

LEVEL “A” CONTACT

1.) Appointments and Outpatient Procedures

SW or FP takes the child to appointments and the BP is notified of the purpose and outcome.

2.) The Family Team Meeting and Other Meetings

The Sw presents the roles and responsibilities of each party at the initial FTM. At the FTM, all are informed that they will be told of meetings set up for and about the child. The Sw invites both sets of the parents to all meetings.

All school and other meetings are attended by the Sw the Fp is invited. The BP is told of the meetings and the outcomes of the meetings.

3.) Inpatient Procedures

FP Transports child to the hospital. FP and Sw admit and discharge child. BP is notified of the need for the procedure and stay. BP arranges the supervised visit with the assistance of the SW.

4.) Lifebooks

SW discusses ideas, importance of and protocols for preparing and developing the Lifebook. An example of the life book is shown at the initial FTM. The SW continues to remind the FP and BP about the process. The Sw encourages both FP and BP to gather Lifebook items.

5.) Mail Contact

All mail to and from BP and all Birth family Members pass through the agency for monitoring purposes.

6.) Phone Contact

Child makes call to BP 1-7 times per week for a limit of five minutes. The FP is in the same room to monitor child's reactions. Calls can be to extended family members, support person or to BP.

7.) Religious Activities with Relatives

Request is made to SW or child to attend religious activity by BP or relative. If BP makes request, a neutral party agreed upon by all arranges to provide transportation and to supervise. A safety plan is developed. If relative makes request (and BP attends too) relative must accept responsibility for supervision. A safety plan is developed. FP and neutral party or relative may make arrangements regarding time and transportation schedule.

8.) School/Extra Curricular Activities

FP takes the child to school and/or extra curricular activity. The FP lets the BP know of the outcome of the event and the child's experience.

9.) Shopping

FP shops with or without the child. Sw discusses shopping ideas with BP, getting the input of the BP- child's preferences likes and dislikes. The BP is encouraged to buy needed items and bring these to the agency or agreed upon neighborhood site (during visits or otherwise).

10.) Visitation

Supervised visitation FP drives child to the agency or agreed upon neighborhood site. FP greets BP and worker and then FP departs. The FP returns to pick up child at the end of the visit.

LEVEL “B” CONTACT

1.) Appointments and Outpatient Procedures

SW or FP takes the child to appointment. The BP is notified of the purpose of the appointment and is encouraged to attend with Sw.

2.) The Family Team Meeting and Other Meetings

The SW encourages professionals in other agencies to invite the FP to attend. If the FP is not comfortable attending, the SW may attend with or in lieu of the FP. The FP informs the SW who informs the BP of the meeting and the meeting outcomes (e.g., school, mental health, profiles, IEP...)

3.) Inpatient Procedures

FP Transports child to the hospital. FP and Sw admit and discharge child. BP is notified of the need for the procedure and stay. BP is encouraged to visit and BP arranges to do so with SW and FP. The SW, FP, BP meet at the agency or a convenient location and go to the hospital together.

4.) Lifebooks

The SW facilitates time during visits with both the FP and BP in reviewing and updating the child’s Lifebook. The FP calls the SW with requests for background information needed about the BP for the Lifebook.

5.) Mail Contact

All mail to and from BP and all Birth family Members pass through the agency for monitoring purposes.

6.) Phone Contact

Child makes call to BP 1-7 times per week for a limit of five minutes. The FP is in the same room to monitor child’s reactions. Calls can be to extended family members, support person or to BP.

7.) Religious Activities with Relatives

BP is notified

8.) School/Extra Curricular Activities

FP takes the child to school and/or extra curricular activity. The FP lets the BP know of the outcome of the event and the child’s experience.

9.) Shopping

FP shops with or without the child. Sw, FP, BP together discuss child’s preferences during visitation (likes and dislikes). The BP is encouraged to buy needed items and bring these to the agency or agreed upon neighborhood site (during visits or otherwise).

10.) Visitation

Supervised visitation FP drives child to the agency or agreed upon neighborhood site. FP greets BP and joins visitation. The FP models parenting skills as appropriate to previously established roles and responsibilities.

LEVEL “C” CONTACT

1.) Appointments and Outpatient Procedures

SW or FP takes the child to appointment. The BP is notified of the purpose of the appointment and is encouraged to attend with either FP or Sw.

2.) The Family Team Meeting and Other Meetings

The Sw encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. Both the FP and BP attend and are involved in counseling.

3.) Inpatient Procedures

FP Transports child to the hospital. SW, FP and BP admit and discharge child. FP and BP arrange visit times without the intervention of the SW and FP. The FP and BP arrange to meet at the hospital.

4.) Lifebooks

The FP and BP review and work on the Lifebook during visits. Information needed from the BP is discussed. The FP makes direct requests to the BP for the information to put in the book.

5.) Mail Contact

All mail to and from BP and all Birth family Members pass through the agency for monitoring purposes.

6.) Phone Contact

Child makes call to BP 1-7 times per week for five to fifteen minutes. The FP is in the same room to monitor child's reactions. Calls can be to extended family members, support person or to BP.

7.) Religious Activities with Relatives

BP is notified

8.) School/Extra Curricular Activities

FP takes the child to school event and/or extra curricular activity. The FP lets the BP know in advance and arranges to meet the BP at the event so BP can attend. They may or may not sit together.

9.) Shopping

FP shops with or without the child. FP and BP together discuss child's preferences during visitation (likes and dislikes). The BP is encouraged to buy needed items and bring these to the visits with the child.

10.) Visitation

Supervised visitation -FP drives child to the agency and joins the visit the worker is not in the room.

LEVEL “D” CONTACT

1.) Appointments and Outpatient Procedures

FP meets BP at the agency or convenient location. They drive the child to the appointment.

2.) The Family Team Meeting and Other Meetings

The SW encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. The BP is encouraged to attend counseling with or without FP present in the session.

3.) Inpatient Procedures

FP Transports child to the hospital. SW, FP and BP admit and discharge child. FP and BP arrange visit times without the intervention of the SW and FP. The FP and BP may visit the child together or the FP may be outside of the room during the visit -close by in case assistance is needed.

4.) Lifebooks

The FP and BP arranges a time to review the Lifebook in an extension of the BP and child visit. Information is shared freely between both sets of parents regarding the development of the Lifebook.

5.) Mail Contact

All mail to and from BP and all Birth family Members pass through the agency for monitoring purposes.

6.) Phone Contact

Child makes call to BP 1-7 times per week for five to fifteen minutes. The FP is in the same room to monitor child's reactions. Calls can be to extended family members, support person or to BP.

7.) Religious Activities with Relatives

BP is notified.

8.) School/Extra Curricular Activities

FP takes the child to school event and/or extra curricular activity. The FP lets the BP know in advance and arranges to meet the BP at the event so BP can attend. They both arrive early so they can find seats together.

9.) Shopping

FP shops with or without the child. FP and BP together discuss child's preferences (likes and dislikes) during the visit without agency involvement (during visits, on the phone). The BP is encouraged to buy needed items and bring these to the visits with the child.

10.) Visitation

Unsupervised visitation at the agency or agreed upon neighborhood site. FP greets BP and departs. FP picks up child at the end of the visit.

LEVEL “E” CONTACT

1.) Appointments and Outpatient Procedures

FP meets BP at the agency or convenient location. They drive the child to the appointment.

2.) The Family Team Meeting and Other Meetings

The SW encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. Both the FP and BP attend and are involved in counseling. BP is encouraged to attend counseling.

3.) Inpatient Procedures

FP Transports child to the hospital. SW, FP and BP admit and discharge child. FP and BP arrange visit times without the intervention of the SW and FP. The FP and BP may visit the child together or the FP may be outside of the room during the visit -close by in case assistance is needed. The FP and BP arrange visit times but the BP visits the child alone. FP does not have to be available on-site.

4.) Lifebooks

The FP leaves the Lifebook with the BP during visitation so that the family can review it together. All discussions regarding the Lifebook are between the FP and BP.

5.) Mail Contact

All mail passes directly between the FP and BP.

6.) Phone Contact

Child makes call to BP 1-7 times per week for five to fifteen minutes. The FP does not have to be in the same room as the child. Calls can be to extended family members, support person or to BP. Bp can call the child 1-3 times per week for 10-15 minutes.

7.) Religious Activities with Relatives

If BP made the request, BP could be providing transportation as arranged with FP (e.g. FP home, neutral site, relative's home)

8.) School/Extra Curricular Activities

FP arranges to transport BP to the event. They both meet at a neutral site or arrangements are made to meet at the event. The BP and FP attend the event with the child.

9.) Shopping

FP and BP meet at a shopping location and together shop for the child who may or may not be present. shops with or without the child. FP and BP drive separately.

10.) Visitation

Unsupervised visitation- FP drives child to neutral agreed upon neighborhood site. FP greets BP, gives update on latest news of child. FP picks up child at the end of the visit.

LEVEL “F” CONTACT

1.) Appointments and Outpatient Procedures

FP picks up BP at the BP’s home and together with child, attends the appointment.

2.) The Family Team Meeting and Other Meetings

The SW encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. Both the FP and BP attend and are involved in counseling.

3.) Inpatient Procedures

FP Transports child to the hospital. SW, FP and BP admit and discharge child. FP and BP arrange visit times without the intervention of the SW and FP. The FP and BP may visit the child together or the FP may be outside of the room during the visit -close by in case assistance is needed. The FP and BP arrange visit times but the BP visits the child alone. FP does not have to be available on-site.

4.) Lifebooks

The FP leaves the Lifebook with the BP during visitation so that the family can review it together. All discussions regarding the Lifebook are between the FP and BP.

5.) Mail Contact

All mail passes directly between the FP and BP.

6.) Phone Contact

Child makes call to BP 1-7 times per week for five to fifteen minutes. The FP does not have to be in the same room as the child. Calls can be to extended family members, support person or to BP. Bp can call the child 1-3 times per week for 10-15 minutes.

7.) Religious Activities with Relatives

If BP made the request, BP could be providing transportation as arranged with FP (e.g. FP home, neutral site, relative’s home)

8.) School/Extra Curricular Activities

FP arranges to transport BP to the event. They both meet at a neutral site or arrangements are made to meet at the event. The BP and FP attend the event with the child.

9.) Shopping

FP picks up the BP and together they go shopping for the child. The FP transports the BP home.

10.) Visitation

FP agrees to BP visiting in FP home.

LEVEL “G” CONTACT

1.) Appointments and Outpatient Procedures

BP picks up the child, takes the child to the appointment without the FP and returns the child to the FP’s home.

2.) The Family Team Meeting and Other Meetings

The SW encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. Both the FP and BP attend and are involved in counseling. The FP picks up the BP to go to planning meetings.

3.) Inpatient Procedures

FP Transports child to the hospital. SW, FP and BP admit and discharge child. FP and BP arrange visit times without the intervention of the SW and FP. The FP and BP may visit the child together or the FP may be outside of the room during the visit -close by in case assistance is needed. The FP and BP arrange visit times but the BP visits the child alone. FP does not have to be available on-site.

4.) Lifebooks

The FP leaves the Lifebook with the BP during visitation so that the family can review it together. All discussions regarding the Lifebook are between the FP and BP. The FP and BP arrange a time to meet at a neutral site to work on the Lifebook with the child.

5.) Mail Contact

All mail passes directly between the FP and BP.

6.) Phone Contact

Child makes call to BP 1-7 times per week for five to fifteen minutes. The FP does not have to be in the same room as the child. Calls can be to extended family members, support person or to BP. BP can call the child 1-3 times per week for 10-15 minutes.

7.) Religious Activities with Relatives

If BP made the request, BP could be providing transportation as arranged with FP (e.g. FP home, neutral site, relative’s home)

8.) School/Extra Curricular Activities

The BP is given the opportunity to transport the child to and from the event. FP has the option of attending or not.

9.) Shopping

The FP takes the child to the BP home. The child and BP go shopping together. The BP transports the child to the FP home.

10.) Visitation

FP agrees to transport child to BP home and picks up child at the end of the visit. FP may join child briefly to share latest news of child (school, recreation, etc) with BP.

LEVEL “H” CONTACT

1.) Appointments and Outpatient Procedures

BP picks up the child, takes the child to the appointment without the FP and returns the child to the FP’s home.

2.) The Family Team Meeting and Other Meetings

The SW encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. Both the FP and BP attend and are involved in counseling.

3.) Inpatient Procedures

BP, FP or SW Transports child to the hospital based on availability. SW, FP and BP admit and discharge child. The BP can visit anytime.

4.) Lifebooks

The FP leaves the Lifebook with the BP during visitation so that the family can review it together. All discussions regarding the Lifebook are between the FP and BP. The FP and BP arrange a time to meet at a neutral site to work on the Lifebook with the child.

5.) Mail Contact

All mail passes directly between the FP and BP.

6.) Phone Contact

Child with FP and BP set ground rules for calling out and receiving calls from BP and other stakeholders in the child’s life.

7.) Religious Activities with Relatives

If BP made the request, BP could be providing transportation as arranged with FP (e.g. FP home, neutral site, relative’s home)

8.) School/Extra Curricular Activities

The BP is given the opportunity to transport the child to and from the event. FP has the option of attending or not.

9.) Shopping

BP picks the child up at the FP home. They go shopping together. The BP takes the child back to the FP home.

10.) Visitation

FP drives child to BP home or agreed upon neighborhood site. BP returns child to FP home. FP may join child briefly to share latest news of child (school, recreation, etc.) with BP.

LEVEL “I” CONTACT

1.) Appointments and Outpatient Procedures

BP picks up the child, takes the child to the appointment without the FP and returns the child to the FP’s home.

2.) The Family Team Meeting and Other Meetings

The SW encourages the input of both sets of parents. Agencies are encouraged to invite both sets of parents to all planning meetings. The SW does not have to be present at the community meetings. When not in attendance, the FP informs the SW and BP of outcomes. The BP is encouraged to attend and participate. Both the FP and BP attend and are involved in counseling.

3.) Inpatient Procedures

BP, FP or SW Transports child to the hospital based on availability. SW, FP and BP admit and discharge child. The BP can visit anytime.

4.) Lifebooks

The FP invites the BP to the FP home to work on the Lifebook together with the child.

5.) Mail Contact

All mail passes directly between the FP and BP.

6.) Phone Contact

Child with FP and BP set ground rules for calling out and receiving calls from BP and other stakeholders in the child’s life.

7.) Religious Activities with Relatives

If BP made the request, BP could be providing transportation as arranged with FP (e.g. FP home, neutral site, relative’s home)

8.) School/Extra Curricular Activities

The BP is given the opportunity to transport the child to and from the event. FP has the option of attending or not.

9.) Shopping

BP picks the child up at the FP home. They go shopping together. The BP takes the child back to the FP home.

10.) Visitation

BP picks up and returns child to FP home at the end of the visit. FP may join child briefly to share latest news of child (school, recreation, etc.) with BP.