



In CARES, please enter a reason the 30-day in-placement visit was late or missed (directions below). OCR will review for CJD compliance. CARES and future *Initial Visit Reports* will reflect your reason and OCR's review.

- 1) Find the appointment and child in CARES. *It does not matter if the case, appointment, or child party is closed/ended—simply click the “Show Inactive Children” checkbox on the appointment’s Profile tab.*
- 2) Click the child’s name to open the child party pop-up screen.
- 3) Find the **“Reason for late or missed 30-day in-placement visit”** comment box a little above where you enter a placement (highlighted below).
- 4) Type the complete reason and save. If [CJD 04-06](#) waives the requirement for this child, please assert this in your reason. *Examples* of reasons include but are not limited to:
 - If CJD 04-06 waives the requirement for this child, assert the specific waiver: “CJD waives the 30-day visit requirement because child was on the run for the first 40 days.”
 - If the Initial Visit was entered with the wrong date/activity type/child in attendance, under a previous office/account, on the wrong case number, on a duplicate appointment (i.e. accidentally appointed self twice on the same case), etc., describe the error: “Visit logged under wrong case number 18JVXXX.”
 - If CJD 04-06 does *not* waive the requirement, provide a reason: “Attempted to visit 7 times [include dates/detail].”