



5 Steps in Conducting a Virtual* Home Study during the Covid-19 Pandemic

** Please Note: These steps should only be followed if you will be conducting a virtual home visit*

ASSESS

1

ASSESS NEED TO CONDUCT VIRTUAL VISIT:

- CSS will contact FFS to identify concerns, if any, of conducting a virtual home study
- If FFS determines to proceed with virtual visit, the report due date will be 10 business days after FFS decision

PREPARE

2

PREPARING FOR THE VIRTUAL VISIT:

- Identify referral reasons, review case documents and notify CSS of any significant concerns
- Interview youth (as usual) and identify areas of follow up during interview with sponsor
- Check sponsor's technical capabilities and chose platform to conduct virtual visit
- Determine how sponsor will provide consent and sign agency forms prior to visit

DURING

3

DURING THE VIRTUAL VISIT:

- Verify the address (request to see outside of residence to see/verify address)
- Confirm identity of sponsor and household members (picture of ID)
- When interviewing other household members, ask them to step into a private room, closing the door and asking them to pan around room to ensure privacy
- Break up the visit over several visits, if needed

AFTER

4

AFTER THE VIRTUAL VISIT:

- Follow up with shelter case manager for any updates
- Contact your CSS if you foresee the recommendation being negative

WRITING

5

WRITING THE REPORT:

- Be sure all reasons for referral are addressed
- Be sure to note and address any discrepancies
- Regardless of recommendation, submit the report to your CSS for review prior to submission to ORR
- Be sure to indicate that visit was done virtually, what platform was used, and the limits of confidentiality.
- If needed, your CSS can provide additional guidance/language and a redacted home study report for your review.