



FACE-TO-FACE CONTACT

State Form 53557 (R6 / 3-22)
DEPARTMENT OF CHILD SERVICES

INSTRUCTIONS:

The Family Case Manager (FCM) may use this document as a tool to guide the conversation when making face-to-face contact with the child; parent, guardian, or custodian; and/or resource parent to assist in assessing the child's safety, stability, well-being, and permanency, as well as the caregiver's strengths and needs in caring for the child. The FCM may also utilize the [5.C Tool: Face-to-Face Contact Guide](#) for additional assistance. See policies [7.03 Minimum Contact](#) (in-home) and [8.10 Minimum Contact](#) (out-of-home) for additional guidance.

Date (month, day, year)	Time	Location	Check box for virtual contact. <input type="checkbox"/>
Case name	Case number	Name of FCM completing contact	
Name of child, parent, guardian, custodian, or resource parent(s) present during the contact			
List any case specific documents reviewed during the face-to-face contact (e.g., Transition Plan, Visitation Plan, Case Plan, Court reports, Lifebook, Child Summary).			

SAFETY

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STABILITY

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PERMANENCY

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WELL-BEING

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