



Visitation Planning Template Quick Reference Guide

The visitation template helps guide visits to be done in a meaningful and constructive manner.

The template is a tool to be used by both the agency structuring visits and by the family.

The template should be used with each family in which one child is in care. The tool can be used every 90 days or sooner if there are changes within the family living situation or structure. **(Example)** A child returning from care or a father re-engaged with the family.

The template is designed to be used in teaming with the family. The tool is not to replace the current agency documentation practices.

This document should be created in conjunction with the family and not without their input and must be created in the presence of the family.

By signing the document means that it was reviewed by the participating parties and not necessarily that everyone is in agreement.

The original should be placed in the case file and a copy provided to the family.

Supervisory Visitation Template

The supervisory template is designed to assist management with tracking and gathering important information about an individual family visitation. This tool should be used by a supervisor or manager on a quarterly basis. The tool should be stored in the case file and it is not designed to replace regularly scheduled supervision.