

## Monthly Federal Caseworker Contact Compliance Guide UNITY Report (RPT7D7)

**Purpose:** This report counts and calculates the Caseworker Contact federally required for children in Foster Care and/or children in Juvenile Justice with a qualifying Foster Care placement. The most recent IMS updates for the UNITY RPT7D7 report were deployed on 8/24/15.

**Requirements:** For a Caseworker Contact to be 'required' for a child, the child must be considered in foster care.

**A. AFCARS episode criteria:** To determine whether a child is considered in foster care during the reporting period the following must be met:

- 1) An AFCARS episode begins with the child's removal from his/her caretaker(s) by the Child Welfare Agency or Juvenile Justice of at least 24 consecutive hours; **AND**
- 2) The child is not placed in a medical hospital, psychiatric hospital, correctional facility or other similarly-defined bio-mental health or juvenile justice facility, including ranches and wilderness programs; **AND**
- 3) The child must be in foster care for the full calendar month within the reporting period.

**B. Documentation:** Meeting all other criteria, a valid Caseworker Contact Case Note requires the following documentation:

- 1) Must be assigned to the child's case in UNITY at any point during the month(s) a contact was required, or the assigned supervisor of the UNITY assigned worker, or the supervisor of the organization unit in the chain of command hierarchically above the unit the assigned worker (on the list above) per chart below:

**Qualified Staff Assignment Type in UNITY:**

Staff Assignment Type (Drop Down Value in UNITY)	Long Description
PRIMARY	PRIMARY CASE MANAGER
INVESTIGATOR	INVESTIGATIVE WORKER
OUT OF HOME WRK	OUT OF HOME PERMANENCY WORKER
IN-HOMESERVICES	ONGOING IN-HOME WORKER
COURTESY SPRVSN	COURTESY SUPERVISION WORKER
IFS REUNIFICAT	REUNIFICATION WORKER
ILIP WORKER	INDEPENDENT LIVING WORKER
ICPC WORKER	INTERSTATE COMPACT CASE WORKER
ADOPTION WORKER	ADOPTION CASE MANAGER
ICJPAROLEOFFICR	ICJ PAROLE OFFICER
YOUTHPAROLEOFF	YOUTH PAROLE OFFICER

**Note:** (Call the DCFS Helpdesk at 775-687-9010 during normal business hours if you need assistance determining your supervisory chain of command).

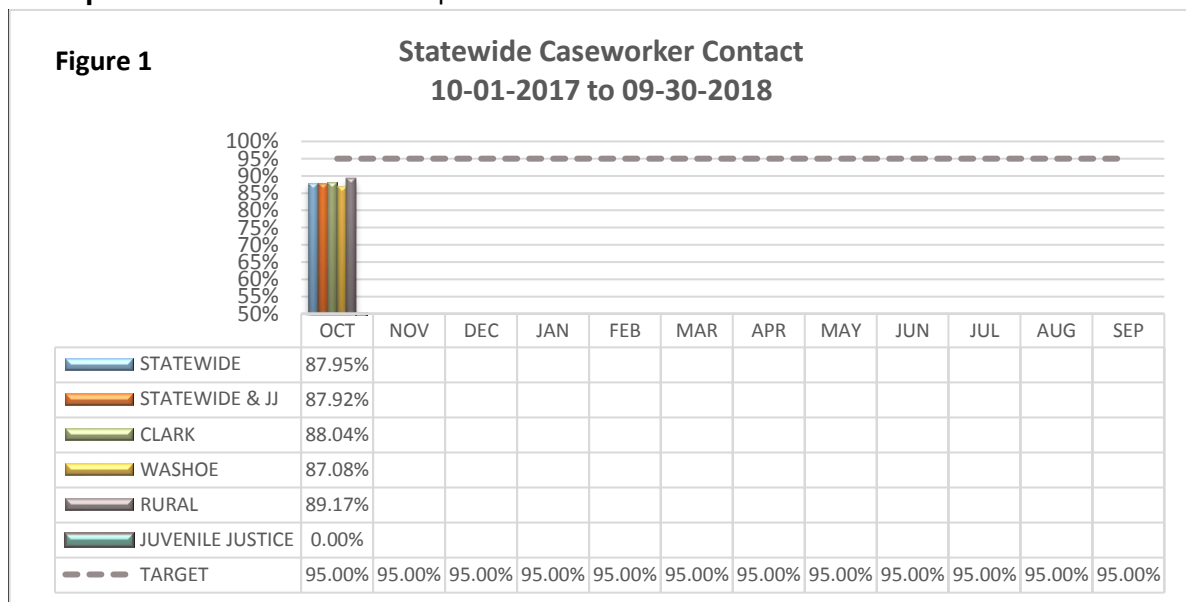
- 2) Select the child's (or children's) name in the "Contact With" box.
- 3) IF the child(ren) are out of state the Note Type of "**NON-NV WORKER**" must be selected (There are no requirements for a Note Type for child(ren) in state).
- 4) Select a Contact Type of "**INPERSON-HOME**", "**INPERSON-OFFICE**", or "**INPERSON-OTHER**". When checking the "**Saw Child At Placement Location**" Checkbox the Contact Type should always be "**INPERSON-HOME**".
- 5) Select "**Saw Child At Placement Location**" checkbox ONLY when the visit occurred in the placement Location.
- 6) Complete other data entry fields as necessary to save the note.

**C. Tracking for FFY 2015 and each FFY thereafter:** The total number of visits made by caseworkers on a monthly basis with children in foster care during a fiscal year must not be less than 95 percent of the total number of such visits that would occur if each child were visited once every month while in care; that is, the cumulative compliance rate determined by taking the actual # visits made divided by the expected # visits required per calendar month is equal to or greater than 95%.

- All visit totals are drawn (extracted from UNITY) from Case Notes.

- “Cumulative” is defined as the total number of contact months required per qualified child from October 1, 2017, through the current month-end of the reporting period.
- Compliance is calculated using the following formula: [Cumulative sum of all visit-months completed ÷ cumulative sum of all visit-months required] x 100
- Any notes entered by staff not assigned to the case will not count towards the federal caseworker visitation requirement.
- Children are considered “in-state” youth if they DID NOT have a non-Nevada address/placement at any time during the months checked for visitation compliance. Otherwise, they are considered “out-of-state” (even if the placement was not in effect for all the months checked).
- Each child in foster care is counted only once (under the organizational unit of the worker most recently assigned to the child), regardless of how many foster care episodes the child may have had during the reporting period.
- All visits are tallied under that one worker, even if the child had more than one custody episode (legal status) in other jurisdictions or judicial districts during the same reporting period.
- When Foster Care children move between organizational units during the reporting period, lack of contact compliance by the previous organizational units affects the compliance rate of the child’s most recent organizational unit.
- If adopted children are back in custody under their new/adopted person ID within the year, they will appear as two different “youth/participants.”
- Only one contact is required each month, therefore for each full calendar month that requires a visit, the maximum required contact (count) is one contact per month. Even if there are multiple contacts that meet the above criteria, only one contact will be counted per full calendar month.
- Dates and times for visits made to out-of-state children should be recorded, including contractor caseworker visits with children in Residential Treatment (RTC).
- Caseworker Contact Report is developed and submitted to the Children’s Bureau each Federal Fiscal Year (FFY), October 1 through September 30.

**D. Examples:** Caseworker Contact Reports submitted to the Children’s Bureau.



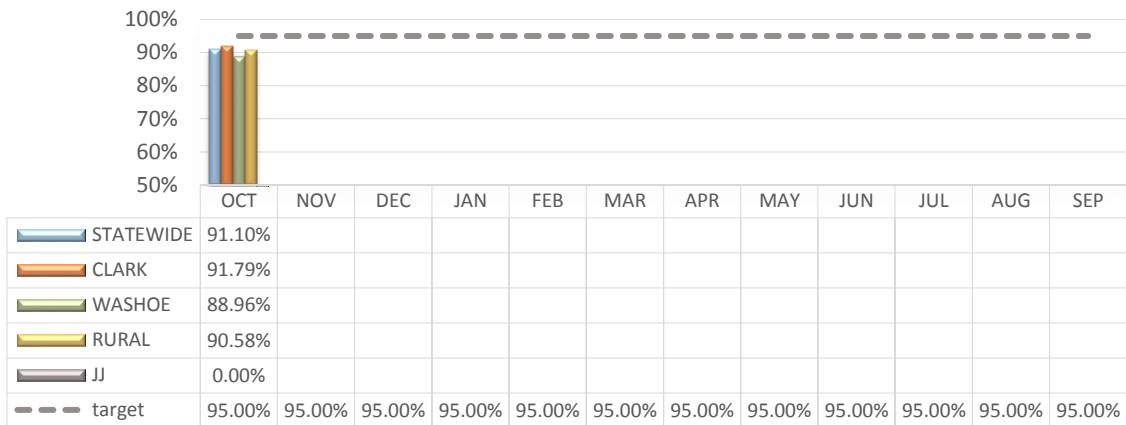
\*Note: axis starts at 50% to facilitate easier month-to-month comparison.

		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>Clark</b>	Required	2,985											
	Made	2,628											
<b>Washoe</b>	Required	836											
	Made	728											
<b>Rural</b>	Required	360											
	Made	321											
<b>JJ</b>	Required	1											
	Made	0											

\*The calculations include Juvenile Justice Youth who are on parole and in foster care placement (JJ only impacts statewide percentages).

**Figure 2**

**Caseworker Contact with In-State Youth  
YTD 10-01-2017 to 09-30-2018**

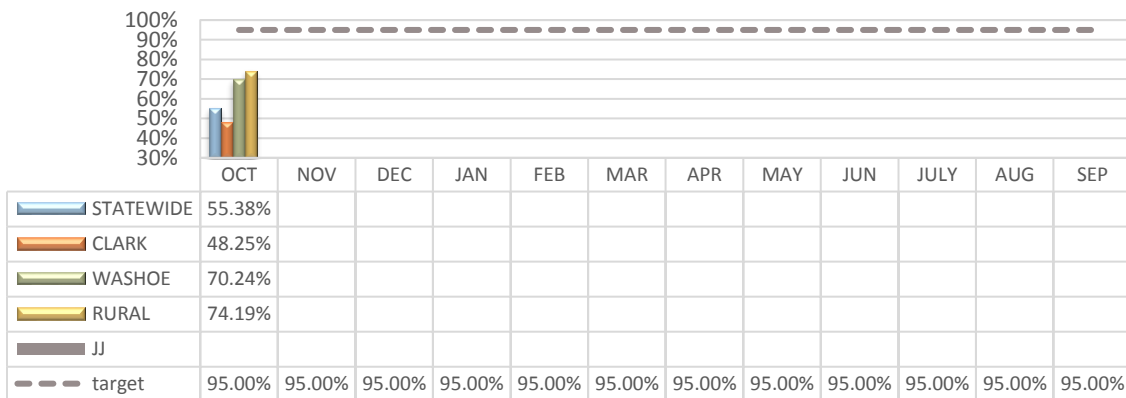


\*Note: axis starts at 50% to facilitate easier month-to-month comparison.

		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>Clark</b>	Required	2728											
	Made	2504											
<b>Washoe</b>	Required	752											
	Made	669											
<b>Rural</b>	Required	329											
	Made	298											
<b>JJ</b>	Required	1											
	Made	0											

**Figure 3**

**Caseworker Contact with Out-of-State (OOS) Youth  
YTD 10-01-2017 to 09-30-2018**



\*Note: axis starts at 30% to facilitate comparison.

		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>Clark</b>	Required	257											
	Made	124											
<b>Washoe</b>	Required	84											
	Made	59											
<b>Rural</b>	Required	31											
	Made	23											
<b>JJ</b>	Required												
	Made												

\*Note: axis starts at 30% to facilitate comparison.