Two Day DHS Contact Questions to Ask:

1. What are strengths and concerns for current placement?
2. Is there any immediate needs to address?
3. Is there a current interaction plan?
   1. If yes, Can I be provided a copy?
   2. If no, when will one be developed?
4. Can the Kinship Caregiver supervise interactions?
   1. If no, what are the concerns or barriers to this occurring?
      1. Are you comfortable with me working with the Kinship Caregiver to overcome these?
   2. If yes, ask the following questions:
      1. Is there anyone that cannot be at the interaction?
      2. Are there stipulations on when and where these can occur?
      3. Is there anything else we should know?
      4. What is the plan for communicating any changes in expectations that may occur to the Kinship Caregiver and Kinship Specialist?
5. Is there anything else I should be aware of?

Two Day Kinship Caregivers Contact Guidelines:

Contact attempts should be made via phone as soon as a referral is received. If attempts are unsuccessful by end of day one, please send an email to the DHS worker, FSS and your supervisor noting your struggles. This is a good time to see if one of the other team members can partner with you to reach the caregiver and/or have alternative contact information for them. Please let your supervisor know ASAP if you do not reach caregiver by day two. A two-day email should be sent to DHS and [kinship@families-first.net](mailto:kinship@families-first.net) whether contact is made or not. If no contact is made this email should include your efforts to make contact. If contact is made, please include the following in this email:

* Date contact is made.
* Date of scheduled face-to-face.
* Caregiver email address.

Five Day Kinship Caregivers Contact Guidelines:

Every attempt should be made to hold in person contact with caregivers on the referral within five business days. Remember that things come up so scheduling sooner rather than later in the five days is of great benefit. Things to accomplish in initial contact:

* Assess for immediate needs and offer solutions.
* Assist in completing any assistance applications. Examples include childcare assistance, FIP, medical, etc.
* Complete Service Agreement Consent and necessary releases.
* Provide HIPPA Packet and Client Rights and Responsibilities packet.
* Provide Welcome Packet and your contact information.
* Complete Eco Mapping.
* Gather information for Internal Referral Form