



Tennessee Department of Children's Services

Guidelines for Quality Case Conferencing between Team Leaders and FSWs for Foster, Kinship and Adoption Cases

Supplemental to DCS Policy: 4.4

Ensuring quality case conferences between Team Leaders and FSWs is essential to improved FSW performance, case progress, and timely outcomes for children and families.

GENERAL CONSIDERATIONS:

Quality case conferences may include the following components and are documented in detail in accordance with DCS Policy 4.4, Performance and Case Supervision Practice Guidelines and Criteria:

- a) Overview of what has occurred in the case since the last discussion between FSW and Team Leader
- b) A review of recent or relevant assessments, which include DCS assessments such as the CANS, FFA, and external assessments such as psychological evaluations, Alcohol and Drug (A&D) assessment, etc. to examine:
 - ◆ How assessments integrated in the Permanency Plan, services, or other aspects of the case
 - ◆ How has the worker has informally assessed the family since the last formal assessment
 - ◆ A discussion about how family progress is reflected in current assessments, in relation to prior assessments
 - ◆ Are assessments comprehensive based on the needs of the child and family including, but not limited to: health, mental health, A&D, education, independent living, financial stability, etc.
- c) A review of permanency planning and service delivery:
 - ◆ A review of implemented services outlined in the plan.
 - ◆ Service delivery barriers
 - ◆ Progress made as a result of services received
 - ◆ Effectiveness of services provided, and if service provision is adequate based on client need
- d) A discussion of long-term view:
 - ◆ Discussion of remaining issues before permanency can be achieved
 - ◆ Estimate timeframes for completion of remaining steps
- e) Possible immediate next steps:
 - ◆ Discussions that need to occur with various team members
 - ◆ Scheduling of any need medical, mental health or other appointments.
 - ◆ Scheduling of next CFTM
 - ◆ Meetings with legal to file petitions, motions or set court hearings.
 - ◆ Preparation steps to prepare for any upcoming case occurrences such as court, CFTMs, appointments, etc.