



Supervisor Safety Kanban & 45+ Check Sheet Standard Work

Version Date 4/28/26

Purpose: This Kanban provides a real-time view of all open intakes for each unit. It visualizes timeliness of required actions within expected timeframe, prompting the Supervisor to review, discuss, and take appropriate action when delays are identified. At the end of each month, Program Specialist carries forward any remaining open intakes and creates a new tab for the upcoming month. All intake data received during the month, including Number counts and yes/no indicators, are documented within that month's tab. The Kanban is maintained as a live document and is stored in the section Shared Drive under: [Region #] [Section #] [Unit #] SSK+45

- Owner:
- Deliverables:
 - **Supervisor Safety Kanban**
 - o The Supervisor has in-person discussions with Specialists and confirms all fields are updated daily (dates, colors, number counts)
 - o Intake date and time: Enter intake finalization date and time. This information will then auto populate the 30-, 45- and 60-days columns
 - o Criminal Conduct (CC) or Joint Investigation (JI)- Check Mark if there is a Criminal Conduct allegation or Joint Investigation, leave blank if not
 - o Initial Response – Write the date of initial response
 - o **Green** – Initial response was within response time window (P1- 2 hours, P2- 48 hours, P3- 72 hours, P4- 7 days)
 - o **Red** – Not within response time window
 - o Final In-person Victim Child Contact – Write the date of in-person contact with the child victim, or the date of in-person contact with the last child victim seen if there is more than one alleged child victim (Monitor that reasonable efforts are made to see all alleged child victims within the response time, including early attempts and prompt follow-up).
 - o **Green** - All alleged child victims received in-person contact within the response time.
 - o **Red** – One or more alleged child victims did not receive in-person contact within the response time (even if reasonable efforts were made)
 - o Final In-person Non-Victim Child Contact – Write the date of in-person contact with the last non-victim child in the household. If there is no non-victim child that require in-person contact, write NA or leave blank. (Monitor that prompt follow-up occurs until all children in the household have been seen).
 - o For the purpose of this Kanban, Non-Victim Child is defined as any child included in the FFA, who is not an alleged victim.
 - o Final Present Danger Assessment – Write the date that the last/final required present danger discussion was held by the DCS Specialist and Supervisor (this will not always be the date of the final in-person child contact, since present danger assessment can require contact with a parent or viewing the residence).
 - o Present Danger Decision Documentation – Write the date that the last/final present danger statement and present danger decision for any child that required a present danger assessment was entered into Guardian.
 - o **Green** – The documentation for all required children was entered within 48 hours of that child's assessment
 - o **Red** – The documentation for one or more children was not entered within 48 hours of that child's assessment
 - o Add the counts of red/green in the corresponding areas on the bottom of the page
 - **Action Requests**
 - o Document Action Requests as received
 - o Highlight columns A-G **Orange** to identify Action Requests

- **45+ Check Sheet**

- o Review 45+ columns twice a week to discuss with Specialist any barriers, problem solve and identify target dates for closure.
Total Days Open: The number of total days open auto populates and refreshes daily. The total days open is utilized to triage and prompt discussion

- o Check mark non-preventable column if the barrier to closure has been identified as non-preventable

Non-preventable is defined as Outside of the Department's control

- o Law Enforcement Investigation is Active (i.e. Fatality, Sexual or Medical Abuse)

- o Follow up skeletal exams have not occurred

- o Police records requested, but not received

- o Medical records requested, but not received

- o Out of State CPS/DCS records requested, but not received

- o Missing Children, Efforts Documented, Family Locate Referral Pending

- o Manager Closure Date: Enter date Assessment is closed and hide row

- o Observations and problems must be addressed through countermeasures on the Huddle Board

Data collection

Frequency: Monday Mornings, and the 1st of each month

Purpose: Outline steps to gather the weekly and monthly data

Once copy is downloaded you are able to sort document as needed to gather data/information required

1. Download a copy of the Supervisor Safety Kanban Excel .
2. Unhide hidden row cells (closed Assessments)
3. Compile weekly performance metrics, including:
 - a. Weekly Accountability Metrics
 - b. Huddle Metrics
 - c. Score Card Metrics
4. Document and communicate any discrepancies observed to Supervisor and Program Manager

Monthly Roll Over & Data Reset:

Frequency: Last business day of the month

Purpose: Prepare the Kanban tracker for the upcoming reporting period while preserving active work

1. Duplicate the current month worksheet
 - a. Open live SSK & 45+ Check Sheet
 - b. Right click the active month tab and select duplicate
 - c. Rename the duplicated worksheet following format [Month] [Year]
2. Prepare the new worksheet for use
 - a. Unhide all hidden rows
 - b. Filter Manager Closure date column to exclude blank cells (this will display only the closed assessment)
 - c. Select and delete all visible closed assessment rows
 - d. Clear the Manager Closure column filter to restore full dataset visibility
3. Validate Data only open assessments remain the worksheet is clean and ready for use
4. Notify Supervisor New Month Worksheet is ready for use

Yearly End Archive

Frequency: Last business day of the calendar year (12/31)

Purpose: Archive records and prepare Kanban for the new calendar year

1. Download a copy of the most up to date SSK &45+ Check Sheet.
2. Save workbook following format:

- a. [Region #] [Section #] [Unit #] SSK +45 [Current year] (i.e 10-07-076 SSK+45 2026)
3. Upload the file to shared drive folder: Archived SSK&45+

Yearly Roll-over and Data Reset

1. Open the current workbook
2. Duplicate the current month worksheet
 - a. Right click the active month tab select duplicate
 - b. Rename the duplicated worksheet January [Upcoming Year] (i.e January2027)
3. Prepare the new worksheet for use
 - a. Unhide all hidden rows
 - b. Filter Manager Closure date column to exclude blank cells (this will display only the closed assessment)
 - c. Select and delete all visible closed assessment rows
 - d. Clear the Manager Closure column filter to restore full dataset visibility
4. Validate Data only open assessments remain the worksheet is clean and ready for use
5. Delete all previous year's tabs
6. Ensure the changes have been saved to the workbook
 - a. Note that the workbook should remain named: [Region #] [Section #] [Unit #] SSK +45
7. Notify Supervisor upcoming year SSK & 45+ Check Sheet is ready for use

