

NORTH CAROLINA MONTHLY IN-HOME CONTACT RECORD INSTRUCTIONS

Purpose

This contact form provides a guide for an effective, purposeful visit with children & families. Use this form for home visits, particularly visits made after development of the In-Home Family Services Agreement. The purpose of the form is to:

1. Focus discussion and attention on safety, risk, and well-being of children and family;
2. Facilitate timely documentation of the home visit;
3. Facilitate follow-up on identified needs; and
4. Support movement toward the intended objectives on the Family Services Agreement.

ITEMS TO COVER

- Discuss activities or issues identified at previous visit
- Changes in the household
- Any current safety issues
- Social support
- Services provided or needed
- Relationship with the agency, upcoming events
- Risk or Needs
- Progress on Family Services Agreement
- Child behaviors and parenting skills
- Schooling/education of child(ren)
- Physical health and mental health of child(ren) and other members of family
- Child(ren)'s access to and participation in age or developmentally-appropriate activities.
- Interactions between family members
- Follow-up activities
- General narrative comments

When It Must be Used

- County child welfare agency In-Home Services workers must complete this tool during monthly face-to-face contacts with children and families in the home. The entire form must be completed every month. If there are multiple visits to the home during the same month, completion of the form can be distributed over those visits, or completed during one visit.
- At least one face to face visit must occur each month in the place where the child lives. For high risk cases, at least two visits each month must occur in the place where the child lives.

How to Use

- Review each item on this tool. Exactly how each item is addressed or assessed should be decided by the worker on a case-by-case basis.
- To gain an accurate picture, spend time speaking privately with the child and observe interactions between the child and parents and/or caregivers; when and how this is done should be decided by the worker on a case-by-case basis.
- If the family, child, or worker has a question, concern, or need related to an item, describe it in the space provided.
- Record any general narrative comments on the last page. Append additional pages for narrative as needed.
- This tool can also be used to provide examples or descriptions of strengths or resources already in place.
- Number 6 is provided to document any impact on the Family Services Agreement. If the Family Services Agreement is modified at the visit, the same information does not need to be captured on this form.

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- This form is designed to provide structure and organization to documentation of a home visit and if added to the case file should not be re-entered elsewhere in the case documentation.

Questions to Discuss for Each Item

Below each numbered item are questions child welfare workers may wish to use to inquire about each item. These are merely a sample – this is not a comprehensive list, nor is it a script. Ideally, each person will discuss with the family and child the items on this tool in a way that is natural and conversational.

Signatures

The county child welfare worker must sign the form once it has been completed each month. The form must then be provided to the supervisor for review and approval (indicated by signature). Significant issues identified should be discussed during case staffing.