



Clark County Family Services

Frank Prado, Director
Wonswayla Mackey, Deputy Director
Lisa Martinez, Deputy Director
Pamela Kowalski, Deputy Director
Stacie Dastrup, Deputy Director

Clark County Family Services

Policy and Procedures

SUBJECT:

Independent Living - Supervision

Effective Date	Amendment Number	Amendment Effective Date
May 1, 2025	N/A	N/A

SCOPE:

Consultation between Independent Living Specialists and Independent Living Supervisors related to practice and decision making while facilitating Independent Living Services.

SPECIFIC LEGAL and OTHER REFERENCES:

NAC 432B

NRS 432B

PROGRAMS IMPACTED:

Independent Living

LifeSet

SUMMARY OF CHANGES:

New Policy/Procedures Document

DEFINITIONS:

For a list of acronyms and a glossary of terms used throughout CCFS refer to Acronyms and Glossary located on DFSNet.

FORMS, PUBLICATIONS, AND INSTRUCTIONAL (FPI) DOCUMENTS:

Casey Life Skills Assessment (FPI Library)

Chafee Data Report (maintained by Independent Living)

Independent Living Transition Plan (in UNITY)

YSW Contact Report (Cognos)

POLICY

- I. Supervisor consultation is critical for helping and supporting Independent Living Staff to engage youth and work through the challenges of transitioning to adulthood.
- II. Supervisor consultation sessions are intended to achieve the following objectives:
 - A. Assist Independent Living Staff in engaging youth in Independent Living services.
 - B. Assure Independent Living Staff are diligent in attempting to maintain consistent contact with youth on a monthly basis.
 - C. Assist Independent Living Staff in achieving case management responsibilities when collaborating with Permanency Specialists, team members and service providers involved in Independent Living Transition Plans (ILTP).
 - D. Assure overall diligence regarding ongoing Independent Living service delivery.
 - E. Provide Independent Living Staff direction for strategizing, planning, and evaluating Independent Living contacts with youth.
- III. Supervisory case consultation is held with the following frequency:
 - A. Immediately when there are concerns with the management of the Independent Living Transition Plan.

- B. A minimum of one (1) consultation per case every calendar month.
 - 1. Hold one-to-one meetings in-person or virtually in the Supervisor's office or a meeting room, or within their CCFS assigned site. Any deviations from this requires Manager approval.
 - 2. Consider the impact of the meeting format (e.g. virtually) on the ability to understand and manage case dynamics.
- C. Case circumstances may require more frequent consultation than once per calendar month. These cases may include those in which:
 - 1. Youth are currently in facilities and will be discharged within the next thirty (30) calendar days.
 - 2. Youth experiencing increased mental and/or behavioral health concerns.
 - 3. Youth aged seventeen (17) and older who:
 - a. Have just entered into foster care.
 - b. Are experiencing disruption from their current placement.
 - c. Will be aging out within the next sixty (60) days.

Frank Prado, Director
Clark County Family Services

March 25, 2025

Approved Date