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POLICY 105 –Supervision and Case Conference

A. POLICY

Supervisors and administrators are charged with the responsibility of creating the structure through which the workforce achieves the goals and outcomes around safety, well-being, and permanency. Supervision, whether individual or group, is a methodology to ensure that essential activities are performed, that child safety is of priority, that essential decision points in a case are evaluated, that services are appropriate to the needs of children and families, and that specific areas requiring additional actions are identified.

B. PROCEDURES

Individual Supervision

1. Supervisors shall regularly schedule individual supervision with their workers as needed but no less than once per month. Supervisors will take into consideration the caseworker’s experience when determining the frequency of individual supervision.
2. This review will be documented in the Directed Case Conference or a progress note in FOCUS.
 - Investigation: The Directed Case Conference must be completed in FOCUS prior to the Investigation disposition.
 - Treatment/Permanency: The Directed Case Conference must be completed a minimum of once every 3 months in FOCUS.
3. Supervisors should be aware, and take into account:
 - Family’s history with the Department of Services for Children, Youth, and Their Families.
 - DELJIS
 - Reason for referral
 - Caseworker contacts with family
 - Collateral contacts
 - Safety assessment
 - Risk assessment
 - Planning (safety, family, child, case, permanency)
 - Child vulnerabilities
 - Child well-being
 - Family Search and Engagement
 - Caregiver behaviors
 - Whereabouts of the children
 - Complicating factors
 - Strengths

- Progress towards goal
- Any new circumstances or changes in the family that affect safety, placement, and planning
- Barriers
- Case Requirements
- Next Steps

4. Supervisors shall review and evaluate each case at each decision point in the case to include:

Investigation:

- Receipt of Intake/Hotline
- Uncooperative or unable to locate family
- Initial contact
- Safety assessment and development of a Child Safety Agreement (if applicable)
- Circumstances that affect safety
- Removal and placement
- Investigation outcome (i.e. No Evidence to Substantiate, Unsubstantiated, Unsubstantiated with Concern, or Substantiation)
- Investigation disposition (i.e. Closed, Link to Treatment, Refer to Treatment)

Treatment

- Receipt of Treatment case
- Uncooperative or unable to locate family
- Completion of assessments
- Removal and placement
- Planning
- Prior to case closure
- Changes in the family
- Goal change

Permanency

- Receipt of Permanency case
- Placement disruption
- Planning
- Permanency planning and resources

Group Supervision:

1. Supervisors will utilize group supervision through the use of the Consultation and Information Sharing Framework (The Framework)
2. The Framework is mandatory for:
 - Any case transferred across functions with an active Child Safety Agreement
3. The Framework may also be utilized for the following additional purposes:
 - RED Team/Administrative review
 - Case direction
 - Case closure

- Closure against the Structured Decision Making® case disposition
 - Next steps
 - Consultation in assessment or service planning
 - Provide oversight in complex, high risk, or multidisciplinary cases
4. The Framework will be documented in the Framework FOCUS record.

Foster Care Coordinator Supervision

1. Foster care coordinator supervisors shall regularly schedule individual supervision with each coordinator as needed but no less than once every 3 months. Supervisors will take into consideration the caseworker’s experience when determining the frequency of individual supervision.
2. This review will be documented in the Directed Case Conference or a note in FOCUS in the provider type detail section.
3. The foster care coordinator supervisors should review and evaluate each home with coordinators, covering the following aspects:
 - Safety issues
 - Child well being
 - Changes in the foster home including capacity
 - Status of current placement(s)
 - Recent institutional abuse reports and standard complaints
 - Competencies including foster home development and training requirements
 - Completion and timeliness of coordinator tasks such as annual reviews, physical environmental checklists, provider leveling, contacts

C. FOCUS

Directed Case Conference in FOCUS
 Framework in FOCUS

D. FORMS

None