

**Child Welfare Services (CWS) Courtesy Supervision for Foster Children
County Information – Prepared by CWDA
Rev. March 30, 2010**

To submit updates or for questions, please contact [Diana Boyer](mailto:dboyer@cwda.org) at (phone) or (email dboyer@cwda.org).

County Name	County Contact	Offer Courtesy Supervision per Div 31-505?	If yes, any terms and conditions?	Placing County requirements in their request?	Frequency of visitation?	Provide written reports to the placing county? Use secondary assignment?	Changes expected in next year?
Alameda	Suzanne Featherstone, Child Welfare Supervisor 510-780-8940, feathsa@acgov.org	Yes	Noncontiguous counties only, and reciprocity is expected on all requests. If another county will not provide supervision on our counties then we will not on their cases.	Court dependency (jurisdiction has been established and the disposition of the case has been completed in the other county). Court reports, Title IV-E determination, and a cover letter on other county's letterhead indicating what services need to be completed and if there are any particular issues that we need to know about to assist us in providing services.	Div 31 applies or if there is a contact exception we need to be advised of this and that needs to be documented in the case contacts and in the cover letter sent to us requesting services.	The Child Welfare Worker assigned to the courtesy supervision will make the home visits and send progress reports to the other county giving them updates on placement issues, etc.	No
Alpine	Sandy King SW III Ph: (530) 604-2151 Fax: (530) 696-2252 kingsa@cws.state.ca.us	Yes	Non Contiguous Counties	A Phone Call, Letter and Secondary in CWS/CMS	Monthly or Whatever the Case Plan Says	Written reports Upon request, write about supervision in the court report. Enter contacts	No
Amador	Anne Watts, Social Worker Supervisor Ph: 209-223-6651 FAX: 209-257-0642 watts@cws.state.ca.us	Yes	Non-contiguous Counties	Written request and secondary on CWS/CMS	Case Plan requirements	Information is entered in CWS/CMS	No

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Butte	Collette Wand, Intake Supervisor #78 Table Mt. Blvd Oroville, CA 95965 Ph: (530) 538-5156 Fax: (530) 534-5921 Intake: 1-800-400-0902 Colette.Wand@cws.state.ca.us	Yes	Sending counties must have reciprocal agreements. 60 mile radius rule (check with county)	1 st call intake at 1-800-400-0902 Send letter outlining needs of the child, what is needed by our county (i.e. visits, services, types of reports, etc.)	Per Division 31 regulations and at the request of the sending county.	Entered into CWS as secondary assignment; written reports upon request.	Not at this time.
Calaveras	Alisa Gehrke, Social Services Supervisor Ph: (209) 754-6454 Fax: (209) 754-3293 gehrkaa@cws.state.ca.us	Yes	Yes, we will only provide it to non-contiguous counties. We follow the protocol that was developed through CWDA a few years ago.	The request must be made in writing, and our social worker must be granted secondary assignment of the case in CWS/CMS.	Per approved visit exception, although all of our visits here are done monthly.	Secondary assignment	None foreseen unless there are budget cuts or high volume of requests.
Colusa	Peggi Cooney, SW Supervisor Ph: (530) 458-0289 Fax: (530) 458-2664 Peggi.cooney@cws.state.ca.us Or Donna Dennis, Program Manager II Ph: (530) 458-0290 Fax: (530) 458-2664 Donna.dennis@cws.state.ca.us	Yes	We only offer courtesy supervision to noncontiguous counties, no other restrictions.	A letter or a phone call is fine. We request secondary assignment to the case so that we can enter the visits in the system.	We will visit the child according to the case plan/court-order, given that it is not workload issue as have a small staff.	As mentioned above we would enter the visit details in the system once given secondary assignment. Should something more formal be required, we would be willing to work with the placing county.	No

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Contra Costa	Brenda Sutherland, CFS Program Analyst Ph: (925) 335-7085 Fax: (925) 335-7010 sutheb@ehsd.cccounty.us	Yes	For non-contiguous counties with a signed reciprocal agreement.	Written request (mailed or faxd) for courtesy supervision on agency letterhead including assigned SW & Sup. contact info. Provide case identifying info including name, address, dob of child, and placement resource name and number. Expectations and special needs of the child, how services will be paid, any language barriers, & safety concerns. CWS/CMS secondary assignment.	Per approved case plan	We will accept secondary assignments on CWS/CMS and provide contact notes. Written reports may be provided only upon a case-by-case basis.	Not at this time
Del Norte	Julie Cain, Social Worker Supervisor I Ph: (707) 464-3191 ex. 289 Fax: (707) 464-5227 Julie.cain@cws.state.ca.us	Yes	-Reciprocal agreement req. -Sending county must retain primary responsibility (assignment) for the case in CWS/CMS, create and update case plans in CWS/CMS, pay for all purchased case plan activities, and write all court reports in CWS/CMS if the child is a dependent. -Accepts children/families that are in FM, FR, or PP w/ an approved case plan in CWS/CMS.	Complete an information sheet (that we have developed). It has the name, address, location, school etc. that the child attends. Send a request in writing on the sending counties letterhead – or an e-mail from that county requesting courtesy supervision.	We accept cases for courtesy supervision and will visit with the child in accordance with the approved case plan.	Written report upon request. Contacts are in CWS/CMS as we have to have secondary assignment on the case.	No

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El Dorado	Suzanne Ballen, PM I (530) 642-7100 Suzanne.ballen@edcgov.us	Yes	<ul style="list-style-type: none"> -Reciprocal agreement required -Sending county must retain primary responsibility (assignment) for the case in CWS/CMS, create and update case plans in CWS/CMS, pay for all purchased case plan activities, and write all court reports in CWS/CMS if the child is a dependent. -Accepts children/families that are in FM, FR, or PP with an approved case plan in CWS/CMS. 	<ul style="list-style-type: none"> - Written request (mailed or faxed) for courtesy supervision on agency letterhead including assigned Social Worker and Supervisor contact info. - Provide case identifying information including name, address, D.O.B of child, name of care provider and service component. - Expectations and special needs of the child, what services will be implemented and how they will be paid and any safety concerns. 	<ul style="list-style-type: none"> - We accept cases for courtesy supervision and will visit with the child in accordance with the approved case plan. 	<ul style="list-style-type: none"> - We use secondary assignment to enter all contacts in the child's case record. - We do not provide written reports. 	No

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Fresno	Michele Daugherty, MSW, Social Work Supervisor Ph: 559-453-6366 Fax: 559-253-5774 mdaugherty@co.fresno.ca.us	Yes	-For non-contiguous counties only. - Provided for Family Reunification, Long Term Foster Care (LTFC), Guardianship with Dependency and Assessment/Adoptions.	-On sending county letterhead stationery, provide case identifying information (case name, child's name/DOB, name of care provider/address, service component) and attach copies of recent minute orders. -Social Work Supervisor Michele Daugherty is the intake supervisor for these cases. Once she receives the requested documents/information, Ms. Daugherty calls the county in question and gives them the contact information for the intake supervisor for the specific program (LTFC, FR, etc.)	Per approved case plan	Secondary assignment via CWS/CMS only (no written reports)	Not at this time.
Glenn	Steve Thalken, Supervisor II Ph: (530) 934-1438 Fax: (530) 934-6688 Steve.thalken@cws.state.ca.us	Yes	Yes- to non-contiguous counties	CWS/CMS secondary assignment, written request for courtesy supervision with expectations	Per approved visitation schedule	Information is entered in CWS/CMS	Future staff vacancies could prohibit monthly contact and another visitation schedule might be necessary.
Humboldt	Vesta Wunner, Supervisor Phone Number: (707)268-2767 Fax: (707) 445-6254 Main Line: (707) 445-6180 Vesta.Wunner@cws.state.ca.us	Yes	We do not provide supervision services to contiguous counties.	1. Written request for courtesy supervision with expectations. 2. CWS/CMS secondary assignment. 3. Request additional information (e.g. court reports) when needed	Per Division 31 – dependent on exception, if provided.	Yes, reports provided to county upon request and at review time.	Contingent on budget forecasting and availability of services.

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Imperial	Winn McFadden Program Mgr Ph. (760) 337-7709 Fax (760) 337-5870 Winn.mcfadden@cws.state.ca.us	Yes	Yes – No visitation for southern CA counties. Will do for counties north of LA County if there is a reciprocal agreement.	Request letter Case summary Case plan Court orders Visitation schedule/restrictions	Monthly	Primarily by secondary assignment. Can provide written reports upon request.	Depends on budget and staffing. May not provide in the future. Decision will be based on point in time and reciprocal agreement considerations.
Inyo	Marilyn Mann, Director of Adult and Children’s Services Ph: (760) 872-1727 Fax: (760) 872-1749 mannm@cws.state.ca.us	Yes (unless our staffing issues and caseload issues make the request prohibitive)	No restrictions – however, we would be limited in our ability to accommodate more frequently than 1/mo visits, but would, of course, respond to crisis situations	Letter of request and secondary access	Monthly or less if visit exception in place	Secondary assignment – no other written report	No
Kern	Gilbert Garcia, Social Service Supervisor Ph: (661) 631-6335 Fax: (661) 631-6001 garciag@co.kern.ca.us	We do provide courtesy supervision services	We ordinarily don’t provide courtesy supervision to contiguous counties, however may in certain circumstances upon request.	Letter or fax on county letterhead with the request. In addition we need the dispositional report, last report and minute orders for these hearing. Also secondary access to the CWS/CMS case to county: Kern/ CWS office: Kern county OCSills Building (main), and the Courtesy Supervision –FS in-box.	For FR cases the children will be visited monthly. For PP cases, once the placement is stable and meets the 31 regulations, a less than monthly face to face contact waiver will be considered by the social worker	We do not provide written reports, We enter all documentation onto CWS/CMS.	No changes is providing courtesy supervision are anticipated

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Kings	Cory Jasso, Social Services Supervisor Ph: (559) 582-3211 x2360 Fax: (559) 584-4416 Cory.Jasso@co.kings.ca.us	Yes	The sending county must approve the placement home in its entirety: we will not conduct relative assessments for other counties. All approval documents must be completed and in CWS/CMS. If the home is out of compliance when staff verify the residence, we will reject courtesy supervision of the placement. We also do not provide courtesy supervision to adjacent counties.	We need secondary assignment on CWS/CMS, a formal request on letterhead, and all placement home approval documents completed (which includes all fingerprint live scans, DOJ, FBI, CACI and Adam Walsh Act requirements).	Monthly unless exception is approved.	Yes	No
Lake	Ken Rehard, Supervisor Permanent Placement Unit Ph: (707) 262-4509 Fax: (707) 262-0299 Ken.Rehard@cws.state.ca.us	Yes	Only non-contiguous counties. Must have reciprocal agreement	Letter or email with case summary	Monthly or quarterly depending on the request of the county	We enter all contact narratives into the child's CWS/CMS case record	No
Los Angeles	Sonja Schnyder Supervising Children's SW ICPC Liaison LA County DCFS 3075 Wilshire Blvd., 6th floor Los Angeles, CA 90010 office: 213-639-4425 fax : 213-738-9379 schnys@dcfs.lacounty.gov	Yes	Only non-contiguous counties	Summary letter and signed copies of the 815, 817, and 818 along with any criminal exemptions	Monthly	We use secondary assignment	No

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Lassen	Terri O'Bryan, Director Ph: (530) 251-8277 ext. 2653 Fax: (530) 251-2661 TOBryan@co.lassen.ca.us	Yes	Lassen County will visit the child in their placement as needed. For secondary cases we enter monthly contact information and refer back to the county of jurisdiction for any action that we feel may benefit the child/family, after approval Lassen County will assist the jurisdiction county of courtesy supervision requests	Lassen County requests to be placed as secondary on the case with access to the CWS case file. A formal written request is sufficient	Once Lassen County accepts the courtesy supervision, we will see the child monthly or if there is an exception as many requested by the jurisdictional county. If the child/family is in crisis we may see the family as many times as deemed sufficient	Lassen County logs all cases activity into the CWS system. Requests may be given for specific information so that Lassen County document to help the county of jurisdiction at time of review.	At this time Lassen County handles a small number of courtesy supervision cases. We have not had to refuse any requests and we do not anticipate having to refuse any requests in the next year
Madera	Donna Lutz, Program Manager Ph: (559) 662-8368 Fax: (559) 675-7983 dlutz@co.madera.ca.us	Yes	Noncontiguous counties Reciprocal agreements req.	Letter to CWS Director and secondary access in CWS/CMS	As per case plan requirements	Secondary assignment; we enter all contact narratives	No
Marin	Paula Robertson Program Manager Marin Co Children and Family Services 3250 Kerner Blvd, San Rafael, CA 94901 Ph: (415) 473-7125 probertson@co.marin.ca.us	Yes	We do not provide courtesy supervision of children in group home care. We generally do not provide courtesy supervision to children in PP or to those from contiguous counties.	Written request. Reasonable access to primary worker and supervisor in sending county.	We visit the child monthly unless an exception is appropriate. We want to decide on the appropriateness of the exception.	There is no need for written reports. Marin should be put on as secondary and the case notes can be read by sending county.	No
Mariposa	N/A	No					

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Mendocino	Continuing Unit Supervisor Ph: (707) 463-7990 Fax: (707) 463-7960	Yes	Reciprocal agreements req.	-Telephone discussion between supervisors of counties. -Statement of expectations -Written case summary with supporting documents -Secondary assignment into CWS/CMS	Monthly or per approved visit schedule	Recorded in CWS/CMS via secondary assignment	No
Merced	CWS Intake Phones (209) 385-3104 Fax (209) 725-3988	Yes	No, but ability to provide courtesy supervision is dependent on adequate staffing.	Phone call or fax, with Merced County social worker granted secondary assignment in CWS/CMS.	Monthly (or in accordance with case plan).	Contacts are entered into CWS/CMS.	No
Modoc	Nicole Cain-SW Supervisor (530) 233-6602 Fax (530) 233-6536 nicole.cain@cws.state.ca.us	Yes-Case by case review	Reciprocal agreements required	Written agreement Telephonic discussions Written case summary and supporting documents Statement of expectations Secondary assignment in CWS/CMS	Monthly or case plan requirement	Contacts via CWS/CMS	No
Mono	Mary Stanley, Program Manager Ph: (760) 924-1780 Fax: (760) 924-5431 mstanley@mono.ca.gov	Yes	No - But based on staff availability.	Case summary	Staffing permitted monthly or on an emergency basis.	Enter information into CWS/CMS.	No
Monterey	Christine Lerable Program Manager (831) 755-8498 (831) 755-4600 fax Christine.Lerable@cws.state.ca.us	Yes	Reciprocal agreements required	E-mail request to include needs of child/family and how services will be paid	Monthly	Contact entries in CWS/CMS	No

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Napa	Stephanie Brennan, Continuing Services Supervisor Ph: (707) 259-8684 sbrennan@co.napa.ca.us	Yes	We require reciprocity, i.e., if a county would not offer courtesy supervision to us, we will not do so for them. We also generally do not provide courtesy supervision to local Bay Area counties though there are sometimes exceptions to that.	We do ask for a letter with case summary, any emergent issues and for the request to include the frequency they would like visits.	We plan our visits according the request of the county of jurisdiction	We use the secondary assignment and enter al case activity into CMS – we also forward any medical, educational, etc., reports directly to the responsible county	Not at this time
Nevada	Rachel Pena, Program Manager Ph: (530) 265-1655 Fax: (530) 273-6941 Rachel.Pena@co.nevada.ca.us	Yes	There are no case-related restrictions (that have come up so far, anyway), but we do decide whether or not to provide the courtesy supervision based on current caseloads and worker capacity. We are a small county and if our workload is too high, special considerations, etc.	We require a letter with case summery to include family situation, contact information, court summery, worker contact info., special considerations, etc.	We will provide monthly visitation	We enter contact notes into CWS/CMS through secondary assignment. We do not provide written reports beyond that, but we would consider it if there were some special circumstance that required it (I can't really think what that would be, though).	No
Orange	Elaine Wilkins, Social Worker II Ph: (714) 935-8264 Fax: (714) 935-8039 Elaine.Wilkins@ssa.ocgov.com	Yes	Orange County neither provides, nor requests, courtesy supervision of adjacent counties, e.g., Los Angeles, San Bernardino, Riverside, and San Diego. We have no other stated restrictions in our written policy	We request a faxed or mailed formal request on agency letterhead with information documents regarding family history, dependency status, case plan, safety concerns, and any special needs of the child.	Visits are based on the requesting count's case plan and court orders	We obtain CWS/CMS secondary assignment and enter contacts into the child's electronic case file	Not all the time

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Placer	Candyce Skinner Program Manager Ph: (530) 889-6785 Fax: (530) 889-6735 cskinner@placer.ca.gov	Yes	N/A	quarterly	We don't have a formal county policy, but have identified that it may be needed. We do enter this information into CWS.CMS	?	?
Plumas	Leslie Mohawk, MSW child welfare supervisor Ph: (530) 283-6368 Fax: (530) 283-6368 Mohawk@cws.state.ca.us	Yes	Non-contiguous counties	Secondary assignment on CWS/CMS	Monthly unless specified by the county as otherwise	We use secondary assignment on CWS/CMS to enter contact narrative	Not at this time, waiting for budget finalization
Riverside	N/A	No					
Sacramento	Warene McGhee Supervisor, ICPC Liaison Ph: (916) 875-0113 Fax: (916) 875-0187 Mcghew@saccounty.net	Yes	Courtesy Sup. For Non-contiguous counties only. We do not provide courtesy sup for any county that does not reciprocate.	Written request accepted by fax or email and secondary assignment in CWS/CMS.	Monthly or based on approved visit exception schedule	Contacts will be entered into CWS/CMS.	None expected.
San Benito	Maria C. Corona, Social Services Deputy Director Ph: (831) 636-4190 Fax: (831) 637-2910 1111 San Felipe Road, Ste 206 Hollister, CA 95023	Yes, on a limited basis only	For non-contiguous counties only, and only if staffing/resources are available.	Case summary and what is expected.	As required by case plan.	Reports are provided upon request; secondary assignment will be needed for documentation.	Depends on staffing
San Bernardino	B. J. d'Escalis, M.S. Supervising Social Service Practitioner Child and Adult Abuse Hotline County of San Bernardino (909) 891-3682	Yes	It would be reviewed on a case by case basis, but no specific terms and conditions	Letter and case summary, including any expectations and specific conditions. SB may request additional information as warranted	Monthly or based on approved visit exception schedule	If the other county assigns the SF PSW as secondary, we can enter into CMS	No changes expected.

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San Diego	San Diego Child Abuse Hotline 6950 Levant St. San Diego, CA 92111 Ph: (858) 560-2191 Fax: (858) 694-5240 or (858) 694-5241	Yes	To non-contiguous counties	Letter with request, case summary, most recent court report, other collateral information	Per approved visit schedule	Prefer secondary assignment to enter contacts; written report can be provided upon a case-by-case situation and with mutual agreement.	Not at this time
San Francisco	Annette Montiel-Eison Ph: (415) 557-5804 Fax: (415) 558-2211 Montan@cws.atate.ca.us	Yes	It would be reviewed on a case by case basis, but no specific terms and conditions	Letter and case summary, including any expectations and specific conditions. SF may request additional information as warranted	Monthly or based on approved visit exception schedule	If the other county assigns the SF PSW as secondary, we can enter into CMS	No changes expected
San Joaquin	N/A	No					
San Luis Obispo	Mary Woods S295 - Courtesy Supervision Social Worker PO Box 8119 San Luis Obispo, CA 93403-8119 Ph: 805.781.1637 Fax: 805.781.1803 mwoods@co.slo.ca.us	Yes	No	Letter of introduction to child, placement and relationship; expectations (services, face-to-face contacts, reporting request to county and interval for reporting)	Open and negotiable	Yes/Yes	No – we have one social worker dedicated to this full time

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San Mateo	CPS Hotline Screening Unit (650) 595-7922	Yes	San Mateo County does not provide courtesy supervision to the following counties: Alameda, Contra Costa, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma. San Mateo County must agree that the proposed placement meets the child's needs in order to accept the request	The requesting county must call the screening unit and provide the name of the case, location of the child and names and phone numbers of the worker and supervisor. The screening social worker will contact the FM/FR regional supervisor to advise if the request	The on-going social worker from San Mateo County must see the child every thirty days per Div. 31	Overall casework planning, services to the parent and assessment remain the responsibility of the requesting county. San Mateo County provides documentation of visits with the child and the San Mateo County social worker has a secondary assignment if the case	No
Santa Barbara	Deborah Hartman, MSW Division Chief Dept Social Services-CWS 1100 W Laurel Street Lompoc, Ca 93436 (805) 737-6019 d.hartman@sbcsocialserv.org	Yes	No courtesy supervision to contiguous counties. No voluntary or group home placements.	A letter requesting courtesy supervision and secondary assignment in the case in CMS	Monthly	Yes, both.	None
Santa Clara	Larry Merkur, Social Work Sup Dept of Family & Children's Svcs 373 West Julian St., 1 st floor San Jose, CA 95110-2335 Ph: (408) 975-5114 Fax: (408) 975-5838 Larry.Merkur@ssa.sccgov.org	Yes	1 – Not provided when there is a simultaneous request for a county to county transfer. 2 - It is generally assumed that contiguous counties or other nearby counties will not need courtesy supervision.	Letter of request with a brief case summary, including details of the child's service needs. Secondary assignment for the SCC social worker is required for beginning the service. Also, a copy of the approved relative assessment with associated corrective or alternative plans.	Contact occurs as required by the case plan. We also recommend the placing county conduct quarterly visits, although this is not required.	Secondary assignment/social worker enters all contact information into the child's case record.	Only if staffing is reduced.

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Santa Cruz	Mark Holguin Program Manager Santa Cruz County Family and Children's Services Ph: 831/763-8668 Fax: 831/763-8888 Mark.holguin@hcd.co.santa-cruz.ca.us	Yes	None	Written hx of the family including spec. needs of child; copy of recent ct. report, case plan, ct. orders; upcoming ct. dates; agreement to p/u child as soon as possible upon placement termination	Monthly	CWS/CMS contact notes w/ secondary assignment	None
Shasta	Janet Stortz Supervisor Shasta County Children and Family Services (530) 225-5862 Fax (530) 229-8081 Janet.Stortz@cws.state.ca.us	Yes	Provided to non-contiguous counties. Supervision will be limited to monthly face-to-face contacts with each child in the home.	Request on county letterhead; include the assigned social worker's name and phone number, supervisor's name and number; name(s) of client, location – address and phone number. A clear statement of any special needs for the child(ren)	Monthly	Use secondary assignment? Secondary assignment. Monthly contacts recorded in CWS/CMS only	Contingent on budget forecasting and availability of services.
Sierra	Anne Berardi, Social Worker Supervisor Ph: 530-289-3720 Fax: 530-289-3716 berara@cws.state.ca.us OR Janice Stafford, Assistant Director Ph: 530-993-6709 Fax: 530-993-6767 jstafford@sierracounty.ws	No – not provided at this time but may consider on case-by-case basis	(None identified on the survey)	Phone county first. Letter/phone call describing relevant information plus a case summary.	As required by the case plan	Secondary assignment in CWS/CMS	Based on staff changes and workload.

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Siskiyou	Maytha Reather, Court Unit Supervisor Phone: 530-841-4303 Fax: 530-842-6277 mreather@co.siskiyou.ca.us	Yes	Non-Contiguous Counties All Counties upon request and social worker availability	A Phone Call, Letter and Secondary in CWS/CMS	Monthly unless exception approved per Division 31	Document in CWS/CMS per secondary assignment. Written reports not provided.	Depending on state budget and staffing resources.
Solano	Paulette Jones Social Services Supervisor Ph: 707-784-8441 Fax: 707-421-7709 Pjones@solanocounty.com	Yes	-Must be non-contiguous county -Not provided to LA County; -Must have reciprocal agreement; -Not offered to intricate cases that would require excessive staff resources.	Incoming request form completed (contact county) with description of services/duties requested, case information, and case status.	Monthly unless exception approved per Division 31.	Document in CWS/CMS per secondary assignment. Written reports not provided.	Depending on state budget and staffing resources.

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Sonoma	Nohemi Ameral Sonoma County Family, Youth & Children's Services P.O. 1539 Santa Rosa, CA 95402 Phone: 707/565-4379 Fax: 707/565-4399 ameran@schsd.org	Yes	<p>Must have reciprocal agreements with sending counties for home evaluations and courtesy supervision.</p> <p>Sonoma County does not provide courtesy supervision to cases that are active to counties adjacent to Sonoma County or within the Bay Area (Alameda, Contra Costa, Lake, Marin, Mendocino, Napa, San Francisco, San Mateo, Santa Clara and Solano counties.)</p>	<p>Written request which outlines what issues are to be covered during the home visit and when the written report is needed. Please allow at least six weeks notice for the initial home visit. If Sonoma County is providing courtesy supervision and there is an emergency, we will attempt to provide emergency services. Such requests may be made by telephone. Requests for home evaluations for birth parents or prospective out-of-home care providers must be made in writing. Contact the county for additional details.</p>	Monthly	Secondary assignment and enter notes on CWS/CMS	None expected.

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Stanislaus	Jeff Davis Ph: (209) 558-3905 Fax: (209) 558-2343 davisji@stancounty.com	Not currently – but may consider on a case-by-case basis	If provided, conditions are as follows: -Far north or southern California counties only; -Sending county agrees to reciprocal supervision; -Accept FR and FM with dependency cases only. -Limit of 10 cases total.	-Latest court report and case plan; -Reason for removal and any problems by children or adults; -Resources needed and how county will pay; -If case will be transferred and when; -Results of criminal checks and prior child abuse history; -What is permanent plan is when expected to go to PP; -Reporting requirements, frequency of reports.	Monthly and per approved visit exception schedule	Both written and secondary assignment	Contact county contact to check status at time of need
Sutter	Jana Woodard, Supervisor Ph: (530) 822-7227 ext 134 Fax: (530) 822-7384 woodaj@cws.state.ca.us	Yes	-Only to non-contiguous counties. -Must sign a reciprocal agreement	Initial phone call to Supv. Request in writing with pertinent case information. Secondary assignment to worker.	Monthly. Or approved visit exception schedule.	No. We enter the narrative contacts in the system which gives the case carrying social worker the information to write their report.	None expected.
Tehema	Sharon Roberts, Supervisor Ph: (530) 528-4041 Fax: (530) 527-7640 robers@cws.state.ca.us	Yes	none	a letter specifying what is wanted/needed and the specifics of the case, child needs and behaviors, contact information, alternate contact information. It is helpful to have a copy of the case plan.	We visit the child monthly, normally, unless there is a visit waiver. Some Counties will visit, themselves, every three months or so, and that works well	We use secondary to enter contact information. We don't write reports, but do write narratives that will give the county what they need to write their report to the court	I don't anticipate any changes in our ability to provide CS.

County Name	County Contact	Offer Courtesy Supervision per Div 31-505?	If yes, any terms and conditions?	Placing County requirements in their request?	Frequency of visitation?	Provide written reports to the placing county? Use secondary assignment?	Changes expected in next year?
Trinity	Laurie Sumner, Supervisor Child Welfare Supervisor Ph: (530) 623-8274 Fax: (530) 623-1488 lsumner@trinitycounty.org	Yes	Provided for non-contiguous counties who are willing to reciprocate.	Initial phone call to Sup. Request in writing with pertinent case information. Secondary assignment to worker.	Monthly. Or approved visit exception schedule.	No. We enter the narrative contacts in the system which gives the case carrying social worker the information to write their report.	None
Tulare	Bob Browne, Unit Manager II Ph: (559) 773-6180 Fax: (559) 730-2523 bbrowne@tularehhsa.org	Yes	Not provided to contiguous counties	Specific written request on agency letterhead with background information, court reports (if applicable) and court orders (if applicable)	Monthly	We accept secondary assignment on CWS/CMS and enter our contact notes. Written reports may be required, if necessary	Barring unforeseen budget cuts entailing staff reductions we hope to provide the same service this coming fiscal year
Tuolumne	Michelle Clark, SW Supervisor Ph: (209) 533-5774 Fax: (209) 533-5742 clarkm@cws.state.ca.us	Yes but reviewed on a case-by-case basis	No – Although acceptance is contingent on staff resources.	Letter with case summary and contact information	As agreed upon at time of acceptance	We provide written reports, email updates, verbal reports or use secondary assignment	No

County Name	County Contact	Offer Courtesy Supervision per Div 31-505?	If yes, any terms and conditions?	Placing County requirements in their request?	Frequency of visitation?	Provide written reports to the placing county? Use secondary assignment?	Changes expected in next year?
Ventura	<p><u>Adoptions cases:</u> Diana White, Adoptions Sup. Children and Family Services, Ventura County 300 W. Ninth Street Oxnard, CA 93030 Ph: (805) 240-2737 Fax: (805) 240-2711</p> <p><u>All other cases:</u> Rhonda Dincau, Child Welfare Social Work Sup. Children and Family Services, Ventura County 4245 Market Street, #204 Ventura, CA 93003 Ph: (805) 654-3258 Fax: (805) 654-5514</p>	Yes	<p>-Provided to non-contiguous counties -Requires reciprocal agreement</p>	Letter (faxed or mailed) providing the sending county's contact information of the social worker and supervisor, any special alerts, date of the next hearing and a brief summary of the child(ren's) situation and special needs. Provide legal status of the child and whether quarterly report is requested. Note the primary language if other than English.	Monthly or per approved contact exception	If requested in a timely manner, will provide a brief quarterly summary. Otherwise contact narrative is entered into CWS/CMS per mutual agreement.	Not at this time.

County Name	County Contact	Offer Courtesy Supervision per Div 31-505?	If yes, any terms and conditions?	Placing County requirements in their request?	Frequency of visitation?	Provide written reports to the placing county? Use secondary assignment?	Changes expected in next year?
Yolo	Kathleen Sutton, PP Supervisor Yolo County DESS 25 N. Cottonwood Woodland, CA 95695 Ph: (530) 666-8510 Fax: (530) 666-8468 Kathleen.Sutton@CWS.state.ca.us <i>*Note: will change when staff returns from another assignment.</i>	Yes	1 - Determines on a case by case basis if there are sufficient personnel employed at the time of request to provide supervision. 2 - Child assessed to determine ability of Yolo County to meet their needs (i.e. counseling, psychotropic meds supervision, schooling etc.) 3 - May be limited to face to face contact and entering the contact in CWS/CMS	Letter including a case summary, current service component and the county's plan for permanence. Length of time the child will be a dependent (approx). May request secondary assignment to review the case more thoroughly prior to accepting for courtesy supervision.	Yolo County will visit the child as often as the case plan dictates	Uses secondary assignment to enter all contacts in the child's case record.	Yes – With budget constraints it is unlikely that Yolo County will be filing CWS positions. Future request will be measured against number of personnel available.

County Name	County Contact	Offer Courtesy Supervision per Div 31-505?	If yes, any terms and conditions?	Placing County requirements in their request?	Frequency of visitation?	Provide written reports to the placing county? Use secondary assignment?	Changes expected in next year?
Yuba	Tony Roach, Program Manager Phone # 530-749-6245 troach@co.yuba.ca.us	Yes	Provided to non-contiguous counties Supervision will be limited to monthly face-to-face contacts with each child in the home.	Request on county letterhead; include the assigned social worker's name and telephone number; supervisor's name and telephone number; name(s) of client location: address, & telephone number. Copy of dispositional report and most recent hearing report submitted to the court; current set of court orders for each child; child(ren)'s Case Plan; and secondary assignment in CWS/CMS A clear statement of any special needs for the child(ren) (behavioral, medical and/or educational).	Monthly	Monthly contacts recorded in CWS/CMS only.	Not at this time.

Courtesy Supervision Regulations can be found in 31-505. For current copy go to: <http://www.dss.cahwnet.gov/ord/entres/getinfo/pdf/cws4.pdf>

31-505 OUT-OF-COUNTY PLACEMENTS 31-505

.1 Out-of-county placements shall be subject to the provisions of Welfare and Institutions Code Sections 361.2(c) and (d).

HANDBOOK BEGINS HERE

.11 These statutes provide that children shall be placed in their parents' or guardians' county of residence unless they are placed with relatives or there is no suitable placement in such county, and provide for a notification process to parent(s) or guardian(s).

HANDBOOK ENDS HERE

.12 Under such circumstances, the following requirements shall be met:

.121 The sending county shall be responsible for providing direct supervision and services or arranging for the provision of supervision and services by the receiving county in accordance with Section 31-505.123.

(a) The sending county shall specify in the case plan how the service needs of the child, including social worker visitation/contact requirements, are to be met while the child is placed out-of-county.

.122 The sending county shall be responsible for services to the child's parent(s)/guardian(s) and continued case plan updates.

.123 If the receiving county accepts responsibility for providing supervision and services, the following requirements shall be met:

(a) A written agreement shall be executed between the receiving and sending counties which specifies the respective responsibilities of each county.

(b) The receiving county shall provide periodic written reports to the sending county on the child's condition and progress in order to facilitate required case plan updates.

(c) The receiving county shall concur that the proposed placement meets the child's needs.

(d) The sending county shall provide consultation and advice on the case, as needed.

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 361.2(c) and (d), Welfare and Institutions Code.