

# Practice Alert



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**Issued by:**

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## Parent-Child Visitation Plan and FACES entry

### PURPOSE:

This Practice Alert is notification that the method of entering parent-child visits in FACES has changed. Additional information around visitation practices is forthcoming through a policy update.

### OVERVIEW:

Staff will no longer:

- Record parent-child visitation plans on the Visitation Plan Information screen in FACES.
- Record completed parent-child visits on the Visitation Documentation Log screen in FACES.

The Visitation Information and Documentation screens will remain accessible for read-only viewing of historical entries but will no longer allow input of information.

All parent-child visitation plans and activity will be recorded in the Contact Communication Log.

### FACES CHANGES:

The following selection options have been added to the Purpose drop down menu in the Contact Communication Log:

- Visitation - Parent/Child - Unsupervised
- Visitation - Parent/Child - Supervised by CD
- Visitation - Parent/Child - Supervised by Other
- Visitation - Parent/Child Visitation Plan developed/modified
  - Select any time the plan is modified and when a circumstance related to visitation needs to be documented (e.g. facility will not allow a visit, emergency suspension via FST, court sets visitation parameters).
- Visitation - Parent/Child Visitation is suspended per court order
  - Select when a court issues an order to suspend visitation. Orders may come from the juvenile court or criminal court. If a no-contact stipulation is part of a parent's probation, this should be brought to the attention of the juvenile court and a court order pursued.

**Duration:** A field has been added to document the duration of each visitation. Duration can be recorded in days, hours or minutes. It may be necessary to record the visit time in hours for multiple day visits if intending to also count a partial day. For example, if the visit duration was 1.5 days, this format is not allowable in the text space. Instead document the duration as 36 hours.

### FORMS CHANGES

- Archived the Visitation Reaction Form (CD-85)
- Retitled and numbered the Parenting Time Plan to Parent-Child Visitation Plan (CD-85)
- The Parent-Child Visitation Plan (CD-85) is now required

AC	Parent-Child Visitation		
	TYPE	PURPOSE	POINT OF CONTACT
<b>In person visit</b>  (Best option. Meets contact requirements.)	<b>In Person</b> – Initiated by CD or <b>In Person</b> – Initiated by Contact	<b>Visitation</b> - Parent/Child - Unsupervised <b>Visitation</b> - Parent/Child - Supervised by CD <b>Visitation</b> - Parent/Child - Supervised by Other	<b>The location the visit took place</b>  (Under Other Individuals Involved add all individuals who participated in the visit, including the supervising party, if applicable).
<b>Phone/video contact</b>  (Second best option. Does not meet contact requirements but is tracked in the data.)	<b>By Phone</b> – Initiated by Contact or <b>By Phone</b> – Initiated by CD	<b>Visitation</b> - Parent/Child - Unsupervised <b>Visitation</b> - Parent/Child - Supervised by CD <b>Visitation</b> - Parent/Child - Supervised by Other	<b>Alternate #, Cell #, Home #, Work #, or Other: Video call</b>  (Under Other Individuals Involved add all individuals who participated in the phone/video contact, including the supervising party, if applicable).
<b>Written contact</b>  (Third best option. Does not meet contact requirements but is tracked in the data.)	<b>Written</b> – Initiated by Contact	<b>Visitation</b> - Parent/Child - Unsupervised <b>Visitation</b> - Parent/Child - Supervised by CD <b>Visitation</b> - Parent/Child - Supervised by Other	<b>The location the correspondence was received</b>  (Under Other Individuals Involved add the parent and child(ren) who sent and received the written contact).
<b>To document the development of a new Parent and Child Visitation Plan (CD-85):</b>	<b>Written</b> – Initiated by CD	<b>Visitation</b> - Parent/Child Visitation Plan developed/modified	<b>Other</b> <b>If Other, Explain:</b> Visitation Plan  (Under Other Individuals Involved add all parents and children whom the visitation plan update impacts).
<b>To document the suspension of visits per court order:</b>	<b>Written</b> – Initiated by CD or <b>Written</b> – Initiated by Contact	<b>Visitation</b> - Parent/Child visitation is suspended per court order	<b>Other</b> <b>If Other, Explain:</b> Court Order  (Under Other Individuals Involved add all parents and children whom the visitation court order impacts).
<b>To document the resumption of a parent/child visitation plan following a prior court order to suspend visits:</b>	<b>Written</b> – Initiated by CD or <b>Written</b> – Initiated by Contact	<b>Visitation</b> - Parent/Child Visitation Plan developed/modified	<b>Other</b> <b>If Other, Explain:</b> Court order terminated or modified.  (Under Other Individuals Involved add all parents and children whom the visitation plan update impacts).
<b>To document visits or contact the child has with extended family (and a parent is not present):</b>	<b>In Person</b> – Initiated by Contact or <b>By Phone</b> – Initiated by Contact	<b>Contact</b>   <b>Contact</b>	<b>The location the visit took place</b> <b>Or</b> <b>The location/method the recipient received the call/video</b>  (Under Other Individuals Involved add all individuals who participated in the contact)
	<b>Note:</b> If the parent was involved in this visit, document it as a Parent-Child visit, selecting the correct Purpose and add the extended family members the child also had contact with under Other Individuals Involved.		

# Parent-Child Visitation

[Parent-Child Visitation Plan \(CD-85\)](#) & [Instructions](#) (available in employee access e-forms)

A Parent-Child Visitation Plan (CD-85) must be developed with each individual with a role of Parent/Substitute unless the individual is deceased, TPR has occurred, or a court order is present which prohibits parent/child contact.

- The initial CD-85 should be developed at the 72-hour FST Meeting and reviewed at each subsequent FST meeting to ensure families are receiving as much contact as possible in the safest and least restrictive setting.
- One CD-85 may be completed with both parents if the visitation plan is the same and visits are occurring with the same children, otherwise individual plans must be developed with each parent.
- A new CD-85 must be completed each time there is a change in the visitation plan.
- Copies of the CD-85 should be provided to all signing parties and made available to each professional member of the Family Support Team.

When visits occur outside the specified cadence of the visitation plan, for example, an extra visit was approved over a holiday, the CD-85 does not need to be modified, however the visit must be documented in the Contact Communication Log.

## Supervised visits

When a parent-child visit is supervised by the worker, the worker may complete the [Supervised Visitation Checklist Form \(CD-86\)](#). If any other party supervises the visit, the worker must request the supervising party complete the CD-86 and provide printed copies or an electronic form for the individual to use, dependent on the supervising party's preference. The worker must ensure the completed CD-86's are returned to the worker.

## Trial Home Visit (THV) or LS-1 and never left the care of a parent

Diligent efforts to engage the parent who does not have primary care of the child must be made to develop a CD-85. (Note: Visitation with a parent while the child is on a THV or who has never left the care of a parent is not captured in the Parent/Child visitation data).

## Family Support Team and Suspension of Visits

The Family Support Team may briefly and temporarily suspend a visit in an emergency situation when a safety issue is present and it is impracticable for a court order to be requested or obtained prior to a scheduled visit occurring, however suspension of visits for a period of time requires a court order.

## Contact Communication Log - FACES

Each visit occurrence or attempt must be documented separately in the Contact Communication Log.

## OnBase

Each CD-85, CD-86 and court order must be uploaded to OnBase.