



family visits will be made on the DCFS Form IL-418-492.

Method of Supervision

Little City Foundation staff may be required to supervise family visitation. Because this can lead to sensitive situations, the following procedure has been established:

1. The assigned Case Manager will prepare the child on the format of the visit. Expectations for the visit will be detailed in the DCFS visitation plan and reviewed with the family at regular intervals. Repercussions of failure to follow expectations are also defined in the DCFS visitation plan. Should anyone other than the Case Manager or clinical support staff facilitate visitation, staff who experience problems during the visit should contact their supervisor immediately.
2. Staff members assigned to supervise visitation are primarily responsible for the child's safety and well-being during the visit. Supervised visitation expectations are delineated in DCFS visitation plans, though generally means that the child and his/her parent or sibling is in the line of sight of the supervising staff at all times. Should the child appear to be in immediate danger or there is reason to believe the caregiver will flee with the child from the campus, the supervising staff, if other than a Case Manager, must contact their supervisor or clinical support staff immediately to cease the visitation. Case Managers may exercise this right during their supervised contact without approval.
3. Staff members assigned to supervise visits are to observe the visit for health, safety, and well-being of the child during contact. Expected behavior during visits is detailed in the DCFS visitation plan and should the parents or siblings with whom the child is visiting compromise the child's health, safety or well-being, the staff should contact their immediate supervisor or clinical support staff. Case Managers who supervise may take necessary action without approval.
4. Visits may be terminated by the Home Management, Home Clinician, BCBA, and Case Manager if the family violates the child's DCFS Visitation Plan.
5. The staff member should maintain a professional demeanor at all times. This would include remaining courteous during difficult situations, not stating personal opinions, and redirecting questions of a confidential nature to the Case Manager or Case Management Supervisor assigned to the case.
6. Little City supervising staff will immediately submit documentation of the visit and any other pertinent information received during the visit to the Case Manager. Records of visits documented on DCFS Form IL-418-492 should include:

II. PARENT/GUARDIAN VISITATION FOR NON-DCFS WARDS

Little City Foundation strongly encourages active contact and visitation between legal parents/guardians and their children. Little City supports routine and regular contact and believes it is essential to ensure that family relationships are maintained. Phone calls are welcome any time during reasonable hours; i.e., between 7 a.m. and 8 p.m. Visits should be arranged at a minimum with 24 hours advance notice with the Case Manager or Case Management Supervisor.



A DHS funded child is allowed 60 home visit days within a fiscal year (July 1st to June 30th). A “day” is considered a full 24 hour period of time. Children who plan to visit families overnight require support and planning as supported by their Case Manager. A week’s notice is requested to ensure the child is properly packed, meds are available, and plans as related to school are finalized.

Little City always encourages family visitation on-campus. Due to the number of activities the team coordinates for the children both on and off campus, it is required that families schedule visitation with the Case Manager ahead of time to ensure that your child is available and prepared for your visit. In order to be sensitive to the needs of all of the children in our homes, visits will not take place in the child’s home, but at another location on campus where privacy is assured.

Little City also encourages parents/guardians to visit and decorate their children’s room, meet with staff and observe their environment. For the safety and care of the children in home, these visits must also be scheduled with the Case Manager who will accompany you in the event there are questions or concerns regarding the child’s environment, care, and personal needs so that our home staff can continue to provide care and treatment to the children in the home.

VISITATION AMONG INDIVIDUALS RESIDING IN DIFFERENT HOMES

Little City recognizes that individuals may have friends/relationships in other homes on or off campus and may wish to visit with them.

It is the explicit responsibility of interdisciplinary team to identify friendships/relationships among individuals and assess the appropriateness of a visitation plan between the individuals and the homes in which they reside. A visitation plan shall be reflected in the child’s Service Plan which details the frequency, duration, purpose and stated outcomes.

Unless reflected in the child’s Service Plan, individual visitation to other homes is prohibited.

Group visitation from one home to another is prohibited unless there are specific groups designed to interact with one another (planned recreation activities, for example).