

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: