



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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TO: Children's Administration All Staff
FROM: *Randy Hart*
Randy Hart, Deputy Assistant Secretary
SUBJECT: MONTHLY VISITS WITH PARENTS

Engagement with parents and legal guardians is critical to safety, well-being and timely permanency for children and youth. Monthly visits with parents provides an opportunity to engage them in the development of case plans that meet the unique needs of their family and child(ren).

Social Worker Monthly Health and Safety Visit Policy 4420 requires that all known parents or legal guardians involved in shelter care, dependency proceedings or voluntary services receive face-to-face monthly visit by the assigned CA social worker **every calendar month**. The visits must focus on:

- a. Case planning, service delivery and goal achievement
- b. Progress made to eliminate or manage the identified child safety threats
- c. Barriers to services needed
- d. Permanency planning for the child
- e. Child and parent visitation

The visits can occur at an agreed upon location including but not limited to the parent(s) home, during Shared Planning Meetings per policy, before or after court hearings, and before or after child-parent visits.

In both **in-home and out-of-home** cases, if the child's parent(s) are unavailable for monthly visits due to special circumstances such as distance, hospitalization, or incarceration, other means of communicating, including telephone or written communication can be used on a monthly basis. In such cases, if it is feasible to see the parent(s) and they are available, they should be seen face-to-face. Ongoing efforts should be made to locate and contact parents throughout the life of the case and documented in the case file.

Additional Resources:

[Documentation for monthly visits](#)
[Exceptions/Extensions \(Procedures 4220 G\)](#)