

FOR COUNTY/AGENCY USE ONLY Amended: _____
(Date Of Original Report)

County/Agency: _____

Address/Contact Information: _____

_____**RESOURCE FAMILY VISIT RECORD**Purpose of Form: This is to document a visit with the _____ Resource Family:
(Resource Family Name)Occurred at Office: _____ (specific address) Home: _____ (specific address)*It is the intent of the RFA worker to conduct all interactions and communications with the Resource Family with courtesy and respect and to be minimally disruptive to the Resource Family and the children in their care while also ensuring that the home is a safe and nurturing placement.*Type of Visit: Corrective Action Plan (CAP) Annual Update Case Management

RF NAME:	RF ID:	CAPACITY:	CENSUS:
ADDRESS (STREET, CITY, STATE, ZIP CODE):			TELEPHONE NUMBER:

Met with _____ on _____ from _____ to _____
(Print Name) (Date) (Start Time) (End Time) Announced
 Unannounced

Provide a brief summary of the visit: _____

I acknowledge receipt of this report.*

RF PRINTED NAME:	RF SIGNATURE:	DATE:	TELEPHONE NUMBER:
RF WORKER PRINTED NAME:	RF WORKER SIGNATURE:	DATE:	TELEPHONE NUMBER:
RF WORKER SUPERVISOR PRINTED NAME:			TELEPHONE NUMBER:

* RFA Worker: Check this box if a Resource Family parent was not available to sign the report. Immediately mail the report by certified mail to the Resource Family address of record.

RESOURCE FAMILY VISIT RECORD – The RFA 809 is to be used to document all visits or meetings conducted between a Resource Family, other individuals residing in the home, and the County. Care should be taken not to disclose personal or confidential information. If you have any questions regarding these records, please contact the Resource Family worker at the address and telephone number listed on the front.

ANNUAL UPDATE VISITS – shall begin no sooner than 60 days prior to the anniversary date of the Resource Family approval and shall be completed no later than 30 days after. The Resource Family worker shall update the approval of a Resource Family by using form RFA 06: Resource Family Written Update Report or an equivalent form.

CORRECTIVE ACTION PLAN VISIT – is a plan developed by the County which describes how the Resource Family is not meeting the requirements of one or more of the Written Directives or any applicable law, and the steps the Resource Family and the County will take to ensure that the Resource Family meets the requirements of the Written Directives or any applicable law. The County is encouraged to request input from the Resource Family in developing a Corrective Action Plan (CAP). A Corrective Action Plan visit can also be made to determine if those deficiencies previously identified in a CAP have been corrected. The CAP will be documented on the RFA 809C.

CASE MANAGEMENT VISITS – are made for the following reasons: (1) The Resource Family requests a visit to consult with the Resource Family worker or to provide supportive services to the family, (2) There are concerns regarding the Resource Family that the Resource Family worker needs to discuss with the Resource Family or other individual(s) residing in the home, (3) During a complaint investigation, additional deficiencies were observed, and (4) Other.

CENSUS – The number of children or nonminor dependents a Resource Family has under their care at the time of the visit.