

## **SUGGESTIONS FOR DOCUMENTATION**

**Be sure to note date, time, type of contact, who contact is with, location and specific detailed (factual) information. Documentation and emails to social workers, foster care licensors can be requested to be reviewed in court.**

### **Monitor Behavior:**

- When the child came into care, where was he/she at developmentally? (gross and fine motor skills, language/speech)
- Where is the child developmentally after a month, two months, and so on? (gross and fine motor skills, language/speech)
- Watch for patterns/trends in child's behavior
- What is the child's day-to-day behavior? How does child interact with other children and adults?
- If/when the child acts out, what are his/her behaviors?
- If child demonstrates concerning behavior (ex: self-harming talk, episodes of aggression) who was involved, what were the precipitating factors, what interventions were taken, who was child or situation de-escalated

### **Phone calls:**

- Any changes in child's behavior before or after phone contact?
- When and how often does the parent call? Does this correspond with expectations set by social worker? How long does the phone call last?
- Is content of phone call conversation appropriate? (not making promises, not sharing adult information)
- What does contact via phone or face-to-face with other significant people in biological family system (relatives, neighbors, family friends) look like?

### **Visits:**

- Is parent arriving on time for visits?
- Observations of appropriate parenting skills, something done well in a challenging situation?
- What is the child's behavior/demeanor preceding a visit? (specific behaviors/observations or statements child makes)
- What is the child's behavior/demeanor following a visit? (specific behaviors/observations or statements child makes)
- Is there a significant change in a child's behavior preceding or following a visit? (ex: typically child is easy-going and happy after a visit with a parent then at one time returns from a visit tearful, cling, unable to sleep, etc)
- Does the parent send gifts, toys or other items back to foster home with child?
- Are weekend/informal visits occurring according to plan between parent and foster family (if applicable)
- If parent cancels a visit, is there an appropriate conversation between parent and child about reason for cancellation and plan for next visit?

### **Medical/dental appointments/school conferences:**

- What was the purpose of the meeting, appointment, medical need, etc?
- Who attend the appointment?
- Any further recommendations from provider?