

EFFECTIVE

June 1, 2013.

Subjects

1. Case service agreement approval.
2. Child protective services (CPS) supervisory guides & tools.

**1) CASE SERVICE
PLAN APPROVAL****PSM 713-1, CPS Investigation - General Instructions and Checklist; Monthly Case Consultation During CPS Investigations****PSM 714-1, Post-Investigative Services; Monthly Case Consultation**

The caseworker must meet with his/her supervisor at least monthly for case consultation on every active case.

Supervisors must review and approve each case service agreement. Case service agreements must not be approved until the supervisor has a face-to-face meeting with the caseworker, which may occur during the monthly case consultation.

Supervisory approval indicates agreement with the:

- Thoroughness, completeness and accuracy of the report.
- Assessment/reassessment of risk and safety of the child.
- Assessment of child/family safety and safety planning.
- Identified needs and strengths of the child and family.
- Rate of progress identified.
- Caseworker's court recommendations (if applicable).
- Appropriateness of continued provision of services or case closure.

Reason: CPS Program Office recommendation.

**2) CHILD
PROTECTIVE
SERVICES
SUPERVISORY
GUIDES & TOOLS****PSM 713-1, CPS Investigation - General Instructions and Checklist; Monthly Case Consultation During CPS Investigations****PSM 714-1, Post-Investigative Services; Monthly Case Consultation**

The DHS-1156, CPS Investigation Supervisory Guide, DHS-1157, CPS Investigation Supervisory Tool, DHS-1158, CPS Ongoing Supervisory Tool, and DHS-1159, CPS Ongoing Supervisory Guide, are available to assist supervisors, during monthly case consultations, in gathering information and assessing whether a child's needs of safety, permanency and well-being are met.

The DHS-1156, CPS Investigation Supervisory Guide, and DHS-1159, CPS Ongoing Supervisory Guide, contain the information that **must** be addressed during case consultations, but are not intended for recording notes. The items in the guides are listed as prompts to guide discussion and should be supported by case documentation.

The DHS-1157, CPS Investigation Supervisory Tool, and DHS-1158, CPS Ongoing Supervisory Tool, **may** be used to take notes on items for follow-up.

Note: The guides and tools are not to be included in the case file.

Reason: CFSR Program Improvement Plan (PIP) and CPS Program Office recommendation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**