

**DIVISION OF CHILDREN AND FAMILY SERVICES
ADMINISTRATIVE MEMO # 13-2010**

To: Children and Family Services Administrators, Supervisors,
and Specialists, and Service Area Administrators

From: Edward H. Matney, Policy Section Administrator 
Division of Children and Family Services

Approved by: Todd L. Reckling, Director 
Division of Children and Family Services
Department of Health and Human Services

Date: December 30, 2010

RE: Monthly Visits With Caregivers

Effective: Immediately

Duration: Until Revised

Contact: Sara Goscha, Program Specialist, Children and Family Services,
Policy Section at (402) 471-9333 or at
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Purpose: Requirements for monthly contacts and visits with parents, children, and caregivers are given in Administrative Memo #1-2008 Nebraska Safety Intervention System – Assessment Overview and Ongoing Assessment. That memo included an outline of topics to be covered with parents and children. The purpose of this memo is to provide a similar listing for conversations with caregivers.

Required Action: The purpose of monthly visits with a caregiver is to assure that the child's needs for safety, permanency, and well-being are being met. When the child is being cared for in a foster or adoptive home, including a relative's home, these visits also provide an opportunity to find out if the caregiver requires additional support services and if the caregiver has any other questions. Topics that staff must discuss with caregivers during the monthly visits include, but are not limited to, the following:

- Child's health and medical/mental health status, including:
 - Update on the status of any medical needs, conditions, or treatment for the child since the last monthly visit, including any unmet medical needs identified by the caregiver (medications the child is taking and for what purpose; prescribing physician; and dosages);
 - Dates and results of any medical appointments the child has had since the last visit;
 - Name, address, and phone number of any new medical provider;
- Child's school performance (if applicable), including review of any report card, Individualized Education Program (IEP) or evaluation with the caregiver (if child

is not school age, this discussion must include where the child is in regard to his or her developmental milestones, for example, sitting up, standing, eating with utensils, crawling, etc.);

- Child's social adjustment and relationships, for example, friendships;
- Permanency objective for the child, and the caregiver's continued commitment to cooperate with implementation of the plan, including commitment to provide permanency for the child, if appropriate;
- Status of, and progress related to, visits and contacts between the child and parents, siblings, or others;
- Caregiver's involvement/issues with the child's parents, court, attorneys, school, and other providers, relatives, or involved parties;
 - Prior to court hearings, this discussion should include a reminder to the caretaker that s/he can provide input to the court, and that a specific form exists for that purpose: the Caregiver Information Form, which can be accessed at: <http://www.supremecourt.ne.gov/forms/juvenile/JC-caregiver-form.pdf>;
- Caregiver's current family status and any changes affecting his or her family, such as changes in family or household composition; health; financial situation; work; legal involvement; social relationships or activities; or child-care arrangements;
- Any unmet needs the caregiver has with regard to continuing to care for the child; and
- Any additional information the caregiver thinks is important to the child.