ensures certain conditions are satisfied. | Child may not be removed from the presence of the monitor. Parent(s) cannot be alone with their child. |
| | <i>Example: Day and Overnight visits; visits at the kinship placement.</i> | <i>Example: Visits at the park or the parents' home where the caseworker or monitor may supervise the visit for 15 minutes then leave the child with the parent(s) for 30 minutes and then return to observe the last 15 minutes.</i> | <i>Example: Parent(s) can take the child to the bathroom alone. Parent(s) can play with the child at the playground while the monitor observes from a distance.</i> | <i>Example: Parent(s) must be within hearing distance and intervention distance of the monitor and cannot be alone with the child under any circumstance.</i> |
| Safety Assessment | Unsupervised visitation would be used when the caseworker determines no safety concerns exist that prohibit the parent(s) and child from being alone during the visit. This stage may be used while the child is in care and immediately prior to reunification. | Low supervision would primarily be used when the caseworker determines that there is a low level of concern for the child's safety but still a need for parental education, coaching, and skill-building. | Medium supervision would be used when the caseworker determines there is a moderate level of concern for the child's safety and coaching, education, and skill-building are necessary. Visitation assessment determines safety factors that must be addressed in visitation plan. | Highly structured visitation would most likely be used if there is a high level of concern assessed for a child's physical or emotional safety during a visit. |
| Visitation Location | Parent(s) and Caseworker determine visitation location. | Visitation location is a community based or "home-like" setting and offers parent(s) the opportunity to develop parenting skills or improve parent-child interactions. Visits may occur in more than one place, including appointments with therapists or other professionals, and continue at the parents' home, relative's home, or other community setting. | Visitation location is a home-like setting to offer parent(s) the opportunity to develop parenting skills and improve parent-child interactions, as well as manage safety concerns. Locations may include parents' home, relative's home, professional's office, park or other community setting. | Visitation location would ensure a highly structured visit. Locations may include the CPS visiting room, professional's office or other secure location. |

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| Monitor's Role | No monitor. Parent(s) provides feedback about the visit. | Monitor's role is primarily to aid the parent(s) in problem solving if issues arise. The monitor may also offer the parent(s) education, coaching, skills building and support to achieve permanency goals. Monitor may drop in the visit to ensure that the visit is going well and that the parent(s) or child does not have any concerns. | Monitor's role is to observe interactions between the parent(s) and child; ensure that the child is safe; and offer the parent(s) education, coaching, and skill-building. Monitor and parent(s) would know the conditions required to maintain safe visits and under what conditions the monitor may intervene. | Monitor's role is to listen to and closely observe all interactions between the parent(s) and child and intervene if needed. Parental coaching could be offered, but the primary concern would be child's safety. Monitor and parent(s) would know the conditions required to maintain safe visits. |
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NO CONTACT VISITATION PLAN

CHILD PROTECTIVE SERVICES - PERMANENCY AND CONSERVATORSHIP

THIS PLAN IS TO BE USED WHEN CONTACT OR VISITATION IS NOT APPROVED BETWEEN THE CHILD AND PARENT

Purpose: This form documents the visitation schedule that the caseworker has developed with the parents.

Instructions: This form may only be completed by Conservatorship (CVS) staff.

Directions: Conservatorship (CVS) staff document the responses to each question below and provide the parent with the Visitation Expectations Document. Once completed, the worker obtains signatures, makes copies, gives the parents a copy and files the original in the case record. For additional information on constructing a visitation plan, see the Child and Family Visitation Best Practice Guide.

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| | |
| Cause No: | |
| Case Name: | |
| Children | |
| | |
| Indicate whether the court or DFPS restricted the visitation or contact | <input type="checkbox"/> Court ordered <input type="checkbox"/> DFPS recommended |
| Indicate why it is not in the child's best interest for contact or visitation to occur. | |
| Specify what needs to occur in order for contact or visitation to begin. | |
| What supportive adults can the child have contact with or visit with? | |
| Planning for future: Additional Supportive Adults. (List any adults that the parent would like CPS to consider to supervise visitation and aid in transportation once visits are allowed.) | |

I participated in the development of this plan and understand the plan as written. This plan will be reviewed on _____ or no later than 30 days from the date of signing. At any time, the parent can request a review of this plan.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Caseworker Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

(The Program Director's signature is only required if restriction is at the recommendation of DFPS)



**Parent/Supportive Adult Visitation Record and Observation Form
CPS**

Purpose: Use this form to document supervised visits.

Instructions: To complete this form, indicate the case specific information and respond to the questions provided. When indicating whether a behavior occurred during a visit, the observer must describe behavior observed.

Directions: After completing this form, ask the parent(s) or adult(s) to respond to the questions on the last page and sign the form. (If parents are visiting together and prefer to answer the questions at the end of the form separately, provide them a copy of page 3, and attach to the form.) Once the parent has signed the form, provide a copy of the form to the parent and file the form in the case file. Questions about the form can be directed to supervisor of the case.

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| Case Name: |
| Date of Visit: |
| Visit Location and Setting (i.e. park, CPS office, CPS visitation room, McDonalds): |
| DFPS Caseworker: |
| DFPS Supervisor: |
| DFPS Observer/Job Title: |
| Scheduled Appointment Time: |
| Actual Start Time: |
| End Time: |

If the parent(s)/adult(s), child or the observer were late, did not show up for the visit, the visit was cancelled, or the visit ended early please explain why:

List Children and Adults Participating in the Visit

| Children's Names | Children's Ages | Adult's Names | Relationship to Child (parent, grandparent, fictive kin, other) |
|------------------|-----------------|---------------|--|
| | | | |
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Visitation/Observation Details

(Please check yes or no, and provide a few brief words explaining your choice)

| Behavior | DETAILS |
|---|---------|
| Did the parent/adult present any negative behaviors at the beginning of the visit? (Examples include: Parent/Adult was intoxicated, shouting, screaming, or overly hostile with staff.) | |
| Did the parent/adult and child respond to each other in an encouraging way at the beginning of the visit? (Examples include: Parent/Adult and child appeared interested and pleased to see each other; or the parent/adult and child engaged in appropriate physical contact, such as hugs or kisses, unless specifically ordered not to by the court or caseworker.) | |
| Was the parent/adult able to manage and redirect the child's behavior? (Examples include: Parent/Adult did not use physical discipline, set consequences for inappropriate behaviors, or attempted to calm the child when he/she became upset.) | |
| Did the parent/adult address the child's physical needs? (Examples include: Parent/Adult brought food to visit, if meal time; brought age appropriate items such as clothes or toys; or changed diapers/responded to requests for going to the bathroom.) | |
| Did the parent/adult address the child's emotional needs? (Examples include: Parent/Adult praised or comforted the child, or appeared to listen when child was talking to him/her.) | |
| Did the visit end in an encouraging way? (Examples include: Parent/Adult showed positive emotion toward visiting the child, expressed optimism and excitement about | |

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| the next visit, or focused on child's needs/emotions.) | |
| Prior to the visit, did the caseworker communicate his/her expectations to the visitation observer? | <input type="checkbox"/> Yes Describe: _____ <input type="checkbox"/> No _____ |
| Were <i>Visitation Expectations</i> followed? | <input type="checkbox"/> Yes Describe: _____ <input type="checkbox"/> No _____ |

Notes from the Parent(s)

Did your caseworker share the visitation expectations with you during the development of the visitation plan or prior to visiting?

Please describe how the visit went:

Do you have any questions or concerns about the recorded information? If so, please list below:

Do you have anything else you would like to add about the visit?

Observer's Signature

Parent/Adult Signature

Parent/ Adult Signature

Your signature does not indicate that you agree with the observer's assessment, only that you have had an opportunity to review & ask questions about this form.