Critical Event Competency Guide
Children’s Services Supervisor

Supervisor:

Assigned Program Area:

Circuit/County:

Program Manager (if applicable):

Circuit Manager:

Field Support Manager (if applicable):

Regional Director:

I. Employee start date with CD:

II. History of Job Experience:
   • Children’s Services Worker
   • Supervisor
   • Other

III. Training History from Employee Learning Center:
   • Management Training Rule

IV. Supervisory Unit Information:
   • Number of workers
   • Experience of workers
   • Caseload size of workers
   • Turnover/vacancies

V. Case Review of Critical Event (see CD-164):
   • Timeliness
   • Adherence to Policy
   • Patterns
   • Documentation
   • Supervisory Consultation
   • Timeliness of supervisory approval

VI. Case Review of Current Caseload:
   • Timeliness
   • Adherence to Policy
   • Patterns
   • Documentation
   • Supervisory Consultation
   • Timeliness of supervisory approval

VII. Supervisor Conferences:
• Frequency
• Documentation
• Consultation/Guidance

VIII. Overall Outcomes for Program Area:
  • Individual Workers
  • Unit

IX. Most recent PERforM rating:

X. Previous Personnel Actions:

XI. Attendance/Absences:

XII. Extenuating Circumstances:

XIII. Supervisor Interview:
  • Employee Incident Report Completed

XIV. Consultation with Personnel Unit

| Competency Assessment Decision: |
| Assessment Completed by:        |
| Date:                          |
| Approved:                      |
| Date:                          |