

PACE CENTER FOR GIRLS, INC.

PROGRAM STANDARD OPERATING PROCEDURE

Title: MONTHLY PARENT/LEGAL GUARDIAN CONTACTS

Number: SOP1.15

Issued by: Program Services

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The Counselor will meet with the girl and her parent/legal guardian monthly. Every reasonable effort will be made for the first contact to be a home visit. **The Executive Director or designee should be made aware of the need for an alternative contact method.**

The Counselor will contact the parent/legal guardian in advance to schedule a monthly meeting and arrangement will be made for a specific meeting place and time. Contacts to schedule meetings and attempted contacts will not be documented as a Monthly Parent Contact.

In the event a face-to-face meeting cannot occur, due to a parent/legal guardian's schedule conflict, the girl's progress should be shared in an alternate way in conjunction with a written communication, as a last option. The counselor will make every effort to accommodate the parent/legal guardian's schedule and meeting destination.

Prior to the meeting, girls are to be informed of all information that will be shared during the meeting. If the girl is unable to attend, she will have the opportunity to review the progress notes, add comments, and sign the Monthly Parental Contact Assessment prior to the information being shared with her parent/legal guardian

- A. The Counselor will complete the Monthly Parent Contact Assessment in the student management system. Assessment will be shared with the girl and parent/legal guardian at the monthly meeting. The girl, parent/legal guardian, and the employee will sign the Monthly Parent Contact before the end of the meeting. In the event an alternative method is used, the employee will sign the form stating a conversation was held with the parent/legal guardian.
- B. The meeting with the parent/legal guardian will be documented as an effort in the student management system.
- C. The signed Monthly Parent Contact Assessment will be kept in the girl's confidential paper file.