

To: DCS All Staff

From: Mike Faust, Director

Re: Contact with Youth at Adobe Mountain School

Date: December 18, 2020

Given the increased risk of spread of COVID-19 to both children and staff in secure care, the Department, in partnership with the Arizona Department of Juvenile Corrections, has identified the need to implement virtual contact with children who currently reside in Adobe Mountain School.

Effective immediately, and lasting until February 28, 2021:

- The Department will make the required monthly contacts with children who reside in Adobe Mountain School and their staff using virtual technology (video conferencing). 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 will contact the ADJC Case Manager to schedule a virtual visit with the youth. The ADJC Case Manager will create and send a Google Meet Invitation. ADJC staff will ensure that the youth has access to log on to Google Meet during the scheduled time to video-conference with their DCS Specialist.
- When requested by the DCS Specialist, the ADJC Case Manager will create and provide a Google Meet Invitation to allow the DCS Specialist to participate virtually in the youth's ADJC Continuous Case Plan Staffing.
- DCS Specialists, after contacting the ADJC Case Manager, who encounter issues scheduling virtual appointments with youth at Adobe Mountain School may contact the ADJC DCS Liaison Cherri McCall at CMccall@AZDJC.gov or (602) 526-7344 or the DCS ADJC Liaison Laura Farrington at Laura.Farrington@AZDCS.gov.

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 horizontal line extending to the left and right.

Mike Faust
Director