

# Courtesy Supervision - General

(Revised 07/31/20)

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## Forms

The following form is referenced in this file:

- 04-227 Request for Home Evaluation/Courtesy Supervision (CWS/CMS Template)

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## Introduction

In California, when a dependent child of one county is being considered for placement in another county, the second (“supervision”) county is generally asked to supervise the placement, which is commonly referred to as “courtesy supervision.”

**Contiguous\*** counties generally do not provide courtesy supervision for each other. For contiguous counties, it is the responsibility of the jurisdiction county to provide its own home evaluations/approvals and supervision.

\*Imperial, Orange, and Riverside are contiguous counties.

The following policies and procedures apply to placements within the State of California. Refer to Out-of-County Placement for policies and procedures related to the approval process.

Out-of-State placements are governed by Interstate Compact for the Placement of Children (ICPC) regulations.

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## Definitions

The following terms have these definitions for purposes of this file:

**Jurisdiction County:** The county that has jurisdiction of the child and is requesting courtesy supervision. The SW in the jurisdiction county has the primary assignment in CWS/CMS.

**Supervision County:** The county in which the child is being placed and that will provide courtesy supervision. The Supervision County does *not* have jurisdiction. The Supervision County’s SW will have only a secondary assignment in CWS/CMS.

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**When requests come to San Diego**

When a request for supervision comes to San Diego from a non-contiguous county, the request will be assigned to Continuing Services.

When a request for a Resource Family Approval (RFA) Out of County Assessment comes to San Diego, the referral is assessed by the RFA Unit (see Out-of-County Placement).

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**When San Diego requests courtesy supervision**

When San Diego requests that a non-contiguous county provide courtesy supervision, the SW will follow these procedures.

Step	Action
1	Contact the other county's representative identified on the Courtesy Supervision List located at the <a href="#">County Welfare Directors Association of California (CWDA)</a> in County Tools.
2	Ask the representative for the name and phone number of the SW who will be providing the courtesy supervision.
3	Discuss the case with the SW.
4	Make a secondary assignment so the SW can access the CWS/CMS case.
5	Send the following to the SW: <ul style="list-style-type: none"><li>Form 04-227 (Request for Home Evaluation/Courtesy Supervision) with the "Services Requested" section completed</li><li>A copy of the most recent court order</li><li>Any other information requested by the Supervision County to assist in making the decision to provide courtesy supervision.</li></ul>

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**After the Supervision County agrees to provide courtesy supervision**

When the Supervision County agrees to provide courtesy supervision for San Diego, the San Diego SW will send a letter to the Supervision County specifying:

- what services are needed, including contact requirements  
**NOTE:** Regardless of the contact agreement, San Diego is responsible for ensuring that all timely contacts are made.
  - the requested frequency of written reports
  - the date the child arrived/will arrive
  - a request for acknowledgment when the child arrives (if the San Diego SW will not be transporting the child to the out-of-county placement).
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**Jurisdiction County responsibilities**

Regardless of the agreement made between the counties, the SW in the Jurisdiction County is responsible for:

- arranging for the home evaluation/approval
  - arranging for the provision of supervision and services by the Supervision County
  - following up on, and ensuring, that the child's home approval process is completed (see Relative and Non-Relative Extended Family Member Approvals)
  - ensuring that a secondary assignment has been made in CWS/CMS to the Supervision SW
  - ensuring that all contact requirements are met (if the Supervision County is not making monthly contacts, then the Jurisdiction County is responsible for seeing the child monthly and for resolving any problems, even if it requires the Jurisdiction County to travel out-of-county to see the child)
  - providing services to all participants named in the case plan
  - completing all reassessments, court reports, and case plans
  - authorizing payment for any special needs
  - following all of their own county's policies and procedures
  - filing copies of all written agreements and correspondence.
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**Supervision County responsibilities**

If the Supervision County agrees to provide courtesy supervision, the Supervision SW will be responsible for:

- maintaining close contact with the Jurisdiction County
  - providing the agreed-upon periodic written reports (usually quarterly) about the child's condition and progress
  - providing consultation and advice on the case, as needed
  - following all of their own county's policies and procedures
  - forwarding copies of all written agreements and communication to the Jurisdiction County, if not imported into CWS/CMS.
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**If a placement fails**

If a placement fails, the Supervision County may request that the child be returned to the Jurisdiction County. A Supervision County is not obligated to provide courtesy supervision if it finds that the placement is not appropriate. If an event occurs that requires a child to be removed from the placement, the Jurisdiction SW must be notified immediately so arrangements can be made for a change of placement or return of the child to the Jurisdiction County.

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**Termination of courtesy supervision**

Courtesy supervision ends when:

- a child is returned to the Jurisdiction County, or
- the Jurisdiction County, in collaboration with the Supervision County, terminates jurisdiction.

The SW in the Jurisdiction County must notify the SW in the Supervision County to stop courtesy supervision if jurisdiction is terminated.

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**Alignment with SET**

This policy supports SET [Value 3](#): Helping Children and Youth Achieve Their Full Potential and Develop Lifelong Relationships, by working with other counties to ensure children's safety and well-being in placement when they live outside San Diego.

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