



PENDING VACANCY (ASSESSMENT/CASE REASSIGNMENT) STANDARD WORK

VERSION DATE 07/13/21

In the event a Specialist resigns, transfers positions, or promotes, their current caseload will need to be evaluated upon receiving notice and assessments or cases will need to be reassigned for continued assessment of safety and permanency of children. These assessments or cases will need to be reassigned within a section and will be the shared responsibility of the entire section depending on number of full time employees (FTE's) and workload. The Supervisor will use the [Reassignment Checklist](#).

Investigations with Notice Given

1. Upon receiving information of the resignation, transfer, or promotion, the Program Supervisor will immediately notify their Program Manager and HR liaison.
 - a. If the Specialist is staying with the Department including, transferring, or taking a promotion outside of their current region, a conversation between the Program Administrators for assessment distribution will occur.
 - b. If the Specialist is staying with the Department including, transferring or taking a promotion inside the region, a conversation for assessment distribution involving the Program Administrator and both Program Managers will occur.
2. Within 1 business day of receiving notice, the Program Supervisor and Specialist will meet to:
 - a. Review both the DCS Specialist Investigations Kanban and the Supervisor Safety Kanban to evaluate the assessment load.
 - b. Identify cases to be opened for services which need to be assigned to in-home or out-of-home.
 - c. Fill out the Reassignment Checklist throughout the discussion.
 - d. Decide how often the Program Supervisor and Specialist will meet to assess progress.
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.
4. The Program Supervisor and Specialist will meet at the identified cadence for a check-in period to ensure progress is being made and ensure that victims and children are being assessed.
 - a. The DCS Specialist Investigations Kanban, Supervisor Safety Kanban, and Reassignment Checklist should 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 and Program Supervisor.
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 and assessments may need to be reassigned to other staff. Any preventable overdue reports will also need to be reassigned if they cannot be closed in the allotted time that Specialist has prior to departure.
7. If any of the assessments are reassigned to a new Specialist, 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 documentation in the FFA must be up-to-date.
9. No later than the last day, the Program Supervisor will reassign any assessments not closed by the Specialist to a new Specialist and close all assessments that can be closed.
10. If the Specialist is transferring or promoting, no later than their last day in their current role, the Specialist will share their Reassignment Checklist with their new Program Manager.

Investigations with No Notice Given

1. Immediately, the Program Supervisor will:
 - a. Notify Program Manager and HR liaison of person's resignation.
 - b. Retrieve hard files and the DCS Specialist investigation Kanban to review the status of each assessment.

- c. Identify a new Specialist to be assigned to each assessment.
 - d. Reassign all assessments.
2. For any assessment that does not have a safety decision entered for all victims, the new assigned Specialist will have 2 business days to respond accordingly and ensure safety.
3. For any assessment that does not have a safety decision entered for all children, the new assigned Specialist will have 2 business days to respond accordingly and ensure safety.

Ongoing with Notice Given

1. Upon receiving information of the resignation, transfer, or promotion, the Program Supervisor will immediately notify their Program Manager and HR liaison.
 - a. If the Specialist is staying with the Department including, transferring, or taking a promotion outside of their current region, a conversation between the Program Administrators for case distribution will occur.
 - b. If the Specialist is staying with the Department including, transferring or taking a promotion inside the region, a conversation for case distribution involving the Program Administrator and both Program Managers will occur.
2. Within 1 business day of receiving notice, the Program Supervisor and Specialist will:
 - a. Review case directory to determine any cases that can be closed or transferred.
 - b. Discuss any upcoming severance trials, or cases that have new information.
 - c. Create a plan to ensure all child contacts and documentation are completed.
 - d. Ensure there is a plan in place for all court hearings to be covered.
 - e. Fill out the Reassignment Checklist throughout the discussion.
 - f. Decide how often the Program Supervisor and Specialist will meet to assess progress.
3. Within 3 business days of initial notice, the assigned Program Supervisor, all other ongoing Program Supervisors, and the Program Specialist, will meet to determine equalization of cases amongst the section.
 - a. During this meeting, they will determine new Specialists based on FTE's and number of children to assign.
 - b. If there is a concern that there is not sufficient # of FTE's the Program Manager can reach out to Program Administrator for guidance.
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 any cases and transfer any identified cases for transfer to a new section.
6. The Program Supervisor overseeing the new Specialist will schedule time with the newly assigned Specialist to complete a clinical supervision discussion.
7. If the Specialist is transferring or promoting, no later than their last day in their current role, the Specialist will share their Reassignment Checklist with their new Program Manager.

Ongoing with No Notice Given

1. Immediately, the Program Supervisor will:
 - a. Notify Program Manager and HR liaison of person's resignation.
 - b. Retrieve hard files and review case directory for reassignment of cases and/or cases that can be transferred or closed.
 - c. Print a schedule of upcoming court hearings and ensure there is coverage
 - d. Run data regarding missing child contacts and ensure visits are divided up amongst staff.
 - e. Meet with other ongoing Program Supervisors and Program Specialist in the section to determine new Specialists based on FTE's and number of children to assign.
2. The Program Supervisor overseeing the new Specialist will schedule times with the newly assigned Specialist to complete a clinical supervision discussion.