

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 1, 2007

MEMORANDUM**What's Inside:**

- Clarification of Supervisor Roles in Family Support Team Meetings.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CLARIFICATION OF SUPERVISOR ROLES IN FAMILY SUPPORT TEAM MEETINGS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to clarify policy and practice as it relates to supervisor's role in Family Support Team Meetings (FSTM) in an effort to ensure statewide consistency.

Supervisors are not required to attend all FSTM, however, they should discuss case goals and recommendations with the Children Services Worker (CSW) prior to the FSTM, and should attend FSTM when supervisor support, guidance and/or approval is needed, particularly during critical decision making points.

Supervisors should attend FSTM with new workers until the worker demonstrates proficiency in the facilitation of FSTM. Subsequent attendance and observations of FSTM by the supervisor should occur at least once prior to the revision of the staff's Professional Development Plan. The supervisor should provide support and feedback to the CSW regarding the facilitation and quality of the FSTM. The observation of the CSW at the FSTM provides the supervisor an opportunity to observe how the CSW interacts with the family and other community partners and identifies areas for professional growth.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Alicia Jenkins 573-751-0311 Alicia.Jenkins@dss.mo.gov	PROGRAM MANAGER: Kathryn Sapp 573-522-5062 Kathryn.Sapp@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 1, Chapter 1.3 Roles and Responsibilities of the Children's Service Supervisor Section 4, Chapter 7.2.1 Composition of the Family Support Team	
FORMS AND INSTRUCTIONS: N/A	
REFERENCE DOCUMENTS and RESOURCES: N/A	
RELATED STATUTE: N/A	
ADMINISTRATIVE RULE: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
SACWIS REQUIREMENTS: N/A	

PN/AJ/rs