

# Kids Central, Inc. System of Care Procedure Manual

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**Series:** Kinship Program

**Policy Name:** Contact with Kinship Families

**Policy Number:** 1302

**Origination Date:** 8/30/10

**Revision Date:** 04/04/13

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## Procedure

It is the policy of the Kids Central Kinship Program to manage contact between children and their caregivers in a manner that assures the child(ren) and family needs are identified and addressed. The Kinship program ensures that kinship caregivers receive support and assistance in a way that promotes safe and stable care for the child(ren) in their care. It is recognized that maintaining frequent and meaningful contact throughout the life of the case is critical to good outcomes.

1. Contacts with family:
  - a. Initial contact shall occur within two working days of the case being accepted into the Kinship Program.
  - b. The date accepted for the Kinship Program is the date the Kinship Supervisor reviews referral.
  - c. The Kinship staff will make face-to-face contact with children once a month or as deemed appropriate by the Kinship Supervisor or Deputy Chief of Program Operations.
  - d. The contact with the child will occur at the child's residence if at all possible.
  - e. Contact with the child outside the child's current place of residence will occur in an environment critical to the life of the child, such as early education or child care program, school setting, or child's therapeutic setting.
  - f. Each contact with the family will be purposeful and focus on the reasons for involvement in the Kinship Program and contact will be documented in Caseworks and in FSFN.
  
2. All Contacts:
  - a. If a required face-to-face visit with the kinship family is not completed, the Kinship staff will document all attempts to make the visit and record these attempts plus any other alternate contacts made.
  - b. The Kinship Supervisor will review all efforts made to determine if sufficient effort was made and therefore the missed visit is excusable.
  - c. The Kinship Supervisor will provide Kinship Staff with guidance as appropriate.
  - d. Face-to-face contact with the child(ren) will occur at minimum of once a month. The frequency of face-to-face contact will be assessed on an ongoing basis.

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- e. All contacts or attempted contacts must be documented in Lauris Online and FSFN within forty-eight (48) business hours of the contact or attempted contact. When contact is made the following will be documented in Caseworks and FSFN:
  - i. Effectiveness of current services and identification of additional service needs;
  - ii. Observation of the child's development, physical condition and interaction with the parent or caregiver and other household members
  - iii. Assessment of progress in tasks and services aimed at ensuring the child's well-being, including educational, emotional, developmental, physical or mental health needs
  - iv. If a child is age appropriate, documentation must include discussion with the child to ensure their needs are being met.

**Approved By:**

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John Cooper, Chief Executive Officer

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Date