

In the event a Specialist resigns or is leaving the unit, their current caseload will need to be evaluated upon receiving notice and their caseload will need to be triaged for closure or reassignment for continued assessment of safety and permanency of children. These assessments or cases will need to be reassigned within the region and will be the shared responsibility of the entire region depending on number of full-time employees (FTE's) and workload.

Investigations with Notice Given

1. Upon receiving notification of the pending vacancy, the Program Supervisor will immediately notify the Program Manager. The Program Supervisor will follow the region's procedure for sending notifications to the HR Separations inbox (HRSeparations@AZDCS.GOV).
 - a. The Supervisor will meet with the Program Manager to discuss assessment distribution. The Program Manager will elevate items as necessary to the Program Administrator.
2. As soon as possible after receiving notice, the Program Supervisor and Specialist will meet to:
 - a. Review both the DCS Specialist Investigations Kanban and the Supervisor Safety Kanban to determine the outstanding activities.
 - b. Identify cases to be opened for services which need to be assigned to in-home or out-of-home.
 - c. Identify assessments for closure and create deadlines for those closures.
 - d. Determine what actions need to be completed for each assessment and create a schedule of what actions will be completed prior to leaving the unit. The Program Supervisor must document the outstanding actions and agreed upon completion date in the Supervisor Safety Kanban.
 - e. Decide how often the Program Supervisor and Specialist will meet to assess progress. These meetings should occur a minimum of weekly, depending on the amount of notice provided.
3. The Specialist will ensure they are making daily updates to the DCS Specialist Investigations Kanban and that documentation is entered immediately following ensuring safety of children and completion of assessment actions.
4. The Program Supervisor and Specialist will meet at the identified cadence for a check-in period to ensure progress is being made and outstanding actions are being completed or barriers to completion are being discussed and documented.
 - a. The DCS Specialist Investigations Kanban and Supervisor Safety Kanban will be used to help facilitate these conversations.
5. The Specialist should not be assigned any new reports and will focus on their current assessments; unless otherwise approved by the Program Manager or Program Administrator.
6. Within 2 business days of notice, if there are any continued assessments where response times or safety decisions have not been met, a discussion will be held with the Program Manager whether assessments need to be reassigned to other staff.
7. If assessments are reassigned to a new Specialist with missing response times or present danger decisions, this Specialist must respond and enter all safety decisions within 2 business days.
8. For any assessments that are not closed prior to last day, all case notes and documentation in the FFA must be up to date.
9. No later than the last day with the unit, the Program Supervisor will reassign any assessments not closed

by the Specialist.

Investigations with No Notice Given

1. Immediately, the Program Supervisor will:
 - a. Notify Program Manager and follow the regions' procedure for sending notification to the HR Separations inbox (HRSeparations@AZDCS.GOV) and notification to the HR liaison of the person's resignation.
 - b. Retrieve hard files, DCS Specialist investigation Kanban and Supervisor Safety Kanban to review the status of each assessment and determine what actions remain for each assessment. Document the remaining actions in the Supervisor Safety Kanban.
 - c. Identify a new Specialist to be assigned to each assessment. Work with the Program Manager to determine if the assessments are being reassigned within the section or will be shared across the region. Include in the reassignment discussion what actions remain for each assessment.
 - d. Reassign all assessments, as agreed upon with the Program Manager.
2. For any assessment that does not have a response time or safety decision entered for all victims, the newly assigned Specialist will have 2 business days to respond accordingly and ensure safety.

Ongoing with Notice Given

1. Upon receiving information of the pending vacancy, the Program Supervisor will immediately notify their Program Manager and follow the regions procedure for sending notifications to the HR Separation Inbox (HRSeparations@AZDCS.GOV) and to HR liaison of the person's resignation.
 - a. The Supervisor will meet with the Program Manager to discuss assessment distribution. The Program Manager will elevate items as necessary to the Program Administrator.
2. As soon as possible after receiving notice, the Program Supervisor and Specialist will:
 - a. Review case directory to determine any cases that can be closed or transferred.
 - b. Discuss dates of any upcoming court hearings and trials.
 - c. Create a plan to ensure all remaining child contacts and documentation are completed.
 - d. Ensure there is a plan in place for all court hearings to be covered. Discuss the completion of court reports for any hearing scheduled in the next 60 days.
 - e. Document case updates, the plan for child contacts and court reports in a clinical case note for each case.
 - f. Decide how often the Program Supervisor and Specialist will meet to assess progress. These meetings should occur a minimum of weekly, depending on the amount of notice provided.
3. Within 3 business days of initial notice, the assigned Program Supervisor, Program Manager and the Program Specialist, will meet to determine equalization of cases amongst the section or if cases need to be reassigned across the region.
4. The Program Supervisor and Specialist will meet at the determined cadence to ensure progress is being made and discuss any barriers or new information.
5. No later than the Specialist's last day, the Program Supervisor will reassign or transfer the cases.
6. The Program Supervisor overseeing the newly assigned Specialist will schedule time with the newly assigned Specialist to complete a clinical supervision discussion. The teams can schedule a transfer dialogue to discuss the particulars of each case.