

Memorandum

CD25-26

ISSUED DATE: November 5, 2025

TO: ☒ Children's Division ☒ Contracted Staff

FROM: Sara Smith, Children's Division Director

SUBJECT: **Alternative Care Supervisor Consults and Observation Policy-Template and Tool (CD-332)**

RATIONALE:

The purpose of this policy is to describe the requirements for supervisor consults and quarterly observation of worker-child and/or worker-parent visits. This policy should be used for all cases in which Children's Division has legal custody, regardless of where the child is placed.

OVERVIEW:

This policy describes the specific requirements for the monthly consultations, other discussions that occur between supervisors and Alternative Care Case Managers, and requirements for ensuring quality casework is occurring on all alternative care cases.

The AC Supervisor Consult Template and Tool CD-332 is created to support supervisors and to ensure consistent documentation among consults throughout the state. The tool portion of the CD-332 is designed to aid supervisors in asking meaningful, thought-provoking questions to obtain the most relevant information to aid in the assessment of risk, safety, and case progression. The template portion of the CD-332 contains topical headings that are expected to be used to document monthly case consults.

The Consult Template Headings are as follows:

- Case Goals
- Parent Goals
- Court Orders
- Diligent Search
- Safety and Risk in Child/Youth's Current Placement
- Child/Youth Education & Well-Being:
- Psychotropic Medication
- Placement Provider Strengths, Needs, Services and Supports
- Family Visitations
- Safety and Risk of the Parental Home(s)
- Can case closure be recommended? Why or why not?

- Other Relevant Information
- Supervisor Recommendation and Next Steps

Additional policy revisions were made to ensure the timeframes for documentation remained consistent throughout the Child Welfare Manual.

CWM 4.10: The overview content was reorganized placing “Case Opening in FACES” at the top of the page. Information was added stating the requirement for a Family Centered Services case to be opened when children are placed in Children’s Division custody and never leave the care of a parent. The Table of Contents was updated.

CWM 5.2.4: “Case consultations with a supervisor” was removed from the list of “contacts”. A statement referring staff to CWM 3.2.6 Family Centered Services (FCS) Supervisor Consults and Responsibilities and 4.10.4 Alternative Care (AC) Supervisor Consults and Observations was added.

CWM 5.2.8: This subsection was divided into specific information for FCS and AC. AC information is found in CWM 5.2.8.2. Workers must ensure opening summaries are completed prior to the 72-hour meeting occurring and closing summaries must be completed within two (2) business days of the court releasing custody of the child.

NECESSARY ACTION:	
1. <i>Review this memorandum with all Children’s Division and contracted staff.</i> 2. <i>Review revised Child Welfare Manual chapters and forms as indicated below.</i>	
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NEW/ REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:	
RELATED POLICIES:	
CWM 4.10 Overview	
CWM 4.10.4 Supervisor Consults and Observations	
CWM 5.2.4 Policy Requirements Related to FACES Recording	
CWM 5.2.8 Specifics on Documentation in Case Management	
FORMS AND INSTRUCTIONS:	
AC Supervisor Consult Template and Tool CD-332	