



ARIZONA
DEPARTMENT
of CHILD SAFETY

Mike Faust, Director
Douglas A. Ducey, Governor

To: DCS All Staff

From: Mike Faust, Director

Re: Requirements for Monthly DCS Specialist Contact with Children in Youth Development Institute (YDI)

Date: April 30, 2021

Given the increased risk of spread of COVID-19 tests for both children and staff in secure care, YDI has implemented procedure requiring all visitors, including DCS Specialists, to participate in a rapid COVID-19 when entering the facility to make in-person contact with children. The Department has identified the need to allow virtual contact with children who currently reside in YDI.

Effective immediately, and lasting until May 31, 2021:

- The Department will make the required monthly contacts with children who reside in YDI and their caregivers 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 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.
- The Specialist may visit the child in-person at YDI if the Specialist is willing to participate in YDI's required rapid test for entry.

Documentation of the monthly child contact using virtual technology shall be entered into Notes:

- Document the contact as a new Monthly Contact Visit type Note.
- Select "In Person" as the method of contact and "Out-of-Home Living Arrangement" as the location of the contact.
- Include the names of all parties participating in the monthly contact.
- 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,

Mike Faust
Director