



To: DCS All Staff

From: Mike Faust, Director

Re: Requirements for Monthly DCS Specialist Contact with Children in Secure Care

Date: May 15, 2020

Given the set expiration of the previously issued Child Contact directive and the increased risk of spread of COVID-19 tests for both children and staff in secure care, the Department has identified the need to extend virtual contact with children who currently reside in the following secure care settings: Adobe Mountain, County Juvenile Detention Centers, Mingus Mountain, Devereux Sweetwater, Oasis BHIF, Youth Development Institute (YDI), and Behavioral Health Residential Facilities/Therapeutic Group Home that share a campus with an Inpatient Facility or Residential Treatment program.

Effective immediately, and lasting until June 30, 2020:

- The Department will continue to make the required monthly contacts with children who reside in the above listed secure care setting and their caregivers using virtual technology (video conferencing) beyond the expiration of the Child Contact directive. The use of virtual contacts does not change the Department's duty to ensure child safety; the child must still be closely assessed.
- The DCS Specialist shall contact the staff to arrange the virtual contact to occur through Department provided technology. Acceptable technology for use is currently available on the DCS Specialist's laptop, tablet, or Department issued telephone: Microsoft Teams and Google Duo.
- If a concern about child safety arises during a monthly contact, the decision of whether the child must be seen in-person will be determined through a Supervision Conference with the Program Manager.

This directive is not applicable to Therapeutic Foster Care or stand-alone Behavioral Health Residential Facilities and Therapeutic Group Homes.

Documentation of the contact using virtual technology shall be entered into case notes:

- Follow the Child and Caregiver Visitation Note Outline to document all contacts with the child and caregiver, using the Case Notes window designated as Child Contact type.

- Select the "In Person" and "In Placement" contact type radio buttons.
- Highlight the names of all parties, including the DCS Specialist, in the "Contact With" list on the Case Notes window.
- Begin the note with the following statement, "This contact was completed using virtual technology as a result of an in-person waiver during a declared public health emergency to protect against COVID-19."

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Faust", with a long horizontal flourish extending to the right.

Mike Faust
Director