RECORDING SUSPENDED VISITS IN FACES.NET

CREATION DATE: July 28, 2006

Pointers to Remember:

1. Children who are required to have visits occur with the following: Father – Child(ren), Mother – Child(ren), Parents – Child(ren), Prospective Adoptive Parent(s) – Child(ren), Prospective Foster Parent(s) – Child(ren), Relative/NonRelative – Child(ren) and Siblings may be recorded as suspended in FACES. NET. It can be done if one of three circumstances is present: (1) suspended due to court order, (2) suspended due to incarceration, or (3) suspended due to distance (over 100 miles away).
2. The suspension can be recorded on the Visit Plan screen.

How to Record a Suspended Visit on the Visit Plan Screen

Steps include:

Step 1: Put a case in focus from workload by clicking on My Assignments.

Step 2: Highlight the client that you want to view.

Step 3: Click on Show.

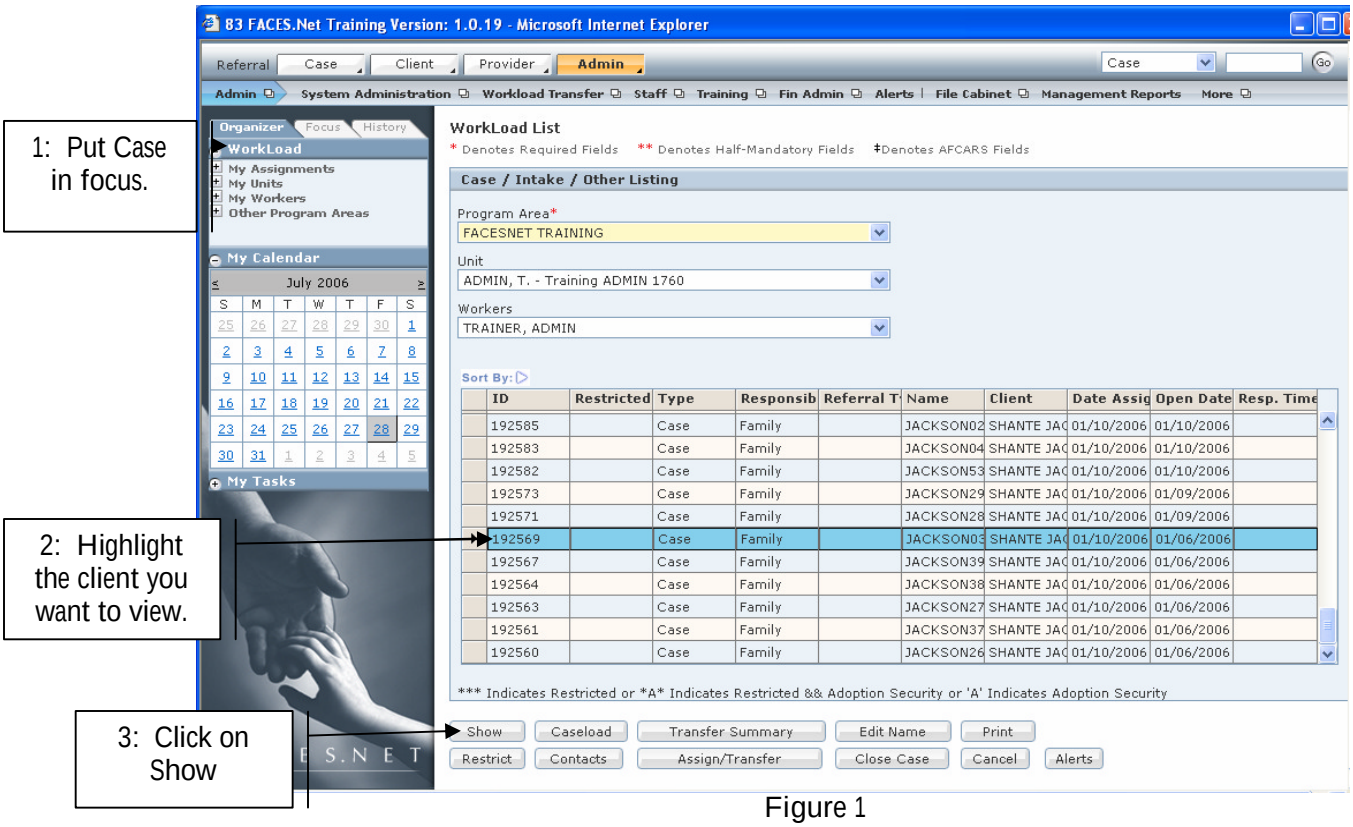

Figure 1

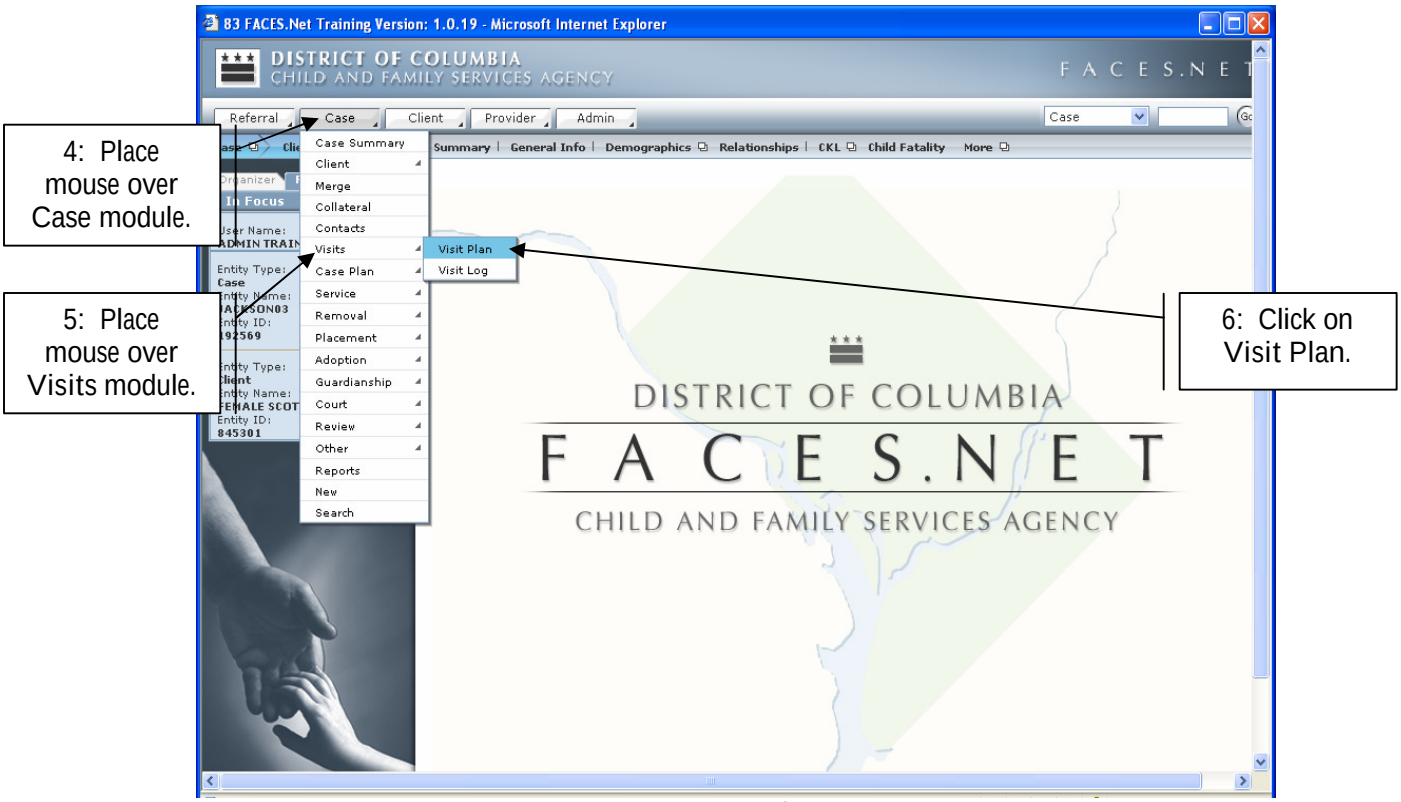

Figure 2

Step 4: Place mouse over the Case module at the top of the screen.

Step 5: Place mouse over the Visits menu item.

Step 6: Click on Visit Plan.

Step 7: Select the appropriate category in the Visitation Type* picklist field.

Step 8: Select the appropriate reason for the Visit Purpose* from the pick list field.

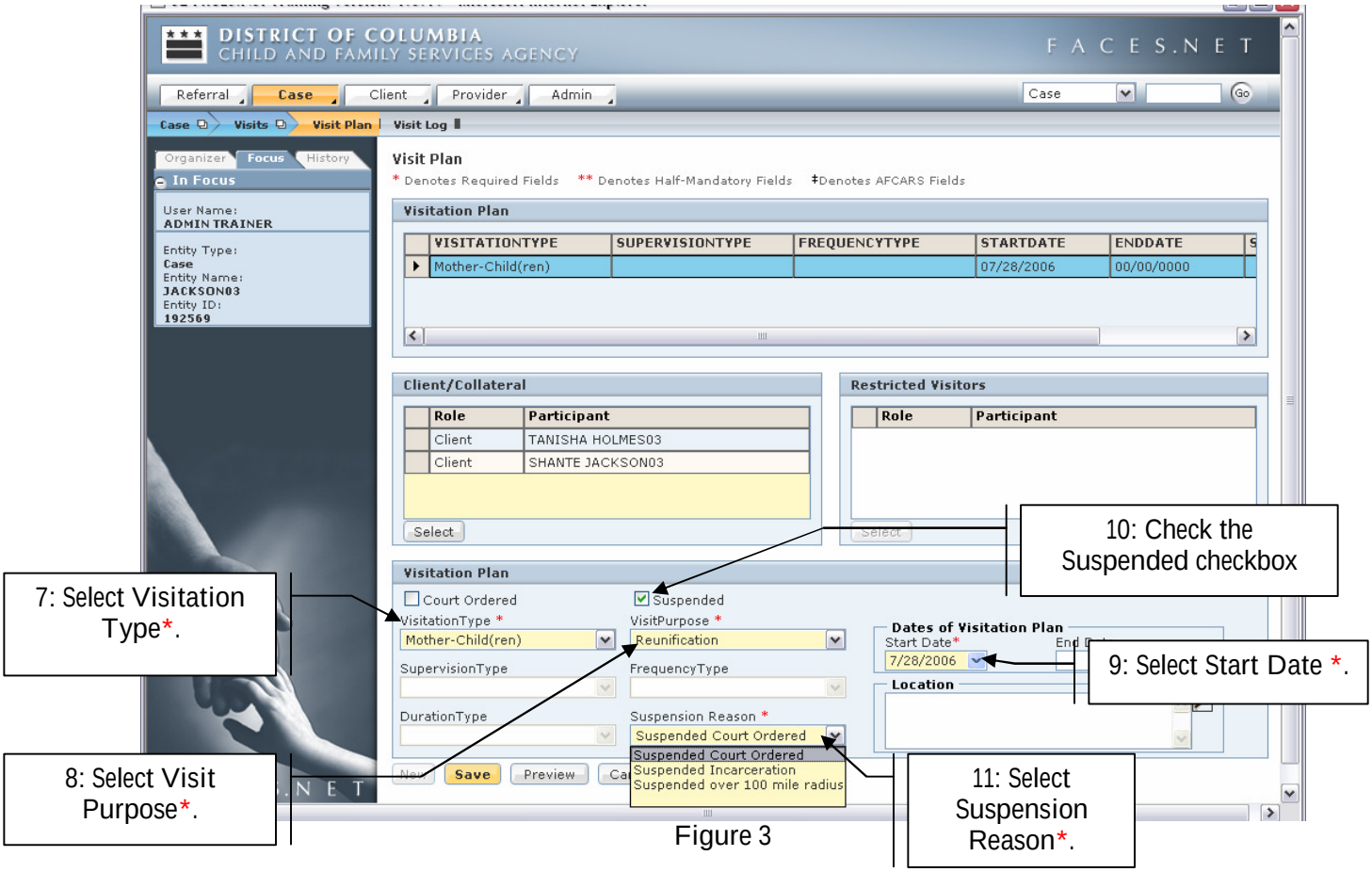

Figure 3

Step 9: Enter the start date of the suspended visitation in the Start Date* field by either typing in the date or using the date calendar by clicking on the drop down arrow.

Step 10: Place a check mark in the Suspended checkbox. This action will lock down the following picklist values as they would no longer apply: Supervision Type, Frequency Type, and Duration Type. In addition, this action will unlock the Suspension Reason* picklist.

Step 11: Enter the reason the contact is being suspended in the Suspension Reason* field by clicking on the upside down arrow. The picklist options are: Suspended Court Ordered, Suspended Incarceration, and Suspended over 100 miles.

Step 12: Select the suspended participants in the Client/Collateral* field first by clicking on the select button.

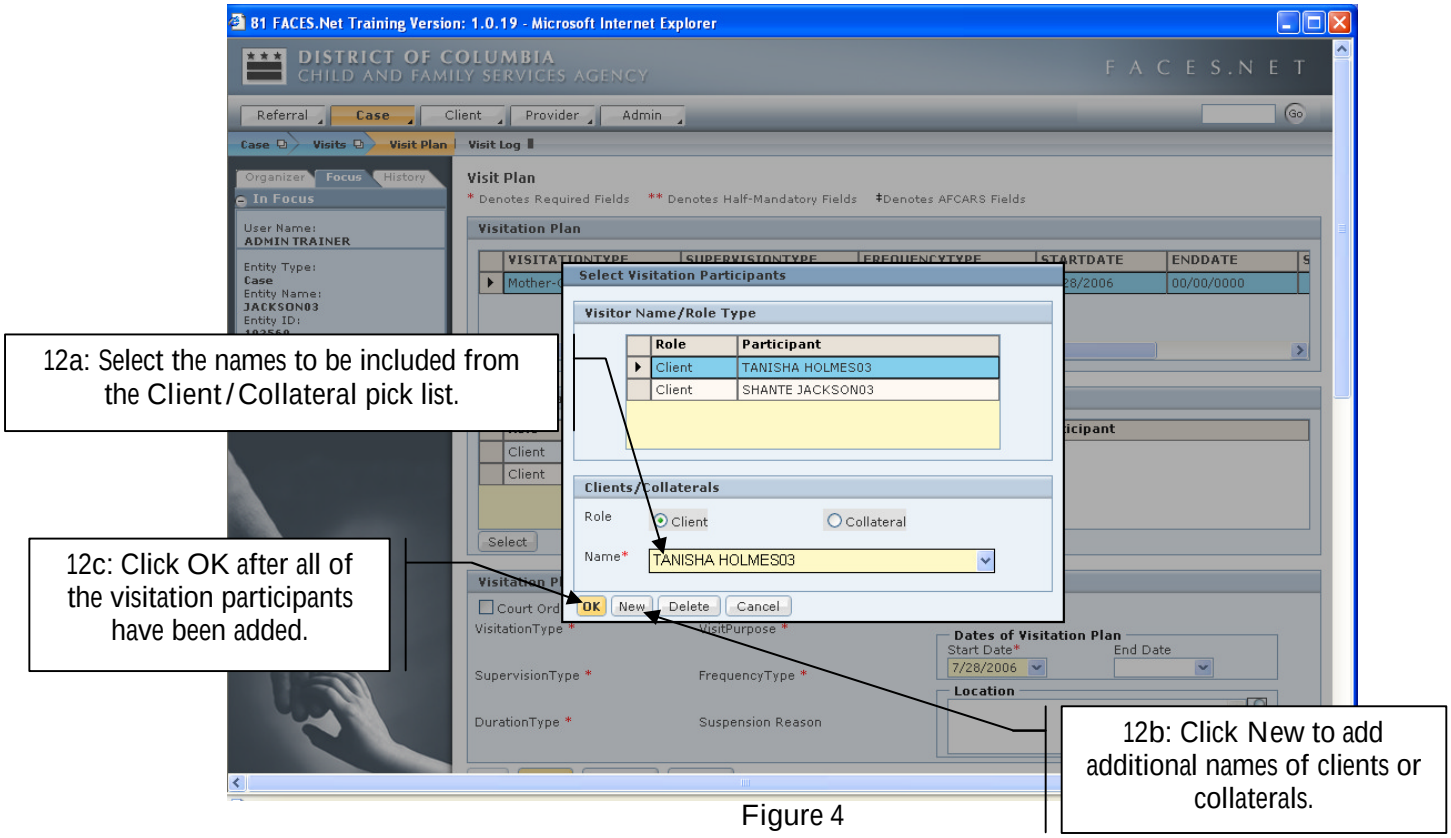

Figure 4

Step 12a: Clients/Collaterals Role: if you select the Client radio button all clients active in the case will display in Name* picklist. If the Collateral radio button is selected then all Doctors, Attorneys, GALs, etc. active in the case will display. Select the names of all suspended participants.

Step 12b: Click New to add each additional name.

Step 12c: Click OK after all of the visitation participants have been added.

Note:

- The names of all clients/collaterals who are included in the suspension should be added.
- The Restricted Visitor field is locked down purposefully. Noting restricted visitors would only apply in instances where visitations are occurring. (For example: Mother has a visit plan with child, but Father is restricted from being present at those visitations. If however, Mother's visitation plan with child has been suspended due to Mother's incarceration, then there is no visitation from which to restrict the Father).
- Within the Select Visitation Participants window, click Delete to erase a client that may have been selected in error.
- Within the Select Visitation Participants window, click New to add each additional client/collateral name to the list. Clicking New between each name is necessary so that existing clients and collaterals are not accidentally overwritten.

Step 13: Click Save.

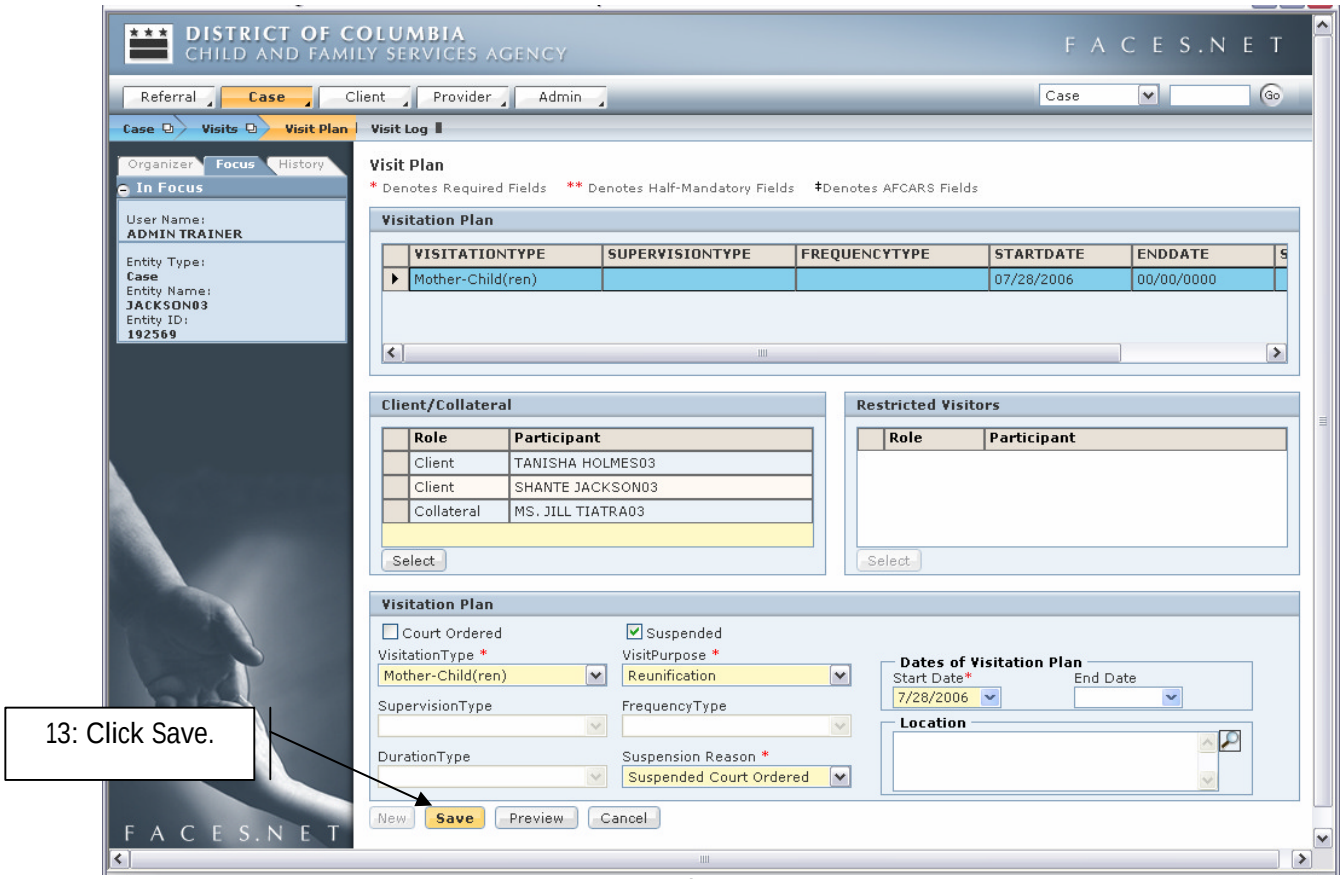

Figure 5

Best Practice Reports Reference Guide

Data input for the above tip sheet will affect statistics recorded for Best Practice # VII.3 – CMT012MS—Parent-Child Visits to Foster Children with Goal of Reunification.

CMT012MS captures the following information:

- The above numbers represent information entered into FACES.NET as of the report run date. The numbers may change as further updates are made in FACES.NET
- Visits can be any completed face-to-face contacts (contact screen) or visits (visit log) with the parent or caretaker. Many community visits may have taken place which was not recorded in FACES.NET.
- The universe of this report is comprised of all the foster care children with the permanency goal of reunification.

Data input for the above tip sheet will affect statistics recorded for Best Practice # VI.1.d – CMT219MS—Visits Between Children in Separated Sibling Groups

CMT219MS captures the following information:

- This report checks for visits between siblings who are placed apart. A visit is counted as a sibling visit if a) more than one child's name in a sibling group is listed in the 'contact participant' list on the Contact Screen, or b) any visit type is chosen in the Visit Log and the names of the siblings are present in the 'Participants' box.
- The above numbers represent information entered into FACES.NET as of the report run date. The numbers may change as further updates are made in FACES.NET.

Data input for the above tip sheet may affect statistics recorded for Best Practice # VII.4 – CMT267MS—Social Worker Visits to Parents of Foster Children with Goal of Reunification.

CMT267MS captures the following information:

- A parent is defined as the caretaker of the child at the time of removal. This may include grandparents, stepparents, etc.
- This report counts the visits made to the caretakers of the children whose initial placement occurred in the last three months.
- This report counts all completed contacts that are entered in the Contact screen or the Visit Log where the parent's name is selected as a participant.
- Only CFSA and Private Agency supervised visits in the visit log are counted.
- All visits with caretakers are counted except caretakers defined as: "Unknown Perpetrator" or "Not Established".

Note:

- The logic to account for suspended visits is currently being captured in the visit reports, however the Agency will begin reporting out on this measure to the CSSP starting on September 15, 2006 for visits occurring in the month of August.