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Date: October 15, 2021
To: DCS Child Welfare Staff
From: Sarah Sailors, Deputy Director of Field Operations
Subject: Just Stop It – Visitation Plan, Face-To-Face Contact Form and Confirmation Notice of a CFT Meeting
DCS-21-17

The Indiana Department of Child Services (DCS) held a Rapid Improvement Event (RIE) in August 2021 to address the widespread variations and multitude of high priority tasks that are required for each case. The rapid and increasing changes being made in our agency at this time lead to additional tasks and modifications, which are meant to improve practice, but often seem to add to an overwhelming workload. The RIE included internal stakeholders from around the state who identified forms and tools that may cease being uploaded into the case management system. Family Case Managers (FCMs) may “Just Stop” the following immediately:

1. **Visitation Plan:** The FCM will no longer be required to document the Visitation Plan under Plans and Tools in the case management system. The FCM will continue to document the Visitation Plan in the Child and Family Team (CFT) Meeting notes and in court reports.
2. **[Face-to-Face Contact \(SF 53557\)](#):** The FCM will no longer be required to upload the Face-to-Face Contact form into the case management system. The Face-to-Face Contact form will be used as a tool to guide the FCM while addressing safety, stability, permanency, and well-being at each visit with the child.
3. **[Confirmation Notice of a Child and Family Team Meeting \(CFTM\) \(SF 54338\)](#):** The FCM will no longer be required to use the Confirmation Notice of a Child and Family Team Meeting (CFTM) form. The FCM will continue to utilize the case management system to note the progress in which the CFT Meeting was confirmed with team members.

Updates will follow for policies [5.07 Child and Family Team \(CFT\) Meetings](#), [7.03 Minimum Contact](#), [8.10 Minimum Contact](#), [8.12 Developing the Visitation Plan](#), [9.08 Minimum Contact for ICPC Placements](#), [11.26 Minimum Contact for Collaborative Care Placements](#).

Any questions may be directed to local office management.

Sincerely,

Sarah Sailors, Deputy Director of Field Operations



Protecting our children and future