

Supervisor Consultation Documentation

Supervisor consultation notes are not meant to document the details of the entire case. Similar to the FFA and subsequently the On-Going FFA, the Supervisor Consultation notes are progressive in nature and are focused on safety, permanency, and well-being. Supervisor Consultation may be tailored to the specific needs of the worker or to assist the worker in a specific case. The focus of the Supervisor Consultation should be reflected in the Supervisor Case Consultation Note.

Basic Documentation Outline

- ***Purpose/Focus of Consultation***
 - Examples:
 - Initial contact for present danger assessment;
 - Sufficiency of present danger plan;
 - Information collection;
 - Impending danger determination;
 - Safety planning and analysis;
 - Safety plan sufficiency and planning;
 - Case transfer-CPI and CM;
 - Preparation;
 - Engagement and information collection during exploration;
 - Ongoing safety management;
 - Development of case plan outcomes;
 - Assessing for change;
 - Modification of case plan and/or safety plan;
 - Changes in legal status;
 - Completion of progress updates/evaluation
- ***Person's involved in consultation***
 - CPI/CM and/or other persons involved in the consultation-such as PA, Partner Agencies, etc.
- ***Type of Contact***
 - Face to Face
 - Telephonic
- ***Overview of Discussion***
 - Discussion should include the significant areas based upon the focus/purpose of the consultation.
- ***Decision and/or Plan of Action***
 - Include validation of CPI/CM decision and rationale for support of decision/plan of action.

Example of CPI Case Consultation Documentation

Supervisor Harper met telephonically with CPI Sarah Smith. CPI Smith was at Molly Simms home conducting her initial contact with the family for the report received on 5/15/15. CPI Smith identified present danger based upon her observations of the mother and the residence. CPI Smith identified the present danger threat of the parent not meeting basic needs, to include supervision. CPI Smith reported that at the time of making contact with the family that the mother was home with the 2-year-old child, Sam, and when CPI made contact with the mother, she was incoherent. CPI Smith reported that the mother smelled strongly of alcohol, could barely stand, and was slurring her speech. Ms. Simms is the sole caretaker to Sam and there were no other adults in the home. This is not the first report regarding the family and the concern for alcohol use within the home. CPI Smith clearly identified present danger, supported her decision regarding the present danger, and the need to develop a present danger plan.

Discussion of development of present danger plan with CPI Smith. CPI Smith has engaged a relative who is within the area as a potential present danger safety plan participant. Clarified need for assessment of the relative and their ability to provide for safety as a participant on the plan. CPI Smith will contact relative, will remain at home with child and mother until a present danger plan can be developed. CPI Smith will contact CPIS Harper prior to leaving the home to confirm the present danger safety plan.

The focus of the consultation was the confirmation of present danger and development of present danger plan.

Supervisor confirmed the present danger threat, provided the justification of the decision, and subsequent plan for action by the agency to control for the danger threat.

Example of CM Case Consultation Documentation

Supervisor Hamm met face to face with CM Wilson regarding the Brown family. CM Wilson was recently assigned to work with the Brown family due to the children being identified as unsafe. In particular their son Michael, has been exhibiting severe behavior issues within the home and school. The parents were unable to manage his behaviors and had resorted to locking Michael in his room for long periods of time and when the CPI made contact with the family, the child had several bruises on his legs and buttocks from the family resorting to physical discipline as a means to control Michael. Currently there is an out of home safety plan in place, with Michael being placed in a therapeutic foster home due to his needs.

CM Wilson and CM Supervisor Hamm discussed the process for engaging the family in the ongoing family functioning assessment and strategies for assessing the caregiver protective capacities. Based upon the case transfer meeting, the family is very anxious to get their son help, and are remorseful that they were not able to manage this better than what they have been doing.

Discussion regarding the child needs based upon review of the CPI FFA, the child's needs need further exploration. The child was seen at CPT due to the injuries and a referral was made for a psychological assessment for the child. Child is attending school, and there was no reported IEP in place. The school has voiced several concerns regarding the ability to manage Michael.

CM Wilson would like to meet with the parents this week, as part of introduction, and will plan to see the child at his foster placement to assess for the sufficiency of the out of home safety plan. Conditions for return were established by the CPI and are focused on a professional evaluation for the child to determine if an in home safety plan could be put into place for the child.

Plan for CM Wilson to schedule meeting with the family this week, including visit to foster home. CM Wilson will also follow up with the referral for the psychological and address with foster home any immediate needs for the child, including medical, dental, and family contact.

The focus of the consultation was to confirm with the CM the approach for introduction with the family. Confirmation of the understanding of the need for CM intervention-child unsafe. Discussion regarding the safety plan and the confirmation of the safety plan being managed by the CM. Identified a plan of action by the CM, which addresses engagement with the family and assessing for safety and well-being.