

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

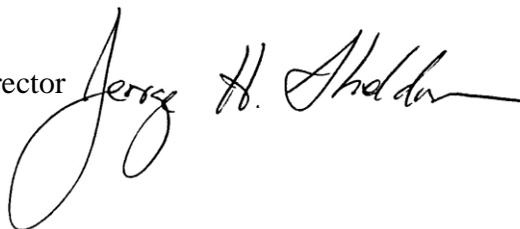
**POLICY GUIDE 2016.01**

**PROCEDURES 300 REPORTS OF CHILD ABUSE AND NEGLECT  
PROCEDURES 301 PLACEMENT AND VISITATION SERVICES**

**DATE:** February 8, 2016

**TO:** Child Protection Specialists/Supervisors and Permanency  
Workers/Supervisors

**FROM:** George H. Sheldon, Director



**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to provide Child Protection and Permanency staff with information and instruction regarding OIG Report #13-1567, Recommendation #2. This recommendation addresses the responsibilities of Child Protection and Permanency staff in the temporary custody screening process for high risk cases where a parent has demonstrated such dangerous behaviors as abduction; torture; threats to kill with a plan; taking a child hostage; and severe mental illness, and the Department has made the Critical Decision to substantially restrict visitation. This recommendation will be added in a pending revision of **Procedures 300.120, Taking Children into Protective Custody, Procedures 301.210, Family-Child Visiting and Procedures 301 Appendix A, Family Visit Planning-Critical Decisions and Documentation Protocol.**

This Policy Guide is effective immediately.

**II. PRIMARY USERS**

Primary users of this Policy Guide are Child Protection Specialists/Supervisors and Permanency Workers/Supervisors.

**III. SUMMARY**

OIG recommendation #2 of report #13-1567 seeks to ensure that for such high risk cases as when a parent has demonstrated dangerous behavior and the Department has made the Critical Decision to substantially restrict visitation, that the Visitation Plan be filed with the court and parties within 10 days of the Department being named Temporary Custodian; that the Visitation Plan clearly state the reasons for such restriction; that the Visitation Plan include all supporting documentation; and that the Department intends to share information regarding the restriction with necessary persons.



## V. INSTRUCTIONS

As part of the temporary custody screening process for such high risk cases as when a parent has demonstrated dangerous behavior, such as abduction; torture; threats to kill with plan; taking children hostage; and cases involving severe mental illness, and the Department has made the Critical Decision to substantially restrict visitation, the Child Protection Specialist or the assigned Permanency Worker shall be responsible for filing a Visitation Plan with the Court and Parties within 10 days of the Department being named Temporary Custodian in accordance with 705 ILCS 405/2-10(2). The Visitation Plan must comply with the requirements of **Procedures 301, Appendix A, Family Visit Planning-Critical Decisions and Documentation Protocol** and shall include:

1. Supporting documentation such as police reports, psychological or psychiatric reports or case notes documenting observations; and
2. A statement that the Department intends to share information on the restriction with necessary persons, such as school or daycare staff and the child's pediatrician.

## VI. FILING INSTRUCTIONS

File this Policy Guide immediately after **Procedures 300.120, Taking Children into Protective Custody**, after **Procedures 301.210, Family-Child Visiting** and after **Procedures 301 Appendix A, Family Visit Planning-Critical Decisions and Documentation Protocol**.

## VII. QUESTIONS

Questions concerning these revisions may be directed to the Office of Child and Family Policy at 217/524-1983 or e-mail through Outlook at OCFP-Mailbox or for non-Outlook users at [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us)