

## Frequently Asked Questions about the Monthly Individual Contact Tool

What is the purpose of this form?

It is a tool developed by the KS Youth Advisory Council to facilitate and support communication between youth over the age of 10 and the workers who have contact with them. It is not meant to be used for quality assurance or to monitor the frequency of visits. It can be used in case planning if the youth indicates a need for follow up.

Who uses this form? Who fills it out?

Every youth over the age of 10 may use it. The worker is responsible for providing the tool and explaining how to use it. The youth may complete it with the worker unless he/she chooses not to.

When is it used?

It is to be offered by the case worker every time a visit occurs with a youth over the age of 10. Youth may use it for visits with case workers, case managers, family support workers, and resource family workers. It may be particularly useful to offer it when placement changes, disruptions or other significant events occur.

How will the youth get a copy of the form?

The youth's case worker is responsible for giving it to the youth. The provider is responsible for insuring a supply of forms is available and given to workers.

What if the youth doesn't want to use it or complete it?

The youth can choose not to use or sign it. If that happens, the worker will note that in the case file.

What if the youth can't use it because of a disability?

The worker will help the youth complete it at the youth's direction and note that on the form.

What's happens to the form after the visit?

The youth, with help from the worker, will identify any actions or issues that need to be acted upon before next month's visit. The youth will indicate to whom he/she wants the form to go. The worker will insure that copies are made and given to the youth and any other people indicated on the form, and will put a copy in the youth's case file. The worker follows through on the actions or helps the youth address them. If the youth has chosen not to use or sign the form, the case worker will note that on the form and put in the case file.

What if the youth doesn't want a copy in their case file?

A note of this can be made in their case file and the form will be left with the youth. To the extent possible, the worker will assist the youth to follow up on any concerns identified by the youth during the visit.

