

The following are two examples of CWS/CMS case notes from a regularly scheduled visit with a youth in foster care. This is a snapshot 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.

Sir is a 7-year-old minor in out-of-home placement. He has been in foster care for seven months and is currently receiving Family Reunification services. His mother struggles with substance abuse issues but has been on track with her treatment program. She continues to be overwhelmed by making all her treatment requirements, work and visits with Sir, but has demonstrated that she does want reunification with Sir. Sir is well adjusted to his Foster Placement and demonstrates having a positive relationship with the foster parents (FPs). Sir can communicate his needs and feelings to the FP's.

- 1) This worker met with Sir in the home. He was dressed appropriately and there were no visible marks on his body. This worker met with Sir and the resource parent, no issues are reported. Worker scheduled next home visit.
- 2) This worker met with Sir in the home, and upon entry of the home this Social worker did not identify any concerns in or with the environment. This worker met with Sir in his room, but this worker left the door open. Sir reports that he is happy and feels safe in the home. This worker asked what he had for breakfast – Sir reports toast and juice. Worker asked what he had for dinner last night – Sir reports chicken and noodles. This worker asked if he had any chores regarding meal time preparations. Sir explained he has been taught how to set the table for meals with his resource family. He explained he never had meal time at the table, because with his mom he sat on the floor in-front of the TV. He said, “We talk about our day over dinner here, and I like that.” This worker also asked about an allowance for doing his chores. He stated, “Yes, I get \$5.00 a week, and I spent it on my favorite ice cream!” This worker asked what his favorite ice cream was, and he proudly said chocolate. This worker asked Sir how he likes school, and if he was getting along with his peers and teacher. Sir reports he likes his teacher because she is nice. This worker asked if he was making friends at school – Sir reports he has three friends and proceeded to share how they play at recess. This worker asked Sir what his favorite and worst subjects are. Sir reports he likes reading and when he gets to read out loud, but he hates numbers and he says he has lots of questions. This worker asked if he has told his foster mom this – Sir said no. This

worker asked Sir if he minded if this worker talked to his foster mom and maybe his teacher. Sir reports he doesn't care.

This worker asked about how he felt after his mother did not show up at the visit last week. Sir was quiet at first, and explained he was sad. He stated, "She said she would be there." This worker explained she knows these visits are important to him, and she is working with his mom to be more consistent and shares with her how it hurts you when she does not keep her word. Sir asked, "Can I see my mom soon and go for ice cream?" This worker reported that she is "working on scheduling a visit, and ice-cream sounds like an amazing idea for a visit. Let me see if I can make that happen."

Sir is currently not taking any prescribed medications but is receiving counseling services through the local provider. This worker asked Sir if he was happy with his new counselor (Katie A. Services). Sir said he likes her, they draw and play when he sees her. This worker asked Sir if he could tell her more about how he feels about the new counselor. Sir said he doesn't want to talk about that anymore. This worker acknowledged that but reminded Sir if he didn't like her or if something was wrong, he can always talk to his foster parent or myself. Sir nodded his head yes, and this worker made note to follow up with Katie A. services for a progress report. Sir did state, "I want to go home, and I miss my mom." This worker discussed the case plan with him as far as the timeline is concerned and shared that things are looking good. This worker also made it a point to acknowledge how hard this is on him and that she is continuing to work with his mom to ensure she attends her visits. The goal is to move visits to unsupervised.

This worker praised Sir for talking with her and asked if he had everything he needs. Sir reported he wants new Legos. This worker reported to him that she would talk with his foster mom and counselor to see if we could set some goals so he could earn them. Sir agreed and reports he doesn't need anything. This worker asked Sir to open his dresser so she could see that he had enough clothes – specifically socks as he told this worker last visit he didn't have clean socks. This worker observed Sir's drawers to have plenty of socks and underwear. Sir then became excited and showed this worker his new shoes – he likes them very much.

This worker concluded the visit by asking Sir if he had any questions for this worker, or anything he would like her to be working on. Sir said he just wants his Legos and to see his mom.

Discussion with the Resource Parent:

This worker also spoke with the resource parent. She reported he was very sad his mom didn't show up to the visit. She explained he was quiet when we drove home, and looked like he wanted to cry, but didn't. The resource parent also explained the mom did call and they talked for about 10 minutes. She did apologize for missing the visit. This worker explained the next visit with the mom will be monitored by this worker, specifically to observe the interactions, and that Sir wants to go out for ice cream for the visit. The foster mom also said he has a physical exam scheduled next week, and his dental is up to date. Resource parent provided documentation from the last dental checkup. This worker talked to the resource parent about school, and that Sir reports he has lots of questions with math. The resource parent reported she recently had a meeting with his math teacher to see if he can obtain some extra help, there is an in-class aide who could possibly support him. Otherwise his work has been good, and no behavioral issues have been reported. We talked a little about him wanting some new Legos to play with. She said his birthday is next week, and she already bought him a new Lego kit to build. This worker was thankful to the resource parent for being so in-touch with Sir's needs and wants. This worker scheduled next month's visit with resource parent before leaving and to please contact this worker any time she has a concern or needs.

This social worker assessed the safety and risk factors of Sir. His well-being and physical environment indicate no major concerns at this time as evidenced by the above stated contact. This worker will follow-up on visits with the mother, she will connect with the counselor for a progress report and will follow up with resource parent regarding tutoring with math.