

Child Safety Intensive Field Follow Up

Complete within 60 days after Supervisor Pre-Service Training

	Child Safety Consultant > New Supervisor	Notes
Staff with new supervisor	<p>Address any specific questions, needs, learning opportunities supervisor may have. Review role of Child Safety Consultant and supports available/offered (in-branch trainings, etc.).</p> <p>Review best practices: when to involve consultants; working with management team, cross program and legal team for quality communication to support best outcomes.</p> <p>Review existing tools to support skill development.</p> <p>Discuss racial justice and service equity with Supervisor (power, institutional racism, intersectionality, identity, data and disproportionality) asking about Supervisor's comfort/knowledge. Provide strategies for incorporating racial justice and service equity lens in clinical supervision and coaching.</p> <p>Discuss ICWA and best practices.</p> <p>Support Supervisor in developing both short- and long-term goals for their unit's work. Discuss strategies to support goal achievement. (ex: documentation of initial contact).</p>	
Review tools and strategies for providing Clinical Supervision	<p>Discuss supervisor's plan for providing clinical supervision with workers.</p>	

	Discuss strategies to enhance meaningful clinical supervision given workload and/or other demands which present challenges.	
Observe a staffing	<p>Consultant participates in a staffing regarding a child safety case.</p> <p>After staffing, provide support to Supervisor in working through a plan for providing Clinical Supervision to the worker after. Incorporate bias, racial justice, trauma informed practices, Practice Model fidelity and overall case planning as appropriate for the case.</p>	
Review Assessment for Practice Model sufficiency and complete Q & A	<p>Review and provide feedback regarding an assessment.</p> <p>Discuss strategies for coaching and providing Clinical Supervision to the worker.</p> <p>Describe the Quality Assurance process (frequency, expectations, supports, use, etc).</p> <p>Review an assessment and complete QA.</p>	
Group Supervision	Child Safety Consultant attends/leads group supervision on one of supervisor's cases and provides feedback related to supervision of the case including strategies for coaching the worker.	
Review Legal process and partners	<p>Review process, criteria and roles. Include DA and legal parties.</p> <p>Review Petitions.</p> <p>Answer any questions supervisor may have.</p>	

Complete checklist and have it signed by Program Manager. iLearn information located at the bottom of the checklist.

Foster Care Consultant Intensive Field Follow Up

Complete within approximately 30-60 days after Supervisor Pre-Service Training

	Foster Care Consultant > New Supervisor	Notes
Staff with new supervisor	<p>Address any specific questions, needs, learning opportunities supervisor may have. Review role of Foster Care Coordinator and supports available/offered (in-branch trainings, etc.).</p> <p>Review best practices: when to involve FCCs and AAGs; working with management team for quality communication and relationship with foster parents (valued members of the team, good customer service, ways to engage foster parent perspective about the work being done by our staff), existing tools to support certifier skill development such as SAFE Home Study Practitioner Skills Assessment (SAFE supervisor’s manual) and Certification 180 Day Contact Observation Tool.</p> <p>Discuss racial justice and service equity with Supervisor (power, institutional racism, intersectionality, identity, data and disproportionality) asking about Supervisor's comfort/knowledge. Provide strategies for incorporating racial justice and service equity lens in clinical supervision and coaching.</p> <p>Discuss ICWA and best practice.</p> <p>Support Supervisor in developing both short- and long-term goals for their unit's work. Discuss strategies to support goal achievement. (ex: documentation of initial contact).</p>	
Review tools and strategies for providing Clinical Supervision of the SAFE home study	<p>Discuss supervisor’s plan for providing clinical supervision with certifiers (tool: SAFE Supervisor’s Flow Chart). Discuss strategies to enhance meaningful clinical supervision given workload and/or other demands which present challenges.</p>	

Observe a staffing	FCC participates in a staffing regarding a foster care or relative caregiver applicant or certified family and provides feedback to supervisor after.	
Identify a current applicant currently engaged with (or soon to be) engaged in the home study process and schedule a time for future supervisor/FCC follow-up	Discuss any challenges with clinical supervision, barriers to using the SAFE Supervisor Flow Chart steps, other areas about which supervisor would like feedback. Review and provide feedback about elements of the particular SAFE study.	
Provide overview of statewide QA process	Explain QA process, roles, how feedback is provided. Generally prepare Supervisor for their role in the QA process.	
Review OAR regarding Criminal History	Discuss Fitness Determination, Weighing Test, Central Office approvals. Strategies/tools for completing these processes (see Staff Tools, Criminal History section).	
AAG and FCC staffings	Review process, criteria and roles for AAG and FCC staffings.	

Tools referenced in this document:

SAFE Supervisor’s Flow Chart and Home Study Practitioner Skills Assessment: obtain via SAFE website > Member Resource Center > Supervisors

Criminal Rules: http://www.dhs.state.or.us/policy/childwelfare/manual_1/division_120.pdf

Staff Tools, Criminal History section, hyperlink for Criminal History Tools, accessed via staff tools or:

http://www.dhs.state.or.us/caf/cw_stafftools.htm

Foster Care Consultant will provide “Certification Field Observation Tool Final March 2019” as referenced in document.

Complete checklist and have it signed by Program Manager. iLearn information located at the bottom of the checklist.

HRA Intensive Field Follow Up

Supervisor arranges for HRA and new manager follow-up within approximately 60 days of Pre-Service Training

	HRA + New Supervisor	Notes
OWL Links	HRA will show new supervisor the HR intranet site and how to navigate to useful information and self-help areas. This includes things like visiting the pages for FMLA/OFLA, ADA, Bilingual Proficiency, Workday, and Recruitment, as well as others as needed.	
Contract Familiarization	Ensure the supervisor has access to a CBA and provide a hard copy if possible. Talk about often cited Articles from the contract such as 10 - Union Rights, Article 20 - Investigations/Discipline, Article 45 - Filling of Vacancies, Article 49 - Trial Service, Article 56 - Sick Leave, Article 90 - Work Schedules, and any others the manager wants to cover.	
Key Policy Review	Manager will be shown the "Forms" link online, where to find DAS and DHS Policy online. HRA will go through key policies that the manager will likely need to reference within their first year on the job. This includes things like Harassment/Discrimination, Maintaining a Professional Workplace, COI/Nepotism/Close Personal Relationships, State Vehicle Use, Employee Records, etc. Talk about the CPS Founded Disposition Process and provide protocol.	
Employee Performance Management and Discipline (Investigations)	Discuss the use of performance appraisals and EDPs, talk about effective use of expectations (how to write LOE), and provide coaching around how to prepare for and execute an effective investigation.	

Complete checklist and have it signed by Program Manager. iLearn information located at the bottom of the checklist.

Date Revised February 2020

OR-Kids Intensive Field Follow-Up Checklist

PEMC Name:	Start Date:	Pre-Service Training Date:	Supervisor:
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PEMC IFF Activity	Conduct (Date)	Name of Consultant (or HRA or OR-Kids Trainer)	Complete (Supervisor Signature)
Staff with new supervisor			
Review Assessment (program area specific)			
Review Reports			
Review Approvals Management			

A copy of this completed checklist must be kept in employee's file, and the employee must acknowledge completion of on-ramp in iLearn

[Click here to acknowledge completion of this on-ramp in iLearn](#)

Permanency Intensive Field Follow Up

Complete within approximately 30-60 days after Supervisor Pre-Service Training

	Permanency Consultant > New Supervisor	Notes
Staff with new supervisor	<p>Address any specific questions, needs, learning opportunities supervisor may have. Review role of Permanency Consultant and supports available/offered (in-branch trainings, etc.).</p> <p>Review best practices: when to involve consultants; working with management team, cross program and legal team for quality communication to support best outcomes.</p> <p>Review existing tools to support skill development.</p> <p>Discuss racial justice and service equity with Supervisor (power, institutional racism, intersectionality, identity, data and disproportionality) asking about Supervisor's comfort/knowledge. Provide strategies for incorporating racial justice and service equity lens in clinical supervision and coaching.</p> <p>Discuss ICWA and best practices.</p> <p>Support Supervisor in developing both short- and long-term goals for their unit's work. Discuss strategies to support goal achievement (ex: documentation of face to face contacts).</p>	
Review tools and strategies for providing Clinical Supervision	<p>Discuss supervisor's plan for providing clinical supervision with workers.</p>	

	Discuss strategies to enhance meaningful clinical supervision given workload and/or other demands which present challenges.	
Observe a staffing	<p>Consultant participates in a staffing regarding a permanency case.</p> <p>After staffing, provide support to Supervisor in working through a plan for providing Clinical Supervision to the worker after. Incorporate bias, racial justice, trauma informed practices, Practice Model fidelity and overall case planning as appropriate for the case.</p>	
Review Ongoing Safety Plan	<p>Review and provide feedback regarding Ongoing Safety Plan.</p> <p>Discuss strategies for coaching the worker.</p>	
Review 90 Day Staffings and Observe	<p>Review 90-day staffing requirements.</p> <p>Develop plans for 90-day staffings: when, where, staffing sheets.</p> <p>Discuss possible barriers and strategies to utilize to overcome.</p> <p>Discuss strategies for coaching the worker.</p> <p>Observe staffing and provide feedback.</p>	
Review AAG staffing	<p>Review process, criteria and roles for AAG staffing.</p> <p>Permanency Consultant provides feedback after an AAG staffing regarding supervisor's role and strategies for coaching worker.</p>	

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Date Revised February 2020