



Certified Child Welfare Supervisor (CCWS) Case File Review & Consultation Verification Form

Introduction

Purposeful case file review and supervisory consultation is a primary strategy to achieving child welfare safety, permanency, and well-being outcomes. Case file review and consultation occurs between the supervisor and their direct reports and it occurs between the supervisor and their immediate supervisors. In both instances, the administrative, educational, and supportive supervisory practices demonstrated through reflective supervision and coaching affords opportunity to develop and model the skills expected of the children and families served.

The purpose of the review is to promote learning – it is not a pass/fail activity. Applicants are encouraged to immediately begin to implement new skills learned in training to their supervision practices, however, the documented case file review for certification purposes may not occur until after the four On-the-Job Observation and Competency Verification requirements are met.

Directions

1. This form documents that a formal case file review and supervisory consultation occurred between the applicant and their immediate supervisor (or qualified supervisor as defined in 6.).
2. The selected case file should be a standard, typical, currently open case that is assigned to the applicant as the case supervisor and may include both hard copy and FSFN records. In general, select a case that has been open several months after the applicant has completed the CCWS training, but long enough to allow for the demonstration of competencies.
3. The purposes of the case file review are to promote transfer of learning; provide feedback on the applicant's demonstration of supervisory core competencies; promote the supervisory administrative, educational and supportive practices; and encourage the use of reflective supervision and coaching.
4. The case file review and consultation with a qualified supervisor is conducted, it is not scored.
5. Certification-eligible case file reviews may only occur after the four On-the-Job Observation and Competency Verification requirements have been met.
6. Individuals conducting observations/ratings must meet the FCB's definition of a qualified supervisor and **MAY NOT** be in a subordinate or parallel position to the applicant.
 - a. A qualified supervisor is the applicant's immediate supervisor or any other agency supervisor, trainer, mentor, quality assurance staff or other agency management/leadership staff assigned by the employer to provide supervision to employees seeking certification.
 - b. Anyone in any of the following relationships with the applicant MAY NOT conduct observations for certification purposes, regardless of their job title or experience: subordinates, individuals in a parallel position, a relative, any person sharing the same household, or any person in a romantic, domestic, or familial relationship.
7. The applicant completes Part 1 prior to the observation and signs Part 6 after receiving performance feedback.
8. The qualified supervisor conducting the observation and follow up performance consultation completes Parts 2 – 5 of this form, secures the signature of the applicant in Part 6, and submits the form to the attention of Auna Moore at amoore@flcertificationboard.org



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Part 1: Applicant Information. Enter requested information exactly as it is associated with your FCB account.	
Applicant Name _____	
Email Address _____	Phone Number _____
Current FCB Credential(s) _____	
Part 2: Qualified Supervisor. Enter requested information for the Qualified Supervisor who will conduct the case file review & consultation.	
Observer/Rater Name _____	
Email Address _____	Phone Number _____
Position Title _____	Employer _____
Part 3: Case File Review and Consultation Identification. The case file review and consultation should take a minimum of 30 minutes. Please identify the case file by the official number that would allow for a records review in case of audit. Do not provide any client identifying information.	
Date of Case File Review/Consultation _____ Start Time _____ End Time _____	
Case File Number _____	
Part 4, A – D: Competency Demonstration. <i>Notate strengths and opportunities for improvement as demonstrated by the applicant.</i>	
A. Performance Domain: Leadership Skills	
Expectation: Supervisors will demonstrate effective leadership skills that inspire and motivate employees to achieve organizational, unit and individual performance goals.	
Supervisory Observation: What did you see in the record and/or hear from the supervisor regarding their demonstration of leadership skills?	Strengths:
	Opportunities:



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B. Performance Domain: Managing Performance

Expectation: Supervisors will demonstrate their ability to ensure child safety, permanency and well-being; improve service quality; develop employee competencies; and fulfill an organization's mission and goals. Supervisors are expected to regularly monitor the quality of employee performance, to support employees' professional development, and to assess employees' performances based on pre-defined job tasks and performance expectations.

Supervisory Observation: What did you see in the record and/or hear from the supervisor regarding their demonstration of managing performance skills?

Strengths:

Opportunities:

C. Performance Domain: Communication Skills

Expectation: Supervisors will demonstrate effective verbal and written communication skills to others who need to be informed in a manner that is accurate, clear, concise, and well-organized. Supervisors are expected to tailor their communication method, the amount and level of detail, and content of the communication to the needs of the target audience.

Supervisory Observation: What did you see in the record and/or hear from the supervisor regarding their demonstration of communication skills?

Strengths:

Opportunities:



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D. Performance Domain: Professional Child Welfare Foundations

Expectation: Supervisors will demonstrate comprehensive knowledge of the child welfare system of care in order to promote employees understanding of why they are performing specified tasks and how their role fits within the overall system of care and impacts achievement of child safety, permanency and well-being outcomes.

Supervisory Observation: What did you see in the record and/or hear from the supervisor regarding their demonstration of professional child welfare foundation skills?

Strengths:

Opportunities:

Part 5: Attestation of Competency Demonstration. To be completed by the qualified supervisor conducting the rated observation.

I have read the purpose and expectations of the Case File Review and Consultation as described by the Florida Certification Board and completed the case file review and consultation with the applicant for a minimum of 30 minutes and provided feedback of the applicant's performance as described in parts 4A-D.

☐ Yes ☐ No

Based on your direct observations of and interactions with the applicant during the case file review and consultation documented on this form, do you have any concerns about their demonstration of child welfare core competencies?

☐ Yes ☐ No

I consent to an audit of related agency records to verify my attestation, if requested by FCB.

☐ Yes ☐ No

By my signature, I attest that the above material is true.

Qualified Supervisor/Observer Signature (FCB accepts both manual and electronic signatures)

Date

Part 6: Verification of Observation and Performance Consult. To be completed by the applicant.

I participated in the case file review and consultation as documented herein. The content of the review, including my strengths and opportunities has been discussed with me in detail. My signature indicates knowledge and understanding of the contents documented herein and does not necessarily imply agreement.

☐ Yes ☐ No

Applicant Signature (FCB accepts both manual and electronic signatures)

Date