

**Procedure:       Contacts with Caregivers by Foster Home Coordinators**

**Procedure No.:**

**Purpose of the procedure:**

To define guidelines for contacts with caregivers by agency staff.

**Statement of procedure:**

Foster home coordinators will visit the caregiver home every six (6) months and will also contact the caregiver by telephone at least monthly. More frequent contact may occur as determined necessary by SCCS or requested by the caregiver. Workers must document the date and content of each contact within twenty four (24) hours, per Agency policy. Topics for contacts with caregivers should include, but are not limited to the following:

- The adjustment of children placed in the home;
- Support needs of the caregiver;
- The caregiver's understanding of or questions related to case plans for children placed in the home;
- Input of the caregiver regarding the child's medical, psychological or educational progress and needs;
- Input of the caregiver regarding the child's visitation plan;
- Assure that basic needs of children in the home are met;
- Respite or alternate care needs;
- Training needs of the caregiver;
- Mid-certification or re-certification requirements;
- Safety audits;
- Rule violations, corrective action plans, or other identified problems or needs in the caregiver home;
- Child's placement journal;
- Cleanliness.

**Related laws and standards:**

Ohio Revised Code (ORC):

5103.03, 5153.16

Ohio Administrative Code (OAC): 5101:2-38-05, 5101:2-42-65  
United States Code (USC): NA  
Code of Federal Regulations (CFR): NA

**Who is affected by the procedure?**

Caregivers, foster care coordinators, kinship workers

**Review/Effective date:**

05/06, 06/06, 05/16/07, 9/2008, 12/28/2011

**Policy/Procedure History Date:**

**Key words:**

Contact, foster home coordinator

**Associated policy/procedure (if applicable):**

Social Service: Contact with Children in Substitute Care and their Caregivers

**Also documented in:**

Placement and Permanency Planning Department Policies and Procedures Manual