

Interactions Program
122 S. Barstow
Eau Claire, WI 54701
715-832-2221 ext. 118
FAX 715-838-8423

Family Interaction Program
Special Preparation in Cases of Family Violence/Sexual Abuse

Language:

- Obscene or sexually explicit language is not allowed
- Verbally abusive or threatening language will not be permitted
- Sexual discussions will not be allowed
- No whispering, developing or keeping secrets between the parent(s) and the child(ren).

Behavior:

- Physical discipline and/or abuse will not be allowed
- Participants will be in good health and able to provide for the supervision and safety of their child(ren) i.e. snacks, diapers
- Horseplay, tickling, or wrestling will not be permitted
- Inappropriate affection between adults is not allowed

If there is supervised interaction with more than one child, the parent(s) will interact with the children equally in terms of time and attention. Additionally, all individuals involved will be appropriately clothed at all times.

Contact:

- The Program Provider should be present at all times during contact between child(ren) and parent(s).
- Any physical contact will be discussed with case manager prior to services beginning and written into the Interaction Intervention/Goal Plan.

REFERRAL FORM
Lutheran Social Services
Family Preservation Program, Intensive In-Home, Family Interaction, &
Treatment Foster Care
715-832-2221
715-838-8423 fax

Date: _____ Case Name: _____
Case Manager: _____ phone _____

Referral to: _____ (list name of program and service)

Authorization number _____ # Prof. Units authorized _____ #Para. Units authorized _____
Authorization begin date _____ Authorization end date _____

FAMILY INFORMATION

<u>NAMES</u>	<u>ADDRESS (Street and City)</u>	<u>PHONE #</u>	<u>DATE OF BIRTH</u>
Mother	_____	_____	_____
Father	_____	_____	_____
Child(ren)	_____	_____	_____
	_____	_____	_____
Other:	_____	_____	_____

Who is the IP? _____ IP Social Security Number _____

Date of Placement: _____

Reason for Referral/Family Situation including other services involved.

Parent employment information and schedule

****MA In-Home referrals must have a Health Check and Prescription for TX included in order for MA authorization to be pursued.**

Concurrent planning/permanency goal:

- 1.
- 2.
- 3.

Family Interaction Program – additional information

◆ Interaction would occur between whom:
(Names and relationship)

◆ Recommended amount of interaction per week: Check all that apply.

- _____ 0-2 yrs (5 to 6) x per week
- _____ School age (3 to 4) x per week
- _____ Adolescent (min 2 x) per week

Assigned Judge: _____

Guardian Ad Litem: _____

Length of supervised interaction requested: From _____ To _____

Number and time frame of anticipated interactions per week _____

Additional Services received by family member(s) _____

Any client health problem/medications/allergies _____

Special concerns regarding interactions: _____

◆ Safety Concerns:

◆ Other information pertaining to the client:

Current court order should be attached: _____ check

Agency Supervisor's Signature _____ Date _____

FSU Signature _____ Date _____

FAMILY INTERACTION REPORT

Name: _____ Case No. _____
Date of Interaction: _____ Time: _____ Place: _____
Persons Participating in Interaction: _____

Objectives/Activities to be Demonstrated or Completed

- | | | | |
|----------|-----------|----------|---------------|
| 1. _____ | Yes _____ | No _____ | Process _____ |
| 2. _____ | Yes _____ | No _____ | Process _____ |
| 3. _____ | Yes _____ | No _____ | Process _____ |
| 4. _____ | Yes _____ | No _____ | Process _____ |

Greeting Phase:

1. Did the parent come on time? _____ Did the parent appear impaired? _____
If so, state what you observed that makes you think the parent was impaired?

 2. Appearance of parent/home. _____
 3. Was child rested and ready for family interaction? _____
 4. How did child respond when seeing parent? _____
 5. What was parent's initial interaction with the child? _____
-

Interaction Phase:

1. Did the parent prepare appropriate activities? If so, what were they?
 - a. _____
 - b. _____
 - c. _____If not, what did parent and child do during the interaction? _____
2. Was the parent able to organize time during the interaction? (examples)
 1. _____
 2. _____
3. Was the parent able to set limits? (examples)
 1. _____
 2. _____
 3. _____
4. Did the parent demonstrate accurate knowledge of the child's development? Why or why not? _____
5. Was the parent able to focus on the child? _____
6. The parent demonstrated healthy attachment with the child in the following ways:
 1. _____

2. _____
3. _____
4. _____
7. The child demonstrated healthy attachment with the parent in the following ways:
 1. _____
 2. _____
 3. _____
 4. _____
8. Safety Concerns: _____

Separation Phase:

1. Did the parent stay for the entire interaction? _____
2. How did the parent promote healthy separation at the end of the interaction?
 - a. _____
 - b. _____
3. Was the child's affect appropriate after the family interaction?
 - a. _____
 - b. _____
 - c. _____

Other Comments:

Submitted by: _____

- Physical discipline or threats by an adult to physically discipline a child during an interaction will not be permitted, whether the local is on-site or off site.
- Negative comments regarding custodial/non-custodial parents, family members, or partners may not be made during interactions.
- There will not be any exchange of documentation/information between custodial/non-custodial parent(s) by staff person or child(ren).
- Photographs, videos, or voice recordings during interactions will not be allowed unless prior approval is granted.
- Any special conditions in the court order or determined by the caseworker must be followed.

Parent Signature

Date

Parent Signature

Date

Provider's Signature

Date

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Eau Claire, WI 54701
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Family Interaction Program

Information Sheet/Service Agreement

These are the guidelines for parent(s) participating in the Interactions Program through Lutheran Social Services.

1. All paperwork must be completed and signed prior to services beginning.
2. An intake team meeting will take place in order to complete an Interaction Intervention/Goal Plan before services begin. An interaction may be scheduled immediately following this intake meeting.
3. Parents may be interviewed at different times if determined appropriate by the case manager and Interactions Program Provider.
4. Child(ren) will meet Interaction Program provider and have a chance to visit on-site Program prior to service starting.
5. Condition/Rules for the Interactions Program:
 - All individuals should arrive on time for Interaction
 - Cancellations need 24 hour notification- frequent missed appointments will be assessed as needed by the case manager and Interaction Program Provider.
 - If determined any individual should not have contact during an Interaction all parties must agree to remain separate, both physically and visually prior to the start of the interaction and at the end of the interaction.
 - All individuals will obtain appropriate approval before bringing an additional individual(s) to the interaction.
 - Participants will be in good health and able to provide for the requirements, supervision and safety of their child(ren) during the interaction. i.e. snacks, diapers, and bathroom breaks.
 - Safety of the child(ren) will be assessed at all times by the Interaction Program Provider and interaction time or location may be altered as needed insure the safety of all.
 - Participants will not harass or follow another party before or after a scheduled interaction.
 - No weapons of any kind are allowed during interactions.
 - Participants will not make any threats or actions of violence or threats or actions to break court orders during the interaction, including transitions before and after the interaction.

**Interactions
Parent Outreach Worker
Qualifications/Qualities**

- ◆ Experience in a caregiving role in relation to children.
- ◆ Ability and willingness to relate to all cultural, ethnic and socio-economic groups and different life styles.
- ◆ Understanding of child development needs and issues.
- ◆ Supportive and positive attitude.
- ◆ Maturity, diplomacy, non-judgmental and common sense.
- ◆ Ability to express authority and consideration.
- ◆ Ability to maintain an independent role and draw boundaries.
- ◆ Ability to assist parents, where necessary, with parenting skills.
- ◆ Capacity to be observant.
- ◆ Good communication and written skills.
- ◆ Capacity to be insightful and reflective concerning personal issues relevant to Supervised Visitation.
- ◆ Understanding of the dynamics of separation and divorce including the impact on children and their parents.
- ◆ Basic understanding of the laws governing separation, divorce and child welfare.

**Interactions
Parent Outreach Worker
Staff Responsibilities**

- ◆ Supervise visits/interactions according to Court orders or other relevant agreements.
- ◆ Relay information between child(ren)'s parents relevant to the child's welfare at the commencement and conclusion of the supervised visit, (e.g., medication, diet, ect.) in written and verbal form.
- ◆ Intervene when appropriate to ensure the safety and welfare of the child.
- ◆ Terminate the supervised visit when necessary.
- ◆ Provide feedback or correction to the relevant party.
- ◆ Document supervised visits as required by provider.
- ◆ Providers will utilize supervision as needed and attend weekly staff meetings.
- ◆ Providers will attend team meetings as needed.
- ◆ Providers will contact DHS Social Worker at least weekly with updates.
- ◆ Providers will provide written documentation to Social Workers as requested.
- ◆ Providers will aid in the exchange process as needed when children are present.
- ◆ Providers may provide/make arrangements to aid in the transportation process when this is approved in the Treatment Plan.
- ◆ Any activities proposed or contemplated during supervised visits/interactions should be consistent with the type of supervision which is required in the particular case.
- ◆ Requests for non-standard activities during supervised visits/interactions should be approved by the custodial parent prior to the activities through appropriate counsel, whether attorneys or court mediators.
- ◆ Stop visits/interactions if:
 - ✓ A child becomes acutely distressed.
 - ✓ Where it is deemed by the visit/interaction supervisor that the child is in a situation of possible risk wither emotionally or physically.
 - ✓ If a non-custodial parent acts in an inappropriate manner towards the child, staff or others present.
 - ✓ Depending on the child's reaction and the Visit/Interaction Supervisor's assessment, stopping the visit may be a temporary interruption with resuming when the child has calmed, or the visit may be ended and supervised visitation services for the family shall be stopped permanently.

Employee

Date