

**Child Welfare Services (CWS) Courtesy Supervision for Foster Children  
County Information – Prepared by CWDA  
Rev. Jan 21, 2016**

**To submit updates or for questions, please contact [Diana Boyer](mailto:dboyer@cwda.org) at (phone) or (email [dboyer@cwda.org](mailto: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?
Alameda	Reuben Bates, Child Welfare Supervisor, 510-268-2828 <a href="mailto:BATESRA@acgov.org">BATESRA@acgov.org</a>	Yes	Noncontiguous reciprocity is expected on all requests. If another county will not provide supervision on our cases 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 quarterly progress reports to the other county giving them updates on placement issues, etc.
Alpine	Sandy King SW III Ph: (530) 604-2151 Fax: (530) 696-2252 <a href="mailto:kingsa@cws.state.ca.us">kingsa@cws.state.ca.us</a>	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
Amador	Anne Watts, Social Worker Supervisor Ph: 209-223-6651 FAX: 209-257-0642 <a href="mailto:watts@cws.state.ca.us">watts@cws.state.ca.us</a>	Yes	Non-contiguous Counties	Written request and secondary on CWS/CMS	Case Plan requirements	Information is entered in CWS/CMS

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Butte	Penny Mittag, Intake Supervisor #78 Table Mt. Blvd Oroville, CA 95965 Ph: (530) 538-5156 Fax: (530) 534-5921 Intake: 1-800-400-0902 <a href="mailto:Penny.Mittag@cws.state.ca.us">Penny.Mittag@cws.state.ca.us</a>	Yes	Sending counties must have reciprocal agreements. 60 mile radius rule (check with county)	1 <sup>st</sup> 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.
Calaveras	Alisa Gehrke, Social Services Supervisor Ph: (209) 754-6454 Fax: (209) 754-3293 <a href="mailto:gehrkaa@cws.state.ca.us">gehrkaa@cws.state.ca.us</a>	Yes	Yes, for non-contiguous counties. We follow the CWDA protocol.	The request must be made in writing, and our social worker must be granted secondary assignment of the case in CWS/CMS.	Monthly	Secondary assignment
Colusa	Peggi Cooney, SW Supervisor Ph: (530) 458-0289 Fax: (530) 458-2664 <a href="mailto:Peggi.cooney@cws.state.ca.us">Peggi.cooney@cws.state.ca.us</a> Or Donna Dennis, Program Manager II Ph: (530) 458-0290 Fax: (530) 458-2664 <a href="mailto:Donna.dennis@cws.state.ca.us">Donna.dennis@cws.state.ca.us</a>	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.

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Contra Costa	Rachel Foster 500 Ellinwood Way, 3rd Floor Pleasant Hill, CA 94523 (925) 602-6935 fax: (925) 602-6984 <a href="mailto:fosterb@ehsd.cccounty.us">fosterb@ehsd.cccounty.us</a>	Case-by-case review	For non-contiguous counties with a signed reciprocal agreement.	Written request (mailed or faxed) 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.
Del Norte	Julie Cain, Social Worker Supervisor I Ph: (707) 464-3191 ex. 289 Fax: (707) 464-5227 <a href="mailto:Julie.cain@cws.state.ca.us">Julie.cain@cws.state.ca.us</a>	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.

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El Dorado	Suzanne Ballen, PM I (530) 642-7100 <a href="mailto:Suzanne.ballen@edcgov.us">Suzanne.ballen@edcgov.us</a>	Yes	-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.	- 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.	- We accept cases for courtesy supervision and will visit with the child in accordance with the approved case plan.	- We use secondary assignment to enter all contacts in the child's case record. - We do not provide written reports.
Fresno	Maria Aguirre, Program Manager Phone: (559) 600-1102 Fax: (559) 266-1195 Email: <a href="mailto:zaratm@co.fresno.ca.us">zaratm@co.fresno.ca.us</a>  or Katherine Martindale, Program Manager Phone: (559) 600-2011 Fax: (559) 600-7696 Email: <a href="mailto:martik@co.fresno.ca.us">martik@co.fresno.ca.us</a>	Yes	-For non-contiguous counties only. - Provided for Family Reunification, Planned Permanent Living Arrangements (PPLA) 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)
Glenn	Steve Thalken, Supervisor II Ph: (530) 934-1438 Fax: (530) 934-6688 <a href="mailto:Steve.thalken@cws.state.ca.us">Steve.thalken@cws.state.ca.us</a>	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

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Humboldt	Veronica Meggerson, Social Worker Supervisor Phone Number: (707) 268-2742 Fax: (707) 269-4172 Main Line: (707) 445-6180 <a href="mailto:vmeggerson@co.humboldt.ca.us">vmeggerson@co.humboldt.ca.us</a>	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.
Imperial	Sandra G. Alvarez Program Mgr Ph. (760) 337-7700 Fax (760) 337-5870 <a href="mailto:sandrag.alvarez@cws.state.ca.us">sandrag.alvarez@cws.state.ca.us</a>	Yes	Yes – Due to staffing issues no supervision 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.
Inyo	Marilyn Mann, Director of Adult and Children’s Services Ph: (760) 872-1727 Fax: (760) 872-1749 <a href="mailto:mannm@cws.state.ca.us">mannm@cws.state.ca.us</a>	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
Kern	Gilbert Garcia, Social Service Supervisor Ph: (661) 746-8452 Fax: (661) 631-6001 <a href="mailto:garciag@co.kern.ca.us">garciag@co.kern.ca.us</a>	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.	Monthly	We do not provide written reports, We enter all documentation onto CWS/CMS.

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Kings	Cory Jasso, Social Services Supervisor Ph: (559) 582-3211 x2360 Fax: (559) 584-4416 <a href="mailto:Cory.Jasso@co.kings.ca.us">Cory.Jasso@co.kings.ca.us</a>	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
Lake	Ken Rehard, Supervisor Permanent Placement Unit Ph: (707) 262-4509 Fax: (707) 262-0299 <a href="mailto:Ken.Rehard@cws.state.ca.us">Ken.Rehard@cws.state.ca.us</a>	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
Los Angeles	Sonja Schnyder Supervising Children's SW ICPC Liaison LA County DCFS 1933 S. Broadway, 5th floor Los Angeles, CA 90007 office: 213-743-8602 fax : 213-738-9379 <a href="mailto:schnys@dcfs.lacounty.gov">schnys@dcfs.lacounty.gov</a>	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. For NMD courtesy supervision requests, the packet should include signed copies of SOC 815, 817, 818, criminal waiver, corrective action plan, minute order for the placement and any visitation order. For Non-minor dependents, the packet should include: SAWS 1, FC 2 NM, EA I, SOC 163, SOC 158A, JV 466, JV 468, current case plan and TILP.

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Lassen	Anita Wilhelmi, Supervisor Ph: (530) 251-8277 ext. 8415 Fax: (530) 251-2661 <a href="mailto:TOBryan@co.lassen.ca.us">TOBryan@co.lassen.ca.us</a>	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.
Madera	Danny Morris, Program Manager Ph: (559) 662-8368 Fax: (559) 675-7983 <a href="mailto:danny.morris@co.madera.ca.us">danny.morris@co.madera.ca.us</a>	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
Marin	Paula Robertson Program Manager II Marin Co Children and Family Services 3250 Kerner Blvd, San Rafael, CA 94901 Ph: (415) 473-7125 <a href="mailto:probertson@co.marin.ca.us">probertson@co.marin.ca.us</a>	Yes	We provide courtesy supervision to non-contiguous counties with reciprocal agreements. We do not provide courtesy supervision to youth in group home care.	Written request. Reasonable access to primary worker and supervisor in sending county.	We visit the child monthly.	There is no need for written reports. Marin should be put on as secondary and the case notes can be read by sending county.
Mariposa	N/A	No				
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

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Merced	Marilynn Specht Supervisor Ph: (209) 385-3000 x 5490 Fax (209) 354-2518 <a href="mailto:mspecht@hsa.co.merced.ca.us">mspecht@hsa.co.merced.ca.us</a>	Yes	We review on a case by case basis. Reciprocity required. Requesting county must retain primary responsibility for the case.	-Fax request on County letterhead. Include contact information of requesting social worker and supervisor, statement of expectations, and brief case summary. -Telephone discussions between supervisors.	Monthly and emergency situations.	Contacts are entered into CWS/CMS via secondary assignment. We do not write court reports.
Modoc	Tom Sandage, Social Worker Supervisor, (530) 233-6602 Fax (530) 233-6536 <a href="mailto:tom.sandage@cws.state.ca.us">tom.sandage@cws.state.ca.us</a>	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
Mono	Mary Stanley, Program Manager Ph: (760) 924-1780 Fax: (760) 924-5431 <a href="mailto:mstanley@mono.ca.gov">mstanley@mono.ca.gov</a>	Yes	No - But based on staff availability.	Case summary	Staffing permitted monthly or on an emergency basis.	Enter information into CWS/CMS.
Monterey	Christine Lerable Program Manager (831) 755-8498 (831) 755-4600 fax <a href="mailto:Christine.Lerable@cws.state.ca.us">Christine.Lerable@cws.state.ca.us</a>	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
Napa	Denise Seely, Ongoing Services Supervisor Ph: (707) 253-6048 Fax: (707) 259-8310 <a href="mailto:Denise.seely@countyofnapa.org">Denise.seely@countyofnapa.org</a>	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 require 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



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Nevada	Rachel Pena, Program Manager Ph: (530) 265-1655 Fax: (530) 273-6941 <a href="mailto:Rachel.Pena@co.nevada.ca.us">Rachel.Pena@co.nevada.ca.us</a>	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 summary to include family situation, contact information, court summary, 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).
Orange	Elaine Wilkins, Senior Social Worker Ph: (714) 935-6031 Fax: (714) 935-8039 <a href="mailto:Elaine.Wilkins@ssa.ocgov.com">Elaine.Wilkins@ssa.ocgov.com</a>	Yes, including NMDs on a case-by-case basis.	Non-contiguous counties only and a signed reciprocity agreement is required.	Faxed or mailed request on agency letterhead with information documents regarding family history, dependency status, case plan, safety concerns, and any special needs of child/NMD.	Monthly or as indicated in court ordered case plan.	Obtain CWS/CMS secondary assignment to enter contacts in the electronic case file.
Placer	Eric Branson Program Manager Ph: (530) 889-6702 Fax: (530) 889-6735 <a href="mailto:ebranson@placer.ca.gov">ebranson@placer.ca.gov</a>	Yes	N/A	quarterly	We enter contact notes as secondary. We don't routinely do other written reports, but can upon county request.	
Plumas	Leslie Mohawk, MSW child welfare supervisor Ph: (530) 283-6368 Fax: (530) 283-6368 <a href="mailto:Mohawk@cws.state.ca.us">Mohawk@cws.state.ca.us</a>	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
Riverside	N/A	No				
Sacramento	Warene McGhee Supervisor, ICPC Liaison Ph: (916) 875-0113 Fax: (916) 875-4569 <a href="mailto:Mcghew@saccounty.net">Mcghew@saccounty.net</a>	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.

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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.
San Bernardino	Phillip Tardanico, Supervising Social Service Practitioner 800 827-8724 or email <a href="mailto:CAHL@hss.sbcounty.gov">CAHL@hss.sbcounty.gov</a>	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
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, on a case by case basis. This includes NonMinor Dependents	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.
San Francisco	Susan Stollerman, Hotline Sup.. <a href="mailto:Susan.stollerman@sfgov.org">Susan.stollerman@sfgov.org</a> Ph : (415) 557-5322 Fax : (415) 558-2211	Yes	It would be reviewed on a case by case basis, but no specific terms and conditions	Faxed or mailed on letterhead summary. Include any expectations and specific conditions, contact info, court info, visitation orders. SF may request additional information needed.	As required by case plan	If the other county assigns the SF PSW as secondary, we can enter into CMS. Casework and services and assessments remain the responsibility of requesting county.
San Joaquin	Kimberly Russ Reite <a href="mailto:kruss@sigov.org">kruss@sigov.org</a> (209) 468-1758 or Tasha Dunham <a href="mailto:tdunham@sigov.org">tdunham@sigov.org</a> (209) 468-1624	Yes	<u>Non-contiguous county requests only</u> . Reciprocity is expected on all requests - requesting county will need to be offering similar courtesy supervision	Letter and case summary, including any expectations and specific conditions. San Joaquin may request additional information as warranted	Monthly or based on approved visit exception schedule	If the other county assigns our staff as secondary, we can enter compliance notes into CMS
San Luis Obispo	Monica Montury, SWS <a href="mailto:mmontury@co.slo.ca.us">mmontury@co.slo.ca.us</a> (805) 781-1783 (phone) (805) 781-1701 (fax)	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

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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
Santa Barbara	Deborah Hartman, MSW Division Chief Dept Social Services-CWS 1100 W Laurel Street Lompoc, Ca 93436 805.681.4904 desk 805.696.8951 fax <a href="mailto:d.hartman@sbcsocialserv.org">d.hartman@sbcsocialserv.org</a>	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.
Santa Clara	Meheret Sellassie, Social Work Sup Dept. of Family & Children's Svcs 373 W. Julian St., 5 <sup>th</sup> Floor San Jose, CA 95110-2335 Ph: 408-501-6848 Fax: 408-792-1480 <a href="mailto:Meheret.Sellassie@ssa.sccgov.org">Meheret.Sellassie@ssa.sccgov.org</a>	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.

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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 <a href="mailto:Mark.holguin@hsd.co.santa-cruz.ca.us">Mark.holguin@hsd.co.santa-cruz.ca.us</a>	Yes	Provided to non-contiguous counties. Reciprocal agreement required	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
Shasta	Michelle Lick 530-225-5696 phone 530-225-5190 fax Email: <a href="mailto:Michelle.Lick@cws.state.ca.us">Michelle.Lick@cws.state.ca.us</a>	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
Sierra	Melanie Westbrook, Social Worker Supervisor Sierra County Health and Human Services Phone 530-993-6734 Fax 530-993-6767 OR Rhonda Grandi, Assistant/Interim Director Ph: 530-993-6709 Fax: 530-993-6767 <a href="mailto:jrgrandi@sierracounty.ws">jrgrandi@sierracounty.ws</a>	Yes – Case-by-case review	For non-contiguous counties. Reciprocal agreements required	-Telephone discussion between supervisors of counties. -Statement of expectations. -Written case summary with supporting documents. -Secondary assignment into CWS/CMS.	Monthly or as required by the case plan	Secondary assignment in CWS/CMS

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?
Siskiyou	Maytha Reather, Court Unit Supervisor Phone: 530-841-4303 Fax: 530-842-6277 <a href="mailto:mreather@co.siskiyou.ca.us">mreather@co.siskiyou.ca.us</a>	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.
Solano	Katharine Kellum 275 Beck Ave. MS 5-230 Fairfield, CA. 94533  <a href="mailto:KTKellum@solanocounty.com">KTKellum@solanocounty.com</a>  Voice: 707-784-8423 Fax: 707-421-7709	Yes	<ul style="list-style-type: none"> <li>-No contagious counties or counties within the bay area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Sonoma. (including Sacramento County)</li> <li>-Sending county must approve home. ( Unless included in written reciprocal agreement.)</li> <li>-Must have written reciprocal agreement with sending county.</li> <li>-Must assign secondary status to worker.</li> <li>-No voluntary or group home placements.</li> <li>-Not provided when there is a simultaneous request for a county to county transfer.</li> <li>-No, Non-Minor Dependents</li> </ul>	<ul style="list-style-type: none"> <li>-All request must be in written format on county letterhead and include the following:</li> <li>-Name and contact information of case Social Worker and Supervisor,</li> <li>-Case identifying info, including name, address, DOB of child and SCP name, address and number. School youth is attending.</li> <li>-Expectations and special need of child, what services will be implemented and how they will be paid for and the identification of any safety concerns.</li> <li>-Copies of: the dispositional report, last status review report and minute orders from these hearings.</li> <li>-Copies of approved relative assessment with associated corrective or alternative plans.</li> <li>-Sending county pays for all case plan activities (<i>including ILSP services if applicable.</i>)</li> <li>-Sending county must allow six weeks notice for the initial home visit.</li> <li>-Sending county must send and EXPLICIT permanent plan for the youth</li> </ul>	Monthly unless valid exception in place.  Exceptions must be noted in the cover letter	Document in CWS/CMS per secondary assignment. Written reports not provided.

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?
Sonoma	Rita Jacobs, Courtesy Supervision Social Worker Sonoma County Human Services Dept., FY&C 1202 Apollo Way Santa Rosa, CA 95407 Phone: 707-565-4273 Fax: 707-565-3395 <a href="mailto:jacobrb@schsd.org">jacobrb@schsd.org</a>  Supervisor: Juana Garcia 707-565-4358 <a href="mailto:garcija@schsd.org">garcija@schsd.org</a>	Yes	Sending county must agree to reciprocal supervision. 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.) Further details upon request.	Sonoma County may choose not to provide supervision in a home not previously approved by us. Requests for supervision must be made on county letterhead. Include the assigned social worker's name, phone number and email, and the same for her/his supervisor. Please contact the Sonoma County social worker for additional information needed.	Monthly. NMDs must be seen by the sending county every three months.	Secondary assignment required. Supervision notes will be entered into CWS/CMS.
Stanislaus	Jeff Davis Ph: (209) 558-3905 Fax: (209) 558-2343 <a href="mailto:davisji@stancounty.com">davisji@stancounty.com</a>	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
Sutter	Jana Woodard, Supervisor Ph: (530) 822-7227 ext 134 Fax: (530) 822-7384 <a href="mailto:woodaj@cws.state.ca.us">woodaj@cws.state.ca.us</a>	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.

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?
Tehema	Sharon Roberts, Supervisor Ph: (530) 528-4006 Fax: (530) 527-7640 <a href="mailto:SRoberts@tcdss.org">SRoberts@tcdss.org</a>	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
Trinity	Laurie Sumner, Supervisor Child Welfare Supervisor Ph: (530) 623-8274 Fax: (530) 623-1488 <a href="mailto:lsumner@trinitycounty.org">lsumner@trinitycounty.org</a>	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.
Tulare	Mireya Anaya, CWS Supervisor Ph: (559) 623-0538 Fax: (559) 737-4029 <a href="mailto:Anayama@cws.state.ca.us">Anayama@cws.state.ca.us</a>	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
Tuolumne	Michelle Clark, SW Supervisor Ph: (209) 533-5774 Fax: (209) 533-5742 <a href="mailto:clarkm@cws.state.ca.us">clarkm@cws.state.ca.us</a>	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
Ventura	Adoption cases: Emilia Pineda, Adoptions Supervisor <a href="mailto:emilia.pineda@ventura.org">emilia.pineda@ventura.org</a> Ph: (805) 240-2700  All other cases: Norma Espinoza, Child Welfare Social Worker Supervisor <a href="mailto:norma.espinoza@ventura.org">norma.espinoza@ventura.org</a> Ph: (805) 240-2700	Yes	-Provided to non-contiguous counties -Requires reciprocal agreement	Letter (emailed) 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.

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?
Yolo	Alissa Sykes CWS supervisor, 530-666-8483 <a href="mailto:Alissa.Sykes@cws.ca.us.gov">Alissa.Sykes@cws.ca.us.gov</a>  <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.
Yuba	Tony Roach, Program Manager Phone # 530-749-6245 <a href="mailto:troach@co.yuba.ca.us">troach@co.yuba.ca.us</a>	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.

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.