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**Clark County Department of Family Services**  
 Policy

**SUBJECT:**  
 Case Plan Facilitation- Supervision

Effective Date	Amendment Number	Amendment Effective Date
October 13, 2022	N/A	N/A

**SCOPE:**  
 Consultation between Permanency Specialists and Permanency Supervisors related to practice and decision making while facilitating the Case Plan.

**SPECIFIC LEGAL and OTHER REFERENCES:**  
 Confirming Safe Environments Instrument Policy and Procedures  
 Family Court Process Policy and Procedures  
[NAC 432B](#)  
[NRS 432B](#)  
 Protective Capacity Family Assessment Policy and Procedures  
 Protective Capacity Family Assessment Supervisor Consultation Guide  
 Protective Capacity Progress Assessment Policy and Procedures

**PROGRAMS IMPACTED:**  
 LifeSet  
 Permanency

**SUMMARY OF CHANGES:**  
 New Policy/Procedures Document  
 Supersedes:

- Supervisory Documentation Expectations for In-Home and Out-of-Home Permanency Cases (Effective: 06/19/2015)

**DEFINITIONS:**  
 For a list of acronyms and a glossary of terms used throughout DFS refer to [Acronyms and Glossary](#) located on [DFSNet](#).

**FORMS, PUBLICATIONS, AND INSTRUCTIONAL (FPI) DOCUMENTS:**  
 Protective Capacity Family Assessment Supervisor Consultation Guide (on DFSNet)  
 SIPS Quick Reference Field Guide (on DFSNet)

**POLICY**

- I. Supervisor consultation is critical for helping and supporting Permanency Specialists to engage families, work through the challenges of each stage of the change process and facilitate change.
- II. Supervisor consultation sessions are intended to achieve the following objectives:
  - A. Assist Permanency Specialists in engaging caregivers in the change process.
  - B. Assure Permanency Specialists are diligent in attempting to maintain consistent contact with caregivers on a monthly basis.
  - C. Assist Permanency Specialists in achieving case management responsibilities when collaborating with treatment services providers involved on a Case Plan.
  - D. Assure overall diligence regarding ongoing safety management.

- E. Provide Specialists direction for strategizing, planning, and evaluating case plan facilitation contacts with caregivers.
- III. Supervisory case consultation is held following the finalization of the Case Plan with the following frequency:
  - A. Immediately when there is identified present danger during a contact or if there are concerns with the management of the Safety Plan.
  - B. A minimum of one (1) consultation per case every calendar month.
    - 1. At the beginning of the calendar month, Permanency Supervisors and Specialists establish a written schedule for when Supervisor-Specialist consultations occur (must be at least weekly) on each of a Permanency Specialist's cases during the month.
    - 2. Hold one-to-one meetings in-person, in the Supervisor's office or a meeting room, within their DFS assigned site. Any deviations from this requires Manager approval.
- IV. Specialists and Supervisors collaborate to select specific cases for consultation sessions based on a determination of status:
  - A. Cases that require regular and frequent attention because of unique aspects of the case which could include caregiver readiness to change, needed attempts related to accessing caregivers and engagement, tracking particularly high profile or provocative case issues, ensuring necessary support to caregivers, etc. These cases may include those in which:
    - 1. Reunification is the permanency goal;
    - 2. Caregivers are accessible;
    - 3. Caregivers' whereabouts are known;
    - 4. Caregivers are continuing to meet with Permanency Specialists.
  - B. Cases that require tracking and accountability on at least a monthly basis but may not contain the kind of case dynamics which demand Supervisor consultation related to Permanency Specialist performance dealing with resistance, engagement, facilitating change, etc. These cases may include:
    - 1. Reunification is no longer the permanency goal;
    - 2. Caregivers are no longer involved;
    - 3. Caregivers' whereabouts are unknown;
    - 4. Caregivers are overtly and aggressively avoiding and rejecting DFS involvement;
    - 5. Caregivers are not cooperating with DFS intervention at the advisement of their attorney.

Timothy Burch, Administrator  
Clark County Department of Family Services

June 23, 2020  
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Approved Date