

The following are two examples of CWS/CMS case notes from a regularly scheduled visit with a youth in extended foster care. This is a snap shot of what appropriate documentation looks like and is an example of how a case should be documented from start to finish. Please note the first example is a common case note, but not sufficient in quality or best practice standards. The second example is based off the requirements for visitation found in the Manual of Policies and Procedures Division. 31-320

Rob is a 19-year-old living as a non-minor dependent. He opted out of the foster care system at 18, but has decided to return, as is his right. He currently participates in an independent living plan and is housed in an apartment supervised by employees who also live on site. Rob works with his social worker and Transitional Housing Program case worker. Rob has been at this apartment for 4 months and is actively engaged with his case manager and is working full time at a local fast food restaurant

- 1) This worker met with Rob after his shift at Arby's. He was meeting with his girlfriend and didn't have time to talk. This worker asked if he had everything he needs, Rob replied "yeah" and took off to the bus stop. This worker will see him next month.
- 2) This worker met with Rob after his shift at Arby's. This worker wanted to verify his employment. Rob did not want to meet because he wanted to meet up with his girlfriend; this worker reminded him that they have a scheduled appointment. This worker drove him home to check out his place as they had planned.

On the drive to Rob's home, this worker asked how work was going, Rob reports "it isn't bad", but he doesn't want to work fast food forever. This worker praised him for getting a job and for sticking with it at least for now. Rob reports his manager is pretty cool, and there are a couple people he likes at work. He is still considering going back to school to get his GED. This will be a point of discussion at our next meeting.

When we arrived at Robs apartment, this worker walked around and reviewed the ILP. This worker made sure to check the smoke detector as it had been noted as not working during the prior visit. It is functioning at this time. This worker saw there was food on the shelves and also in the fridge. This worker observed that Rob has a bed and a dresser. This worker asked Rob to open the closet to verify he had appropriate clothing. Rob mentioned he needs new undershirts and pants for work. This worker will coordinate with his on-site case manager ensure he has what he needs.

This worker asked Rob about his budgeting of utilities, food, rent, clothing, cell phone payment, savings and checking account balances and not going “into the red.” Rob asked this worker about credit cards; the pluses and minuses of having them. Rob reports that he struggles with his budget but has thus far not gone in the red. He reports he must work full time to ensure he has enough money every month to pay his bills. He feels proud that he is making it work. We talked a little about credit cards, they are very useful for emergencies, but need to be managed very carefully or they can quickly get out of control and ruin his credit. He decided to think about this option and do some more research on it. This is a good discussion point for our next visit.

This worker asked about any phone calls or visits with his extended family? Rob reported he talked with his grandmother on the phone from time to time in Alaska. He hasn’t reached out to any other family members that were identified in early family finding efforts. This worker offered direct support in connecting him with family. Rob said “Naw” I will do it if and when I want to. This worker offered to provide him with another copy of the family finding info – Rob reported that he would appreciate it. This worker will have a copy for him the next scheduled visit.

Rob and this worker spoke in his living room; it seems that Rob is doing well adjusting to being back in care under the AB 12 provisions. This worker asked how the appointment with the public health nurse went. Specifically, to verify that his reproductive health and rights were discussed. Rob shrugged his shoulders, and said he already knows this stuff. The worker reminded him that these things are important and that he needs to know his rights, the resources he has, and where to get information. This worker also reminded him about keeping condoms in his house as he has previously shared that he has been sleeping with his girlfriend. Rob reports he’s got them, this worker clarified that he is using them as well. Rob confirmed he is.

This worker confirmed she would pick Rob up for the court hearing next week. Rob reports he forgot about the hearing and asked if this worker could drop him off at work after the hearing. This worker agreed. Rob asked if the visit could be done as he wants to go out with his girlfriend. This worker offered to text Rob to remind him of his counselling appointment, Rob agreed, and we scheduled our next visit for 3 weeks from today. The goals for the next visit are to review Rob’s budget and continue the discussion around credit cards. This worker will also have a copy of the family finding info and family tree for Rob.

This social worker assessed the safety and risk factors of Rob. His well-being and physical environment indicate no major concerns at this time as evidenced by the above stated contact.