SOCIAL SERVICES GROUP SUPERVISION

Champaign County is committed to ensuring that many different perspectives are taken into account when making decisions that effect children, families and the elderly. The group supervision process is designed to allow for different points of views to be considered and taken into account when the department is making decisions. The goal of this process is to ensure that the entire department is utilizing best practice techniques to address issues of safety, permanency and well being of the children served as well as safety and self-determination of the elderly. Although the main areas of safety, permanency and well being are what drives our involvement with families and children, these elements must also be balanced with the need to advocate for family preservation for families being part of the decision making process involving their families.

Situations appropriate for group supervision:
- Placement Decisions (both out of home care and kinship care)
- Investigation Dispositions
- Opening and closing of child welfare ongoing cases
- Pathway switches
- Court filings (PSUP, custody, modification of disposition, reunification, etc).
- Worker difficulty with locating appropriate resources for consumers.
- Review and revision of safety plans
- Any other case specific discussion needed (as determined by caseworker or supervisor)

Planning processes will focus around the framework where the following elements will be covered:

1. Case presenter will be prepared to present on the balanced assessment done thus far (danger/harm, past history, complicating/risk factors, risk statements, gray areas).
2. All peer decision makers will be prepared to provide insightful input to the case being staffed and to assist the presenter with ideas to move the family’s case forward.
3. All presenters and group members will be accountable to the entire group for best practices.
4. Cases will be mapped on the group supervision staffing form that includes a genogram, danger statements, risk factors, complicating factors, strengths, gray areas, and next steps.

Final Decisions:

1. All attempts will be made to reach decisions by group consensus.
2. When a group consensus cannot be made, the social services supervisor and administrator will discuss the case, ideas and view points presented in the staffing process, to make a final determination.
3. This will happen on the same day of group supervision and all parties involved in the group process will be notified of the final decision via e-mail.

**Required Participants:**

1. All Social Services Supervisors
2. Social Services Administrator
3. All child welfare staff (investigators, ongoing workers, AR workers, adoption/foster care worker)

**Frequency & Attendance Expectations:**

1. Group supervision will take place on a bi-weekly basis and will be scheduled for 90 minutes on **every other Tuesday from 9:30am-11:00am**.
2. Attendance is mandatory and members are only permitted to miss scheduled group supervision if they have a court hearing, are out on sick leave or vacation, are in training or an out of office meetings, or if a supervisor has granted permission under special circumstances.

**Documentation:**

1. At each meeting there will be a designated note taker. The note taker will ensure that the decision making process is clearly documented and separated via case name. If the designated note taker is presenting a case, another group member will take notes during that case presentation.
2. The designated note taker will be required to send typed notes to the respective workers in a timely manner (within 1-2 weeks) and the assigned worker is responsible to assure that these notes are placed in the families’ SACWIS case record.

All presenters and group members should make an effort to keep each case discussion to 30 minutes.

All members of this group supervision will treat this process with respect and understanding of others view points and ideas.

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