

This guide is developed to provide a checklist of items which may be used in Supervisor Case Consultation(s). The purpose of consultation(s) between the CWCMP Case Manager and the supervisor is to thoroughly evaluate all activities. Supervisor consultations support comprehensive assessments by utilizing critical thinking to carefully consider each activity collectively and reach informed decisions.

Documentation of supervisor consultations shall be completed by the supervisor on a supervision log and placed in the child’s file. The documentation of the consultation with the supervisor should include, but not be limited to:

1. A summary of the case information presented to the supervisor;
2. Summary of the discussion;
3. Decisions made, including the basis for those decisions (who will do what, by when, and how was the conclusion reached);
4. A plan for any follow-up actions, as needed.

The following activities may be reviewed and considered to support a comprehensive evaluation of all activities:

Activity	Relative Searches
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Was sufficient information gathered to search for maternal relatives? Is further information needed? • Was sufficient information gathered to search for paternal relatives? Is further information needed • Have there been on-going efforts to locate maternal and paternal relatives?
Activity	Safety Concerns
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Did we do an initial assessment of all required parties? • Have additional safety concerns been identified since referral to out of home placement? • What safety concerns have been identified? • What are the family’s strengths and resources mitigating safety concerns? • What are the contributing factors directly related to the safety concern? • Has a safety plan been completed? • Factors to consider are: 1) What is the severity of harm? 2) How vulnerable are the children due to their age, developmental level, etc., 3) Is there imminent threat of serious harm? 4) Are the family conditions threatening the child’s safety? 5) Are the caregiver’s protective capacities diminished? Safety concerns can be related to the child’s behavior as well as the parents’ behavior.
Activity	Risk Concerns
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • What risk concerns have been identified? • What are the family’s strengths and resources mitigating risk concerns? • What services are needed, or have taken place, to mitigate the concerns. • Has a service plan been completed?

Activity	Assessments (Formal and Informal)/Services
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Did we do initial and on-going assessments of all required parties? • Were the assessments completed timely? • Were assessments completed at important case decision points (i.e. change in visitation, new household members, etc.) • Were the results of the assessments used in developing the case plan? • Were services provided to meet the needs identified in the assessments? • Were all subsequent reports not assigned for further assessment by KPRC addressed? Is follow-up needed?
Activity	Placements
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Is the child placed with relative? If not, why not? • Is the child placed with siblings? If not, have 90 day staffings been held? • Is the child's current placement stable? Is it the least restrictive placement possible? • Is the child's placement such that they can attend their home school? • Were placement changes done to help the child achieve the case plan goals?
Activity	Case Planning
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Was the case planning conference held timely? • Were required participants invited and did they attend and participate? • Is the goal appropriate to the child's need for permanency and the circumstances of the case? • If the child has been out of home for 15 of the last 22 months, has a PPS 3056 been completed? • Have there been concerted efforts to help the child reach permanency?
Activity	Interactions/Visits/Connections
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Has there been quality, appropriate visits between the child and: <ul style="list-style-type: none"> ○ The mother? ○ The father ○ Siblings ○ Worker? • If visits are not allowed or possible, have efforts been made to maintain the connections? • Has the worker had appropriate contacts with the mother/father? • Were other important connections maintained? (i.e. neighborhood, extended family, etc.)
Activity	Child Well-Being
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Are the educational needs of the child being met? • Are the physical health needs of the child (including dental care) being met? • Has there been oversight of psychotropic medications, if applicable? • Are the mental health needs of the child being met?
Activity	Special Considerations
Consider/ Evaluate/ Discuss	<ul style="list-style-type: none"> • Was sufficient information gathered to determine if the child may be a member of a federally recognized Indian Tribe?

	<ul style="list-style-type: none">• If ICWA applies, was the Tribe notified timely?• If ICWA applies, is the child placed in accordance with the law?
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