

MANUAL TRANSMITTAL

Arkansas Department of Health and Human Services
Division of Children and Family Services

Policy Form Policy Directive
Service Programs Policy Manual

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From: Roy Kindle, DCFS Director

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Superseded

Subj.: Executive Directive: A Supervisor's Mandatory Use of the Arkansas Supervisory Review Tool with a Family Service Worker (FSW) Prior to the FSW's Appearance in Court and the Notifications that Must be Made when the Office of Chief Counsel (OCC) and an FSW Disagree on the Recommendations to be Made to the Court.

This Executive Directive clarifies that an FSW and his/her supervisor will use the Arkansas Supervisory Review Tool (ASRT) to conduct a case review thirty (30) calendar days prior to the worker's appearance in court to ensure that the worker is fully prepared. The Directive also identifies what notifications should be made and by whom when OCC and the FSW disagree on what recommendations should be made to the court about a specific case.

When an FSW is preparing for a court appearance, he/she will:

- Advise his/her supervisor when the court appearance is scheduled;
- Make an ASRT case review appointment with that supervisor;
- Meet with the supervisor and complete the ASRT case review prior to going to court;
- Document the ASRT case review meeting in CHRIS on the Client Contact Information Screen, where the FSW will –
 - a. Select "Other" for the "Purpose" of the contact and
 - b. Write in the "Comments:" box that the meeting was with his/her supervisor to conduct an ASRT case review prior to a **specific** court appearance (include date).
- Retain a printed copy of the completed ASRT for the case file.

NOTE: The standard, quarterly ASRT case review may be used to satisfy the ASRT case review requirement prior to the FSW's court appearance **ONLY IF** the quarterly review was completed **no more** than thirty (30) calendar days prior to the court appearance

The FSW's supervisor will:

- Make time available to the FSW for an ASRT case review meeting no more than 30 calendar days prior to the scheduled court appearance;
- Meet with the worker, conduct the ASRT case review and ensure that the worker is fully prepared to present the case **and** recommendations to the court;
- Ensure the worker has a printed copy of the completed ASRT review and;
- Review and approve the contact (ASRT case review meeting) as documented by the FSW in CHRIS at the Client Contact Information Screen.

NOTE: If a judge requests that the DCFS worker bring a printed copy of the case file, to include the completed ASRT case review, to the court hearing, the FSW will comply.

If the OCC attorney disagrees with the FSW on what recommendations should be submitted to the court regarding a specific case:

- The OCC attorney will notify the OCC Deputy Counsel for County Legal Operations who will contact the DCFS Assistant Director, Community Services.
- The DCFS worker will notify his/her County Supervisor, who will notify the appropriate Area Manager, who will notify the DCFS Assistant Director, Community Services, who will contact the OCC Deputy Counsel for County Legal Operations.
- The DCFS Assistant Director, Community Services, with the advice of the OCC Deputy Counsel for County Legal Operations, will confer with the Director, Division of Children and Family Services when necessary and determine what recommendations will be submitted to the court.
- The DCFS Assistant Director, Community Services or designee and OCC Deputy Counsel for County Legal Operations respectively will advise the DCFS Area Manager and OCC attorney what recommendations will be submitted to the court.
- The DCFS Area Manager will ensure that the County Supervisor and FSW are advised what recommendations will be submitted to the court.

THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY

Submit inquiries to: DCFS Policy Unit, phone (501) 682-8750