Critical Event Competency Guide
Circuit Manager

<table>
<thead>
<tr>
<th>Circuit Manager:</th>
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<tbody>
<tr>
<td>Circuit:</td>
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<tr>
<td>Field Support Manager (if applicable):</td>
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<tr>
<td>Regional Director:</td>
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I. Employee start date with CD:

II. History of Job Experience:
   - Children’s Services Worker
   - Supervisor
   - Circuit Manager
   - Other

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

IV. Circuit Information:
   - Counties in Circuit
   - Description of Staff in each county:

V. Supervisory Unit Information (for each unit):
   - Number of workers
   - Experience of workers
   - Caseload size of workers

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

VII. Circuit Manager/Supervisor Conferences:
   - Frequency
   - Documentation
   - Consultation/Guidance

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

IX. Internal relationships
• Concerns/strengths

X. External Relationships
• Concerns/strengths

XI. Overall Outcomes for Program Area:
• County
• Circuit
• Units

XII. Most recent PERforM rating:

XIII. Previous Personnel Actions:

XIV. Attendance/Absences:

XV. Extenuating Circumstances:

XVI. Circuit Manager Interview:
• Employee Incident Report Completed

XVII. Consultation with Personnel Unit

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