



Department of Children and Family Services Policy and Procedure Guide

Division No: 3 – Child Welfare

Chapter No: 6 – Concurrent Planning

Item No: 7 – Concurrent Planning Visitation Unit

Effective Date: 2/18/2005

POLICY: It is the policy of the Department of Children and Family Services to provide court-ordered supervised visits to families (parents and minor children) to facilitate Family Reunification.

PURPOSE: Define the duties and responsibilities of the Concurrent Planning Visitation Unit.

DEFINITIONS:

The terms “Supervised visit, supervised visitation, supervision” all refer to visits with specified persons (usually the bio-parents although not always) conducted by members of a specific unit of Social Work Aides (SWA’s). These visits are court ordered by the Juvenile Court of Fresno County. These visits vary in length, location and parties but all involve dependent minors and their families.

The Concurrent Planning (CP) Visitation unit is composed of Social Work Aides, a visit coordinator (Office Assistant) and a supervisor. They arrange most, but not all, visits, transportation to the visits and provide written descriptions of the content of the visitation.

There are two distinct areas within the visitation unit. The first (court) is associated with the court and receives referrals directly from the Court Referral Coordinator and office assistant (OA). The SWA’s assigned to this section carry a case to the Jurisdictional Hearing. The second area (on going) receives cases from both the court section and from on going, CP social workers (SW’s).

PROCEDURE: Court Section:

- I. The case is referred to the Visitation Unit Coordinator by the Court Referral Coordinator immediately following the Detention Hearing.
 - A. The coordinator receives a packet containing
 1. Rules of visitation. (signed by the parents)

2. Background information on the parents. (includes addresses and phone numbers)

B. Referrals listing

1. This is a list of the referrals made by Court referral Coordinator and the date they were made.

C. Times available for visitation.

1. As expressed by the parents following court.

D. The coordinator arranges visits by contacting the care provider and the parents to arrange an agreed on time and place (most but not all are arranged for the Center Mall Court office).

E. The visits are arranged for up until two weeks past the Jurisdictional Hearing.

F. The Social Worker assigned to the case is notified by e-mail of the visitation dates.

II. On-going from Court

The Visitation Coordinator is reminded (by the SWA providing the supervision) that the Jurisdictional Hearing has been held.

A. Visits are re-assigned to an on-going SWA

1. Attempts are made to keep the same hours for visits.
2. Transportation is re-assigned to either the care-provider, a driver, or the SWA.
3. Three attempts are made to re-arrange visits.
 - a. If neither the care provider nor the parent can be accommodated within three phone calls the

case is returned to the Social Worker to set up visits.

III. On-going not from Court

Any Social Worker who has a case with court ordered supervised visits can request assistance from the Visitation Unit.

A. A service request form is completed.

1. Forms are available on the computer and in hard copy on the second floor of CMC.

- a. The form must be completely filled out.
- b. The SW may request an extended length of time for the visits to be scheduled. (i.e. please set for the next month) but this does not guarantee that the SWA coordinator will be able to comply.
- c. The service request must be turned in to the coordinator in a timely manner.

B. The visit coordinator will make up to three phone calls (each) to the care provider and the parent in an attempt to schedule a visit (s).

1. If unable to schedule a visit the case is then returned to the case-carrying SW for review.

C. A case can be re-referred by means of the service request form any number of times.

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