

Bridges Participant Monthly Home Visit

HOME VISIT

Contact Types:

Announced Home Visit or Unannounced Home Visit; and
Face to Face *required every 30 days in living arrangement

Case Category:

Bridges

Category:

Post Emancipation Services

Sub Categories:

Ongoing Monthly Visit and
Home Visit

Location Type*:

Select: Young Adult Housing

*Unless the YA is in non-paid or college room and board housing, at least one of the monthly visits must occur in the Young Adult Housing setting.

Participant Tab: Contact status must be selected for the young adult.

Completed – if successful face to face was made.

Attempted – if face to face was not made.

Narrative Template

Copy and paste into narrative and complete all sections to ensure required minimum documentation is included in narrative.

List all persons present at visit:

List the dependent child(ren) present at visit (for cases with a dependent add on payment):

Location of visit:

Observations of the living arrangement location (if visit occurred in the YA's living arrangement):

Were there any safety concerns noted during the visit (housing, physical or emotional safety):

Current Eligibility Status & Discussion of Eligibility with Young Adult:

- If ineligible, was NOI generated and saved:
 - NOI effective date/termination date:
- Plan to help YA regain eligibility:

Eligibility Documents Provided by Young Adult at Visit:

- If none, action plan to help YA get documentation:

Discussion of Bridges Plans/Goals including progress, changes, and/or barriers:

- What life skills instruction/activities is Liaison providing?
- Community resources and external supports helping YA meet goals/eliminate barriers?

Bridges Documents Reviewed or Signed at Visit:

Bridges Documents Provided to Young Adult at Visit:

Action Items, Responsible Party to Complete, and Timeframe for Completion:

Miscellaneous Visit Notes:

Things to remember on back...

Remember:

- ✓ Activity logs should be completed in a professional manner and within 5 calendar days of event.
- ✓ Review activity logs for typos and grammar.
- ✓ If you enter an activity log in the wrong case, please notify your Regional Coordinator immediately. RC can move the activity log to the correct case.
- ✓ Facts should be recorded and distinguished from opinions. When opinions are offered, their basis should be documented (e.g., Johnny appeared to be intoxicated; his eyes were red; he had difficulty standing without losing his balance; his breath smelled of alcohol).
- ✓ Never record details of clients' intimate lives or their political, religious, or other personal views, unless this information is relevant to young adult's plan or current situation.
- ✓ Record as much information as possible based on direct communication with clients.