



Checklist for Home Visits

Child Protective Services' number one priority is child safety. As a designee, you are being asked to be the "eyes and ears" of the agency at a home visit. This job aid walks through what to do before, during, and after a home visit. At every visit, your top priority is to look and listen for red flags for danger. You will also be asked to gather information at each home visit. Have a paper and pen with you to take notes. Ask the CPS professional if they would like you to provide written notes or type them into eWiSACWIS.

Before you go to the home visit



Steps to Take	What to Know Before You Go
<ul style="list-style-type: none"> • Consult with CPS professional <ul style="list-style-type: none"> <input type="checkbox"/> Know the case type: Child Welfare or Child Protective Services (CPS) <input type="checkbox"/> Find out if you should have a conversation with anyone about the case <input type="checkbox"/> Ask how to find the most up-to-date documents to read (in eWiSACWIS or elsewhere) <ul style="list-style-type: none"> ▪ Documents to read for all case types: <ul style="list-style-type: none"> ▪ Face-to-face contact case notes (prior month or more), ▪ Provider notes (prior month or more), ▪ Case Plan, & ▪ Permanency Plan (if applicable) ▪ Additional documents to read for CPS cases only: <ul style="list-style-type: none"> ▪ Protective Plan &/or ▪ Safety Assessment, Analysis & Plan <input type="checkbox"/> Bring a paper and pen with you <input type="checkbox"/> Have the appropriate phone numbers to contact with immediate concerns 	<p>Do I understand all the people who live in the household (all adults and children)?</p> <p>Do I understand what is currently being done in this case? What are the strengths and needs of this family? What strategies, supports, and/or actions in the case plan are supporting the family's needs? What is their progress? What services are being provided? How are services expected to help? What is the family expected to do? The agency? The providers?</p> <p>For CPS cases only: What is the danger being controlled in the plan? What is the parents' role in the plan? Are there providers being relied on to control danger? Who? How?</p>

During the visit

Tasks	Questions to Ask Yourself	Job Aids to Use	Example Questions to Ask Others
<input type="checkbox"/> Meet all household members	<ul style="list-style-type: none"> • Was I able to meet face-to-face with all adults and children noted as living in this household? • If new people are in the home collect information and notify CPS professional: <ul style="list-style-type: none"> ○ Name ○ Date of birth ○ Why they are there and their role in the household 		<ul style="list-style-type: none"> • Ask parents: “Has anyone new moved into the house since our last visit?” “Anyone left?” “Has anyone stayed overnight for a few nights?” “Anyone new spending a significant amount of time here?” • Ask the person (if they are present) or another adult: “How did you become involved with the family?” “What would you say your role in the family is, especially as it relates to the child?”
<input type="checkbox"/> Walk through of home	<ul style="list-style-type: none"> • Does the home continue to function in a way that children will not be hurt, and their needs are being met based on ages and individual needs? 	Red Flags for Danger; Dev. Ages & Stages	<ul style="list-style-type: none"> • “Would you walk me through the house?”
<input type="checkbox"/> Discuss current plan with parent(s)	<ul style="list-style-type: none"> • Do the parents understand the need for the case to continue to be open with services? • Is the family making progress on their plan? • Have parents been able to meet with providers during this crisis? • If any services have been impacted, how has the family been coping, and has it affected the household? <ul style="list-style-type: none"> ▪ Child Welfare cases are not open due to current danger concerns for children but always consider if you observe or hear first or second hand about any red flags for danger. ▪ CPS Cases are open due to danger concerns. Consider: Has anything significant changed (for better or worse) that would impact the plan controlling the danger? Are parents and providers committed and fulfilling their role in the plan? Are there red flags for danger? <u>If parents aren't willing or able to continue with</u> 	Red Flags for Danger	<ul style="list-style-type: none"> • Verbally summarize plan: “Do you understand your role?” “Are you committed to continuing your part?” “How?” “Is there anything about the plan that needs to be discussed or potentially changed?” • “Have you been able to meet with your providers?” “If not, how come?” “What needs to happen next to get things back on track?” • Regarding the plan: “What progress has been made?” “What has been working well?” “Are you trying anything new?” “How is that going?” “Do you need anything from the agency to continue to make progress?” • “Does anyone in the family have any medical or mental health concerns or diagnoses?” “Have you been able to have your medical needs met?” “Medications filled?”

	<u>the plan or there are red flags, notify the CPS professional.</u>		
<input type="checkbox"/> Speak with child(ren)	<ul style="list-style-type: none"> • Was I able to speak and or interact with all children in the home? • Did the child describe any conditions in the home being monitored by the agency including progress made or changes to circumstances? • What did I learn about the child(ren)'s well-being? Physical & emotional/mental health? Learning and development? • <u>Were there any red flags for danger in child's appearance, words, or behaviors?</u> 	Dev. Ages & Stages	<ul style="list-style-type: none"> • "Tell me about your day." "What do you like to play?" • "What do you like to do with your family?" • Older children: "Do you understand why professionals are involved and understand what they are doing?" • "What happens when you go to or receive services from (provider)?" "What did you learn?" "What was frustrating?" "Interesting?" • "How is your learning (school) going?" "What new thing did you learn this week?" • "Is there something you are worried about this week?" "Looking forward to?" • "Who is someone you go to when you are scared?" "Feeling sad?" "What do they do to make you feel better?" • "What have you done in the last few days you got into trouble for?" "What happens when you get in trouble?"



IF THERE ARE RED FLAGS FOR DANGER, NOTIFY THE CPS PROFESSIONAL OR LAW ENFORCEMENT IMMEDIATELY!
If you can safely do so, stay in the home until you receive further direction.

After the visit



Document your home visit: Ask the CPS professional if they would like you to provide written notes or type them into eWiSACWIS.

All Cases	<input type="checkbox"/> Date, time, and duration of the visit	<input type="checkbox"/> Purpose
	<input type="checkbox"/> Participants involved	<input type="checkbox"/> Information gathered
	<input type="checkbox"/> Location of the visit	<input type="checkbox"/> Tasks completed