

MANAGEMENT DIRECTIVE

USE OF SAFEMEASURES

Management Directive #09-08

Date Issued: **11/25/09**

New Policy Release

Revision of Existing Procedural Guide dated

Revision Made: **NOTE:** Current Revisions are Highlighted

Cancels:

DEPARTMENTAL VALUES

The Department continues to focus on three priority outcomes. The three identified outcomes are improved safety for children, improved timelines to permanency, and reducing reliance on placement to achieve safety. Timely permanence is achieved, with the first choice permanency option being reunification, followed by adoption, relative legal guardianship, and legal guardianship with an unrelated caregiver.

APPLICABLE TO

This Management Directive applies to Supervising Children Social Worker (SCSW), Assistant Regional Administrators and Safe Measure Leads.

OPERATIONAL IMPACT

Definitions

- A. SafeMeasures – is a web based reporting application which provides managers with key performance and outcome measures.

SafeMeasures shall be used by SCSWs and ARAs to monitor a CSW's use of CWS/CMS. All appropriate reports shall be utilized including but not limited to:

- Child Safety Alerts
- Face to Face Child Contacts
- Face to Face Parent Contacts
- Case Plan Completion

- Court Reports
- Timely Entry of Contacts into CWS/CMS
- All SDM Tool use
- Referral Contacts
- Referral Collateral Contacts
- Referral Disposition
- Referral Time Open
- Medical Exams
- Dental Exams
- CFSR Measures
- ASFA reports
- Fire Maps of children in placement
- Other reports specified by management

Each office shall designate a SafeMeasures Lead. (SL) The SL will be responsible to gather feedback on SafeMeasures use from office staff. The SL will summarize any suggestions for improvement or ideas for new reports and forward them on to the Department SafeMeasures IT Lead. The Department IT Lead will be the single point of contact to Children’s Research Center (CRC) for requests to modify, correct or create any reports.

Procedures

A. WHEN: USING SAFEMEASURES TO MONITOR CSW AND SCSW PERFORMANCE

SCSW Responsibilities

1. Review all e-mail alerts generated by SafeMeasures and ensure CSWs are in compliance with department standards.
2. Use SafeMeasures on a regular basis or as needed to monitor CSW performance.

NOTE: SCSWs are to use SafeMeasures at least once a month to monitor the performance of each CSW in their unit.

3. Use SafeMeasures to track staff performance per department standards.
4. Utilize SafeMeasures results to assist in the writing of any Reports of Performance Evaluations and Performance Improvement Plans developed for CSWs.

ARA Responsibilities

1. Review all e-mail alerts generated by SafeMeasures and ensure that SCSWs and CSWs in your Section are in compliance with department standards.

2. Use SafeMeasures on a regular basis or as needed to monitor SCSW and CSW performance in your Section.

NOTE: ARAs are to use SafeMeasures at least once a week to monitor the performance of their Section.

3. Use SafeMeasures to identify those staff that are performing above and below department standards so that support may be directed as needed.
4. Use SafeMeasures regularly to provide feedback to SCSWs related to performance on specific areas of CWS/CMS data entry.
5. Use SafeMeasures to monitor compliance related to Performance Evaluations or with Performance Improvement Plans related to CWS/CMS data entry.
6. Use SafeMeasures to provide Regional Administrators with analysis of staff performance as requested.
7. Use SafeMeasures to track, monitor, and assess regional office performance on CFSR measures.

NOTE: The CFSR data can be used to inform regional management on areas of strength and need in the areas of child safety, permanence and well-being. The data shall also be used to help guide regional management develop plans to address those areas that require improvement in practice, operations, and policy compliance.

SafeMeasures Lead Responsibilities

1. Monitor use of SafeMeasures throughout the department. Work with identified office SLs to provide feedback to CRC on application improvements. Monitor all changes to SafeMeasures and provide office SLs with updates as needed. Maintain and Support the Contract with CRC and act as the Program Manager for SafeMeasures.

APPROVAL LEVELS

| Section | Level | Approval |
|---------|-------|----------|
| A.-B. | None | |

LINKS

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|-------------------------|---|
| California Code | http://www.leginfo.ca.gov/calaw.html |
| Division 31 Regulations | http://www.cdss.ca.gov/ord/PG309.htm |
| Title 22 Regulations | http://www.dss.cahwnet.gov/ord/PG295.htm |

RELATED POLICIES

None

FORM(S) REQUIRED/LOCATION

| | |
|------------------|------|
| HARD COPY | None |
| LA Kids: | None |
| CWS/CMS: | None |
| SDM: | None |