

# NORTH CAROLINA MONTHLY FOSTER CARE CONTACT RECORD INSTRUCTIONS

## Purpose

1. Focus discussion and attention on safety and well-being for children in foster care and foster/kinship families;
2. Facilitate timely documentation and follow-up on identified needs; and
3. Support movement toward the intended outcomes (e.g. permanency plan) for the children being visited.

## How to Use

- DSS foster care works must complete this tool during monthly face-to-face contacts with children in foster care.
- At least four of every six monthly visits must occur in the place where the child lives.
- 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, also spend time speaking privately with the child and observe interactions between the child and foster/kinship parents; when and how this is done should be decided by the worker on a case-by-case basis.
- If the foster/kinship family, child, or worker has a question, concern, or need related to an item, describe it in the space provided.
- Indicate any follow-up and 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.

## Sample Questions to Discuss for Each Item

Below each numbered item are sample questions child welfare professionals 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 foster/kinship family and child the items on this tool in a way that is natural and conversational.

## Follow-up Priorities

This item is a good opportunity to review what was discussed with the foster/kinship parents and child during the visit and ask their opinion about the top three items for follow-up.

## Follow-up Activities Identified During Visit

This matrix is a good place to record follow-up activities identified during the visit, the primary parties responsible for carrying out these activities, and the timeframe for completing the activities.

## Distribution

DSS foster care workers must share this completed tool with their supervisors. After it has been approved and signed by the supervisor, it is best practice to distribute it to relevant members of the team serving the child, including the agency's licensing worker, DSS foster care worker, and the foster/kinship parents caring for the child.