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	<b>Part No./Name</b>	Federal Visitation Review Instructions - OYD			
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## FEDERAL VISITATION REVIEW INSTRUCTIONS - OYD

### A. IDENTIFYING INFORMATION

This information identifies the specific cases being reviewed and categorizes cases for instrument completion, data input into QATS, data analysis and reporting.

**Case Name:** Enter child's name as reflected on the court order/birth certificate/case record.

**OYD I.D. #:** Enter child's OYD I.D. number as indicated in the case record.

**Encrypt #:** Enter child's ENCRYPT number as recorded on the Federal Visitation Review Sample listing.

**Date of Birth:** Enter child's date of birth as reflected on court order/case record.

**Juvenile Officer:** If case is open, enter the name of Juvenile Officer currently assigned this case. If case is closed, enter the name of the Juvenile Officer assigned the case during the period of review.

**Office Name:** Enter the office name of the assigned Juvenile Officer.

**Supervisor:** Enter the name of the Juvenile Officer's Supervisor.

**District Manager:** Enter the name of the Juvenile Officer's District Manager.

**Reviewer's Name:** Enter the name of the Reviewer completing the review instrument.

**Review Date:** Enter the actual date (m-d-y) that the case record(s) is reviewed with the instrument.


**Open – Closed Custody Episode Dates:** Indicate the Open and Closed dates (m-d-y) for each OYD custody episode during the Federal Fiscal Year (FFY) under review. The child may have had more than one OYD custody episode during the FFY.

### B. WORKER VISITATION

The following questions 1 – 12 (a, b, and c) will focus on the Juvenile Officer's visits with the child. The questions apply to each month of the FFY October through September and are to be answered for the period of review October, FFY – September, FFY.

a. Was the child in OYD custody for the full calendar month?

Review court orders, other court documents or other case record documentation to determine OYD custody begin dates and end dates.

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YES – Check if the child was in OYD custody the full calendar month.

NO – Check if child was not in OYD custody the full calendar month.

If NO is checked for this month, then check N/A for questions b. and c. for this month below.

b. Did the Juvenile Officer make a visit with the child this month?

N/A – Check if answer to a. for this month above was NO –child not in OYD custody the full calendar month.

Review case record to determine if a visit was made by the Juvenile Officer with the child this month. The visit with the child must be made by the Juvenile Officer assigned responsibility for the case or assigned responsibility for the visitation and must be face-to-face.

YES – Check if Juvenile Officer made a visit with the child during the calendar month.

NO – Check if Juvenile Officer did not make a visit with the child during the calendar month.

c. Did the Juvenile Officer make an in-home visit with the child this month?

N/A – Check if answer to a. for this month above was NO –child not in OYD custody the full calendar month.


Review case record to determine if an in-home visit was made by the Juvenile Officer with the child this month. The visit with the child must be made by the Juvenile Officer assigned responsibility for the case or assigned responsibility for the visitation and must be face-to-face. In addition, for this question the visit must be in the child's place of residence/placement which includes but is not limited to: family placement, relative placement, parent's home, residential facility, detention, medical or psychiatric hospital.

YES – Check if Juvenile Officer made an in-home visit with the child during this month.

NO – Check if Juvenile Officer did not make an in-home visit with the child during this month.

### C. FACTORS TO CONSIDER

In conducting the Federal Visitation Review (FVR) several factors are to be considered: Review Time Period, Documentation, OYD Custody the Full Calendar Month, and Juvenile Officer Visit with Child.

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## 1. Review Time Period

The review time period for the FVR is the Federal Fiscal Year. The FVR Instrument will indicate which FFY is being reviewed and provide the specific time frame.

For example, the first FVR will be for the FFY 2007 and includes the period of time from 10/01/2006 to 09/30/2007. Therefore for the FFY 2007 FVR, the questions regarding OYD custody and visitation would apply to the custody and visits which occurred between 10/01/2006 and 09/30/2007.

## 2. Documentation

All determinations need to be made on the basis of documentation.

The primary source documents for begin-end dates of custody determinations are court orders, court minutes and other court documents. Secondary source documents include case record documents that indicate custody dates.

## 3. OYD Custody The Full Calendar Month

The Federal P.L. 109-288 considers data from any particular month only if the child was in OYD custody the full calendar month. For example October has 31 days. If a child came into OYD custody on 10/01/2006 and left OYD custody on 10/15/2006 then the child was not in custody the full calendar month. The visits for this month would not be considered.


Thus, if the child came into custody on 10/01/2006 and left custody 10/31/2006 then the child was in custody the full calendar month. The visits for this month would be considered.

## 4. Juvenile Officer Visit With Child

Only visits made by the assigned Juvenile Officer may be considered for this review. The assigned Juvenile Officer is the worker assigned responsibility for the case or the worker assigned responsibility for the visitation. The assignment must be documented in the case record.

A Juvenile Officer visit with a child is “any face-to-face contact with the child.” Documentation must clearly indicate the date of the visit, who visited, whether or not the visit was face-to-face and the location of the visit.

An in-home visit is a Juvenile Officer visit with a child in the child’s place of residence/placement including but not limited to: family placement, relative placement, parent’s home, residential facility, detention, medical or psychiatric hospital.

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#### **D. COMMENT PAGE**

Write the case name, juvenile officer name, supervisor name, OYD #, reviewer name and date on the Comment Page. This section is for identification of documentation/verification, as well as to provide space for additional information and comments needed to address the preceding questions.

#### **E. DISPOSITION**

The original FVR Instrument shall be retained for the Regional Office FVR Project File. The FVR Instrument shall not be filed in the case record.

OYD State Office will send copies of all FVR Instruments to OCS State Office. The data from each FVR shall be input into QATS system by OCS State Office.