



Certified Child Welfare Supervisor (CCWS) Application

Case File Review and Consultation Form

1. Certified Child Welfare Supervisor (CCWS) applicants are required to participate in a purposeful case file review and supervisory consultation.
2. This form documents a formal case file review and supervisory consultation between the CCWS applicant and a qualified professional.
3. Certification-eligible case file reviews may only occur after the four rated observation requirements have been met.
4. The case file review is not scored. Its purposes are to promote transfer of learning; provide feedback on the CCWS applicant's demonstration of supervisory core competencies in case records; promote supervisory administrative, educational, and supportive practices; and encourage reflective supervision and coaching.
5. Eligible case file reviews are conducted by qualified professionals, and are documented on a FCB *Case File Review and Consultation Form_7-1-22.pdf*. See paragraph 8, below for details on how to complete and submit the form.
6. Qualified Professional Requirements:
 - a. Individuals eligible to serve as a qualified professional for the purposes of conducting a case file review for CCWS certification include the CCWS applicant's immediate supervisor, or any other agency supervisor, trainer, mentor, quality assurance staff, or other management/leadership staff assigned to conduct rated observations for certification purposes.
 - b. Regardless of job title or experience, a person may NOT serve as a qualified professional for certification purposes if he or she is the CCWS applicant's subordinate, peer, or other person in a parallel position, relative, or shares/shared a household or is/was in a romantic, domestic, familial, or similar relationship with the CCWS applicant.
7. The selected case file should be a standard/typical open case assigned to the CCWS applicant as the case supervisor and may include both hard copy and electronic case records. In general, select a case that has been open several months after completing CCWS training to allow time for the demonstration of competencies in case records.
8. FCB CCWS Application CASE FILE REVIEW Form
 - a. The *Case File Review and Consultation Form_7-1-22.pdf* is posted online.
 - b. Qualified professionals do not submit observation forms directly to the FCB. Rather, each participating employer has identified a certification Point of Contact. This person will collect complete certification application forms from qualified professionals, review the forms for completeness, and forward the forms to the FCB for processing.
 - c. Forms must be approved by FCB before the CCWS APPLICANT is eligible to register for the CCWS exam.
 - d. The CCWS APPLICANT completes Part 1 prior to the case file review, provides the partially completed form to the qualified professional conducting the review, and signs Part 6 after completing the review and performance consultation/receiving performance feedback.
 - e. The qualified professional conducting the case file review and follow up performance consultation completes Parts 2 – 5, secures the CCWS applicant's signature in Part 6, and submits it to their certification Point of Contact to forward to the FCB for processing.
 - f. Forms submitted for certification purposes must be typed.

Note: Forms must be provided to the employer designated Certification Point of Contact using the email of the qualified professional who conducted the review or their designee. Designees may not be the CCWS applicant or his or her subordinate or peer and designees must cc the person who completed the form. The certification Point of Contact will certify to the FCB that observations forms were received according to policy requirements.



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Part 1: Applicant Information. Enter requested information exactly as it is associated with your CCWS applicant credential.

Name: _____
 Email Address: _____ Phone Number: _____

Part 2: Observer/Rater Information. Enter requested information for the Qualified Professional who will conduct the observation.

Observer/Rater Name: _____
 Email Address: _____ Phone Number: _____
 Position Title: _____ Employer: _____

Part 3: Case File Review and Consultation Identification. The case file review and consultation should take a minimum of 30 minutes. Please identify the case file by the official number that would allow for a records review in case of audit. Do not provide any client identifying information.

Date of Case File Review/Consultation: _____ Start Time: _____ End Time: _____
 Case File Number/Identifier: _____

Part 4, A – D: Competency Demonstration. *Notate strengths and opportunities for improvement as demonstrated by the CCWS applicant.*

A. Performance Domain: Leadership Skills

Expectation: Supervisors will demonstrate effective leadership skills that inspire and motivate employees to achieve organizational, unit and individual performance goals.

<p>Supervisory Observation: What did you see in the record and/or hear from the CCWS applicant regarding their demonstration of leadership skills?</p>	<p>Strengths:</p>
	<p>Opportunities:</p>



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B. Performance Domain: Managing Performance

Expectation: Supervisors will demonstrate their ability to ensure child safety, permanency, and well-being; improve service quality; develop employee competencies; and fulfill an organization’s mission and goals. Supervisors are expected to regularly monitor the quality of employee performance, to support employees’ professional development, and to assess employees’ performances based on pre-defined job tasks and performance expectations.

Supervisory Observation: What did you see in the record and/or hear from the CCWS applicant regarding their demonstration of managing performance skills?

Strengths:

Opportunities:

C. Performance Domain: Communication Skills

Expectation: Supervisors will demonstrate effective verbal and written communication skills to others who need to be informed in a manner that is accurate, clear, concise, and well organized. Supervisors are expected to tailor their communication method, the amount and level of detail, and content of the communication to the needs of the target audience.

Supervisory Observation: What did you see in the record and/or hear from the CCWS applicant regarding their demonstration of communication skills?

Strengths:

Opportunities: