Date:        April 9, 2007

To:          All DCS Staff

From:        James W. Payne, Director

             Angela Green, Deputy Director
             Practice Support

Subject:     Minimum Contacts
             DCS-07-09

This administrative letter outlines the changes to the minimum contacts policy regarding mandated family case manager (FCM) face-to-face contact with children under the supervision of DCS. Below is a summary of the changes effective April 15, 2007.

Child safety is the paramount concern guiding the minimum requirements for FCM face-to-face contact with children. Having face-to-face contact is one of the most effective ways that an FCM can: assess safety; ensure the well-being of children; provide support; assess, revise and implement service plans; and promote timely implementation of case plans for children and families served by DCS.

DCS must have face-to-face contact once every 30 days with all children under DCS supervision regardless of placement type.   Visitation can occur on a 30 day alternating cycle between the placement/home, and another location (e.g., school, relatives home, day care center, etc.).

> *Exception*:   DCS must have face-to-face contact once every 60 days with children placed out–of-state through the Interstate Compact.   DCS must make a formal request via the state form 100A for the receiving state to have face-to-face contact with the child every 30 days.

These are minimum contact standards. However, children should be seen more frequently when the child or family is in crisis or when critical case decisions need to be made.

Face-to-face contact must be implemented in accordance with the above stated mandatory schedule. If you have any questions regarding this requirement, please address them to the DCS policy mailbox.

*Protecting our children, families and future*