



March Staff Meeting

Joining Hands Visitation

March 10, 2019

AGENDA

Topics of Discussion

- ▶ Visit Protocol
 - ❑ Maintaining Professional Boundaries
 - ❑ Unauthorized Visit Participants
 - ❑ Documenting Authorized Visit Participants
 - ❑ Visitor Sign-In Sheet
 - ❑ Handling Infants
 - ❑ Meeting the Needs of the Child
- ▶ Transitions at DCYF
- ▶ Transitioning Clients
- ▶ TSheets Schedule on the Web
- ▶ JHV Office & Items
 - ❑ Checking Out Items
 - ❑ Lost & Found / Reminders
 - ❑ MRSA Warning / Lice Prevention
 - ❑ Keys to Car Seat & Visitation Room
- ▶ Human Resources
 - ❑ Time Off Request/Shift Coverage
 - ❑ 401K Presentation & Paperwork
 - ❑ Continuing Education
- ▶ Acknowledgements & Announcements

VISIT PROTOCOL

Procedures and Expectations

Maintaining Professional Boundaries:

- ▶ Being an ADVOCATE instead of an ACCOMPLICE
 - ❑ The visit report is your best weapon
- ▶ Do **NOT** be an intermediary
 - ❑ Leverage the Social Worker as the go between
 - ❑ Separate communication between Foster Parents & Birth Parents
 - ❑ The Caregiver's Journal

Unauthorized Visit Participants:

- ▶ Have Approval from the Social Worker before visit
 - ❑ Do **NOT** accept the Birth Parent's word or that of the Visitor's

Documenting Authorized Visit Participants:

- ▶ Capture their names and relation to Child(ren) or Birth Parent
- ▶ Ask for photo ID & Badge or photo ID & Business cards of External Professionals
 - ▶ Counselor, Parenting Coach, Social Worker, Psychologist, Guardian ad Litem

VISIT PROTOCOL

Continued...

Visitor Sign-In Sheet:

- ▶ Located at the front desk
 - ❑ Have the attending Professional sign-in before entering the visit
 - ❑ Make a photocopy of their state issued ID and work badge or business card

Handling Infants:

- ▶ Use the infant carriers, carrying them in the detachable car seat
- ▶ Have Foster Parent or Birth Parent place infant in seat.
 - ❑ **ALWAYS** check the straps prior to departure

Meet the Needs of the Child:

- ▶ Meal Supplies other than food
 - ❑ Cups, plates, bowls, flatware, napkins
- ▶ Change of clothing for diapered or accident prone child(ren)
 - ❑ Offer unprepared Birth Parents diaper supplies & wipes
 - ❖ Emphasize these will **NOT** be supplied by JHV every visit
- ▶ Document what needs are met and which are not

TRANSITIONS AT DCYF

Changes in the Department








- ▶ Rebecca Sanchez moving to CPS
 - Supervising Social Worker
- ▶ Traci Dodge moving to CPS
 - Cases receiving a new Social Worker:
 - ❖ Durham - Britney Lohr
 - ❖ Felix - Kim Tucker
 - ❖ Howard - Kim Tucker
 - ❖ Howard/Boyer - Kim Tucker
 - ❖ Kenney - Britney Lohr
 - ❖ Martinez - Britney Lohr
 - ❖ Murray - Britney Lohr

NEW & TRANSITIONING CLIENTS

Changes in Visit Supervisors

Mar 10 — 16, 2019

View: Full Week (Published Only)

VIEW BY Employee ▾	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16
? unassigned							
 Benjamin Parks			9a - 1pMURRAY VISIT: MON... Aberdeen DCYF > MURRAY 2...		9a - 1pMURRAY VISIT: MON... Aberdeen DCYF > MURRAY 2...		
 Brenda Welton			7a - 12:30pBINGHAM/BAIL... Lakewood DCYF > BINGHAM...			7a - 12:30pBINGHAM/BAIL... Lakewood DCYF > BINGHAM...	
 Jeremy Wallace				8a - 12pBRISBY/EDWARDS ... Aberdeen DCYF > BRISBY/E...		8a - 12pBRISBY/EDWARDS ... Aberdeen DCYF > BRISBY/E...	
 Kimberly Nowells					12:30p - 10:30p JUAN LARE... Shelton DCYF > JUAN LARES...	3p - 9pGUZMAN-HERNANDE... Aberdeen DCYF > GUZMAN-...	
 Ophelia Nowells				8a - 12pHORTON/OCHOA VI... Aberdeen DCYF > HORTON/...		8a - 11aHORTON/OCHOA VI... Aberdeen DCYF > HORTON/... 11a - 12:15pOCHOA VISIT: ... Aberdeen DCYF > OCHOA 25...	
 Ronda Johnson			8a - 12:30p LOOMIS VISIT: ... Aberdeen DCYF > LOOMIS 1... 1:15p - 7:15pANDERSON VI... Aberdeen DCYF > ANDERSO...		7:45a - 11:15a DURHAM VIS... Aberdeen DCYF > DURHAM 2... 11:15a - 2pMARTINEZ VISI... Aberdeen DCYF > MARTINEZ...	7:45a - 11:15a DURHAM VIS... Aberdeen DCYF > DURHAM 2... 11:15a - 2pMARTINEZ VISI... Aberdeen DCYF > MARTINEZ... 2p - 8:15p TILL/SHEPHERD: ... Aberdeen DCYF > TILL/SHEP...	
 Sophorn Song			8a - 3:15pBALDYGA/GULLO... Shelton DCYF > BALDYGA/G...	8a - 3:15pBALDYGA/GULLO... Shelton DCYF > BALDYGA/G...	8a - 3:15pBALDYGA/GULLO... Shelton DCYF > BALDYGA/G...		

Note: this schedule is filtered by 13 customers and 7 employees

THE TSHEETS SCHEDULE ON THE WEB

TSheets :: Schedule

https://joininghandsvisitation.tsheets.com/#

Actions CUSTOMERS All customers EMPLOYEES All employees

Today Mar 10 - 16, 2019

VIEW BY Employee

My Full Week Publish week

	Sun 10 52:00	Mon 11 101:30	Tue 12 93:00	Wed 13 240:45	Thu 14 94:15	Fri 15 105:30	Sat 16 42:00
unassigned 0:00							
Aaron Scafe 46:30	11a - 3p JHV MANDATORY STAFFING Joining Hands Visitation > Staff Dev...	12:45p - 7p KAUTZ/RIVERA VISIT: ... Aberdeen DCYF > KAUTZ/RIVERA 2...	12:45p - 7p ANDREWS VISIT: SUPE... Aberdeen DCYF > ANDREWS (MOM) ...	10a - 6p PAY PERIOD CLOSED: PAP... Joining Hands Visitation > Administ... 10a - 12p CLINICAL SUPERVISION ... Joining Hands Visitation > Staff Dev... 12:45p - 7p KAUTZ/RIVERA VISIT: ... Aberdeen DCYF > KAUTZ/RIVERA 2...	12:45p - 7p ANDREWS VISIT: SUPE... Aberdeen DCYF > ANDREWS (MOM) ...	12:15p - 7:45p CROWLEY VISIT: SU... Aberdeen DCYF > CROWLEY 2009413	
Ann Marie Man 64:00	11a - 3p JHV MANDATORY STAFFING Joining Hands Visitation > Staff Dev...	3:30p - 5p GUZMAN-HERNANDEZ PI... Aberdeen DCYF > GUZMAN-HERNA...	3:30p - 9:30p MAKEUP GUZMAN-H... Aberdeen DCYF > GUZMAN-HERNA...	10a - 6p PAY PERIOD CLOSED: PAP... Joining Hands Visitation > Administ... 10a - 12p CLINICAL SUPERVISION ... Joining Hands Visitation > Staff Dev... 3:30p - 9p GUZMAN-HERNANDEZ VI... Aberdeen DCYF > GUZMAN-HERNA...	8:30a - 12:30p FRANKS VISIT: SUP... Tumwater DCYF > FRANKS 1938466	8:30a - 12:30p FRANKS VISIT: SUP... Tumwater DCYF > FRANKS 1938466	8a - 6p SARGENT VISIT: MONITORED Aberdeen DCYF > SARGENT 662997
Benjamin Park 74:00	11a - 3p JHV MANDATORY STAFFING Joining Hands Visitation > Staff Dev...	9:15a - 12:45p SHUTTLEWORTH VI... Aberdeen DCYF > SHUTTLEWORTH ... 2:30p - 7:30p BISCONER VISIT: SU... Aberdeen DCYF > BISCONER 2213384	9a - 1p MURRAY VISIT: MONITORED Aberdeen DCYF > MURRAY 2211817	7:15a - 2:45p VAN DE STROET VISI... Shelton DCYF > VAN DE STROET 75... 10a - 6p PAY PERIOD CLOSED: PAP... Joining Hands Visitation > Administ... 10a - 12p CLINICAL SUPERVISION ... Joining Hands Visitation > Staff Dev... 2:45p - 9p DRUMMOND VISIT: SUP... Aberdeen DCYF > DRUMMOND 198...	9a - 1p MURRAY VISIT: MONITORED Aberdeen DCYF > MURRAY 2211817	7:15a - 4:45p VAN DE STROET VISI... Shelton DCYF > VAN DE STROET 75... 2:45p - 9p DRUMMOND VISIT: SUP... Aberdeen DCYF > DRUMMOND 198...	8a - 5p TORRELLA SIBLING VISIT Shelton DCYF > TORRELLA 702186
Brenda Welton 59:30	11a - 3p JHV MANDATORY STAFFING Joining Hands Visitation > Staff Dev...	7:30a - 1p HOFFERBERT VISIT: SUP... Aberdeen DCYF > HOFFERBERT 251...	7a - 12:30p BINGHAM/BAILEY VISI... Lakewood DCYF > BINGHAM/BAILE...	10a - 6p PAY PERIOD CLOSED: PAP... Joining Hands Visitation > Administ... 10a - 12p CLINICAL SUPERVISION ... Joining Hands Visitation > Staff Dev... 1p - 9:45p J JOHNSON VISIT: MONI... Aberdeen DCYF > J JOHNSON 1186...	6:30a - 12p HOFFERBERT VISIT: SU... Aberdeen DCYF > HOFFERBERT 251...	7a - 12:30p BINGHAM/BAILEY VISI... Lakewood DCYF > BINGHAM/BAILE...	1p - 7p CARLSON VISIT: SUPERVISED Aberdeen DCYF > CARLSON 1785615

Chat with us!

3:51 AM 3/10/2019

JHV OFFICE & ITEMS

Access, Use, and Care

▶ Checking out items for use during the visit

- ❑ Books, Movies, Board Games, & Electronic games
 - ❖ There are multi-disc movies, make sure all discs are returned in their corresponding case
 - ❖ Keep them ALPHABETIZED!
 - ❖ Ensure all game pieces are accounted for and returned
- ❑ Sign out items in the appropriate binder at the reception desk
 - ❖ Print case name for use in office
 - ❖ Print your name for use outside office
 - ❖ You are responsible for JHV items being returned undamaged and intact

▶ Lost and Found

- ❑ Top shelf of the bookcase nearest the coffee machine

▶ Microwaveable Plates and Bowls

- ❑ MAXIMUM 3 minutes in microwave
- ❑ On shelf below Lost & Found items

▶ Snacks for children whose parents No Show

- ❑ Two shelves below Lost & Found

▶ Reminders

- ❑ NO diapers or beverages in the trashcan
- ❑ Use fresh liners on changing table for every visit and dispose of after use
- ❑ Make sure to wipe down toys or any items during clean up that children have placed in their mouth

JHV OFFICE & ITEMS

Continued...

▶ Keys to car seat room & visitation rooms

- ❑ Located in mail slot 12
- ❑ Clean and wash car seats before returning them
 - ❖ Spray with Lysol
 - ❖ Or let office staff know it need washing
 - Sick child, Lice, Vomit, Excrement, Urine, Blood
 - Do **NOT** place with other car seats

▶ MRSA WARNING - Franks Case

- ❑ Methicillin-resistant Staphylococcus aureus (**MRSA**) is a bacterium that causes infections. It is resistant to commonly used antibiotics. Symptoms depend on where the person is infected
- ❑ Doorknobs, light switches, diaper pail, and Purell dispensers are disinfected after every visit

▶ LICE PREVENTION - J Johnson Case

- ❑ Spray vehicle interior with Lysol and vacuum
- ❑ Remove car seat covers and wash, or place in a plastic bag, & turn in to office to be washed.
 - ❖ Alert Office Staff and Partnered Transporters

THANK YOU!

For Your Assistance Maintaining The Cafeteria

SHOUT OUT to Benjamin for solid mopping of the floors

SHOUT OUT to Jeremy for dumping the garbage every Thursday.

SHOUT OUT to Payton for wiping down the surplus of new toys donated to the office.

Great Job, Everyone!

HUMAN RESOURCES

Time Off Request:

- ▶ Coverage information **MUST** be provided
 - ❑ who, what, and when
- ▶ Always call before canceling
 - ❑ Coverage may be available
 - ❖ Especially for visits later in the day or in the week

401K Presentation & Paperwork:

- ▶ WEBINAR Wednesday, March 13th @ 12:30 pm
 - ❑ Write out any questions and they will be shared during the presentation if you can not attend
 - ❑ Contact details included in information packets
- ▶ General Overview
 - ❑ Eligible after 90 Days of employ
 - ❑ 3% match
 - ❑ 29 Different Vanguard Funds
 - ❑ Choose self-directed or managed investments

15 HOURS OF CONTINUOUS EDUCATION

Alliance Training

- ▶ Is there a fee for these classes? Does the agency pay it if there is?
 - ❑ These classes are all **FREE**. If there is a fee related to any class you wish to take, speak to Ophelia about reimbursement **PRIOR** to enrolling in the class.
- ▶ Does JHV pay minimum wage for these classes?
 - ❑ You will be paid at your **current hourly rate**. Certificates must be turned in as proof of training.
- ▶ Do we need to renew our First Aid/CPR and Blood Borne Pathogens training?
 - ❑ **YES**, you need to renew First Aid/CPR bi-annually. Although, BBP only needs to be done the one time. Expiration dates will vary for everyone depending on when one took the class initially.
 - ❑ Renewal **NOT** count towards your 15 hours. As a repeat course, it is a requirement of continued employment, and the **ONLY** repeat you will be compensated for.

RECOMMENDED COURSES

Alliance Training

CAREGIVER SKILLS	ACWE	CULTURAL DIVERSITY FOR FOSTER PARENTS & CAREGIVERS: BEING CULTURALLY RESPONSIVE TO OUR CHILDREN & YOUTH OF COLOR	6
CAREGIVER SKILLS	ACWE	EMOTION COACHING	2
CAREGIVER SKILLS	ACWE	FOSTERING CHILDREN & YOUTH THROUGH TRANSITION, GRIEF, & LOSS: HELPING CHILDREN WITH THEIR FEELINGS	4
CAREGIVER SKILLS	ACWE	CAREGIVING FOR CHILDREN WITH PHYSICALLY AGGRESSIVE BEHAVIOR CONCERNS	6
CAREGIVER SKILLS	ACWE	RESILIENCE TRUMPS ADVERSE CHILDHOOD EXPERIENCES	2
CAREGIVER SKILLS	ACWE	TALKING WITH CHILDREN ABOUT RACE	6
CAREGIVER SKILLS	ACWE	VERBAL DE-ESCALATION	6

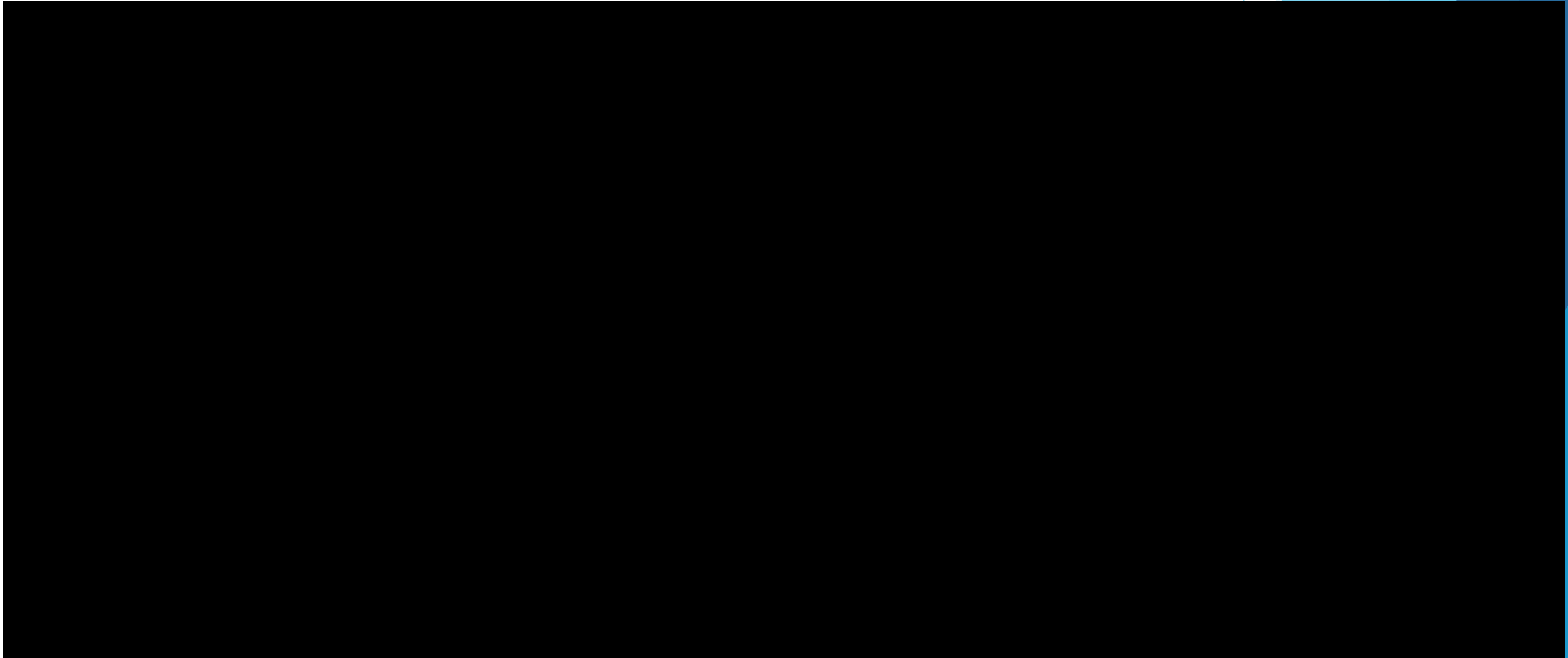
UPCOMING & AVAILABLE ONLINE COURSES

Alliance Training

TITLE	HRS	LOCATION(S)	DATE(S)
As They Grow: The Drug Impacted Infant and Toddler	6	Kent, Puyallup	4/13, 5/8
Effects of Abuse and Neglect on Child Development (eLearnings for Caregivers)	3	Online	N/A
Infant Safety and Care (eLearning for Caregivers)	3	Online	N/A
Multi-ethnic Placement Act (MEPA): What Caregivers Need to Know (eLearning for Caregivers)	0.5	Online	N/A
Parenting The Positive Discipline Way	15	Bellingham, Seattle, Tacoma	4/16, 4/24, 5/28
Racial Microaggressions: Developing Cross Cultural Communication Skills	7	Aberdeen, Seattle, Tumwater	3/18, 3/11, 5/15, 6/6
Verbal De-Escalation	6	Everett, Tacoma	5/9, 4/27

SUPERVISED VISITATION (PHYSICAL CUSTODY)

Scenarios for Supervisors and Parents



ACKNOWLEDGEMENTS & ANNOUNCEMENTS

Recognitions & Birthdays

COMING SOON... Visitation Documents on the Employee Portal!

CONGRATULATIONS to Aaron Scafe for 1 year of service with
Joining Hands Visitations.

CONGRATULATIONS to Jeremy Wallace for 1 year of service with
Joining Hands Visitations.

HAPPY BIRTHDAY to Ronda Johnson!