

**Child Welfare Services (CWS) Courtesy Supervision for Foster Children
County Information – Prepared by CWDA
Rev. March 23, 2020**

To submit updates or for questions, please contact [Diana Boyer](mailto:dboyer@cwda.org) at 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 | Nicolia Gooding Child Welfare Supervisor 510-667-7688 bagbyn@acgov.org Sonya Frost Division Director 510-667-7682 frosts@acgov.org FAX: (510) 667-7679 | 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 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 |
| Amador | Aditra Miller Program Manager Amador County Department of Social Services 10877 Conductor Blvd, Suite 200 Sutter Creek, CA 95685 Ph: (209) 223-6210 amiller@amadorgov.org | Yes | Non-contiguous Counties | Written request and secondary on CWS/CMS | Case Plan requirements | Information is entered 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? |
|-------------|---|--|---|---|--|---|
| 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 Penny.Mittag@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. |
| Calaveras | Alisa Gehrke, Social Services Supervisor Ph: (209) 754-6454 Fax: (209) 754-3293 gehrkaa@cws.state.ca.us | 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 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. |

| 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? |
|--------------|--|--|--|---|---|---|
| Contra Costa | LaShonda Wallace, MSW 2530 Arnold Drive, Suite 360 Martinez, CA 94553 Office: (925) 608-6812 Fax: (925) 608-6893 wallal@ehsd.cccounty.us | 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, Program Manager Ph: (707) 464-3191 ex. 289 Fax: (707) 464-5227 Jcain@co.del-norte.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. |

| 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? |
|-------------|---|--|--|---|---|---|
| El Dorado | Shannon Wild Direct Line - (530) 642-7201 Fax - (530) 626-7427 Shannon.Wild@edcgov.us | 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 | Jessica Carrillo Program Manager (559) 600-2355 carrijb@fresnocountyca.gov Backup Contact: Dana Parker dparker@fresnocountyca.gov | 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 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 |

| 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? |
|-------------|---|---|---|--|--|--|
| Humboldt | Becky Boyle Social Work Supervisor Court Program and Courtesy Supervision Intake Requests Main line: (707) 445-6180 Desk: (707) 388-6693 Fax: (707) 445-6254 BBoyle@co.humboldt.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. |
| Imperial | Brenda Vera, MSW Program Manager 2995 S. 4 th St., #102 El Centro, CA 92243 (760) 336-3949 BrendaVera@co.imperial.ca.us | 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 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 |
| Kern | Alice Porter, Social Service Supervisor Ph: (661) 746-8452 Fax: (661) 631-6001 portera@kerndhs.com | 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. |

| 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? |
|-------------|---|--|---|---|---|--|
| Kings | Christy Balderama Social Services Supervisor - CPS PH: 559-852-4817 FAX: 559-584-4416 Christy.Balderama@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 |
| Lake | Mary Pagan, Program Manager Ph: (707) 262-4509 Fax: (707) 262-0299 Mary.Pagan@lakecountyca.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 |
| 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 schnys@dcfs.lacounty.gov | Yes | Only non-contiguous counties | Court dependency case summary letter to include needs of the child and visitation schedule; Secondary assignment in CWS/CMS; Most recent Status Review report and case plan; Placement home approval documents; RFA02 | 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. |

| 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? |
|-------------|--|--|--|---|--|--|
| Lassen | Lisa Chandler, Program Manager 1600 Chestnut Street Susanville, CA 96130 Ph: (530) 251-8277 Fax (530) 251-2661 lchandler@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. |
| Madera | Danny Morris, Program Manager Ph: (559) 662-8368 Fax: (559) 675-7983 danny.morris@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 |
| Marin | Krista Hopper-Pasillas Program Manager Marin Co Children and Family Services 3250 Kerner Blvd, San Rafael, CA 94901 Ph: (415) 473-2606 Khopper-pasillas@marincounty.org | 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 |

| 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? |
|-------------|---|--|---|--|--|--|
| Merced | Heather Rosa, Supervisor Ph: (209) 385-3000 x 5832 Fax (209) 354-2518 Heather.Rosa@countyofmerced.com | 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 | Camille Young, CWS Program Manager camillelyoung@co.modoc.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 |
| 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. |
| Monterey | Christine Lerable Program Manager (831) 755-8498 (831) 755-4600 fax LerableC@co.monterey.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 |

| 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? |
|-------------|--|--|--|--|--|--|
| Napa | <p>Veronica Piper-Jefferson Assistant Deputy Director Ph: (707) 253-4723 FAX: (707) 253-4672 Veronica.piper-jefferson@countyofnapa.org</p> <p>Aaron Salas Assistant Deputy Director Ph: (707) 299-2115 FAX: (707) 253-4672 Aaron.salas@countyofnapa.org</p> | 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 |
| Nevada | <p>Deirdre Day Ph: (530) 265-7162 Fax: (530) 273-6941 Deirdre.Day@co.nevada.ca.us</p> | 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). |
| Orange | <p>Elaine Wilkins, Senior Social Worker Ph: (714) 935-6031 Fax: (714) 935-8039 Elaine.Wilkins@ssa.ocgov.com</p> | 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 | <p>Alissa Sykes 11716 Enterprise Dr. Auburn, CA 95603 Ph: (530) 889-6752 Asykes@placer.ca.gov</p> | 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 | |

| 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? |
|----------------|---|--|---|---|---|---|
| Plumas | Debbie Wingate, Asst. Director, CWS Manager Ph: (530) 283-6473 debbiewingate@countyofplumas.com | 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 | Tracye Jackson Fax (951) 358-3388 TRjackso@RIVCO.ORG | Yes, on a limited basis | Every other month for noncontiguous counties for court dependency (jurisdiction has been established and the disposition of the case has been completed in the other county). The sending county must assess and approve the home prior to placement. | Written requests accepted by fax in the form of 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 Riverside in providing services. Also, secondary assignment in CWS/CMS. | Every other month. | Contacts will be entered into CWS/CMS. |
| Sacramento | Evangeline Freathy ICPC Supervisor/Liaison Ph: (916) 875-4303 Fax: (916) 875-4569 Email: SacICPCLiaison@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. |
| San Benito | Joshua Mercier, Deputy Director San Benito County Health and Human Services Agency 1111 San Felipe Road, Suite 205 Hollister, Ca 95023 831-636-4190 main 831-636-4113 office 831-637-2910 fax | 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 | Tim Seibert, CAAHL Manager Ph: (909) 388-6749 Fax: (909) 891-3545 tseibert@hss.sbcounty.gov | 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 |

| 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? |
|-----------------|---|--|--|---|--|---|
| San Diego | San Diego Child Abuse Hotline 8911 Balboa Avenue San Diego, CA 92123 Phone: 858-560-2191 FAX: 858-569-3587 FAX: 858-569-3588 | 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 | Tracy Burris 415-558-2369 tracy.burris@sfgov.org | 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 | Melissa Canela, SW III Ph: (209) 463-7210 Diane Biscaia, Supervisor Ph: (209) 468-1228 | 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 mmontury@co.slo.ca.us (805) 781-1783 (phone) (805) 781-1701 (fax) | Yes | Courtesy supervision is extended to non-contiguous counties with reciprocal agreement. | Formal written request to be emailed or faxed including: courtesy supervision needs, a summary of the family situation, dependency status, placement relationship and information, any potential safety concerns/risks, and contact information for the assigned social worker. | Once per month; however, the sending county is asked to see their child(ren) quarterly (every three months). | Written reports will not be provided. Contact narratives will be entered into CWS/CMS and email or verbal updates will be provided upon request and for any concerns that arise. Secondary assignment is utilized and required. |

| 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? |
|---------------|---|--|--|---|--|---|
| 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 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. |
| Santa Clara | Jackie Howe Program Manager II Department of Family & Children's Services Ph: (408) 501-6819 Fax: 408-792-1480 Jackie.howe@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. |

| 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? |
|-------------|---|--|--|---|---|---|
| Santa Cruz | Stephanie Vikati (831) 454-4533 Stephanie.Vikati@santacruzcounty.us | 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 | Pamela Hewlett-Ottinger, Program Manager PH: (530) 229-8096 FAX(530) 229-8081 pottinger@co.shasta.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 |
| Sierra | Jamie Shiltz, Social Worker Supervisor Ph: (530) 993-6732 jshiltz@sierracounty.ca.gov | 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 |
| Siskiyou | Susan Cervelli, Program Manager (530) 841-4200 scervelli@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. |

| 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? |
|-------------|--|--|---|---|---|---|
| Solano | Christopher Cassels Social Services Manager Ph: (707) 784-8452 Cassecc@solanocounty.com | Yes | <ul style="list-style-type: none"> -No contagious counties or counties within the bay area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Sonoma. (including Sacramento County) -Sending county must approve home. (Unless included in written reciprocal agreement.) -Must have written reciprocal agreement with sending county. -Must assign secondary status to worker. -No voluntary or group home placements. -Not provided when there is a simultaneous request for a county to county transfer. -No, Non-Minor Dependents | <ul style="list-style-type: none"> -All request must be in written format on county letterhead and include the following: <ul style="list-style-type: none"> -Name and contact information of case Social Worker and Supervisor, -Case identifying info, including name, address, DOB of child and SCP name, address and number. School youth is attending. -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. -Copies of: the dispositional report, last status review report and minute orders from these hearings. -Copies of approved relative assessment with associated corrective or alternative plans. -Sending county pays for all case plan activities (<i>including ILSP services if applicable.</i>) -Sending county must allow six weeks notice for the initial home visit. -Sending county must send and EXPLICIT permanent plan for the youth | <p>Monthly unless valid exception in place.</p> <p>Exceptions must be noted in the cover letter</p> | 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 | Monica Edwards, Phone: 707 565-4273 Fax: (707) 565-4299 medwards@schsd.org , Supervisor: Raquel Oandason 707-565-3383 oandar@schsd.org | 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 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 |

| 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? |
|-------------|--|--|---|--|---|--|
| Sutter | <p>Carol Ullrich-Hasch Social Worker Supervisor I cullrich@co.sutter.ca.us (530) 822-7227 x 114 Fax: (530) 822-7384</p> <p>And</p> <p>Traci Dunlap Social Worker Supervisor II Tdunlap4@co.sutter.ca.us (530) 822-7227 x 124 Fax: (530) 822-7384</p> | Yes | <p>-Only to non-contiguous counties.</p> <p>-Must sign a reciprocal agreement</p> | <p>Initial phone call to Supv. Request in writing with pertinent case information. Secondary assignment to worker.</p> | 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. |
| Tehama | <p>Mindy Gonzalez, Social Worker Supervisor Ph: (530) 528-4142 Fax: (530) 527-7640 mgonzalez@tcdss.org</p> | 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 | <p>Tracy Miller Child Welfare Supervisor-Ongoing Unit Ph: (530) 623-8222 tmiller@trinitycounty.org</p> <p>Nicole Bradford, Child Welfare Supervisor-Intake Unit 530 623-8206 nbradford@trinitycounty.org</p> <p>Fax: (530) 623-1488</p> | Yes | Provided for non-contiguous counties who are willing to reciprocate. | <p>Initial phone call to Sup. Request in writing with pertinent case information. Secondary assignment to worker.</p> | 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? |
|-------------|---|--|---|--|---|--|
| Tulare | <p>Primary Contact: Kathleen Trevino, CWS Supervisor (559) 623-0508, KTrevino@tularehhsa.org</p> <p>Backup contact: Gary Kupfer, CWS Manager. (559) 623-0568, GKupfer@tularehhsa.org</p> | 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 | <p>Michelle Clark, SW Supervisor Ph: (209) 533-5774 Fax: (209) 533-5742 clarkm@cws.state.ca.us</p> | 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 | <p>Stephanie Moses, Supervisor Stephanie.Moses@ventura.org (805) 289-1945</p> <p>Back up: Taryn Massey Ph: (805) 289-1925 Taryn.Massey@ventura.org</p> | Yes | <p>-Provided to non-contiguous counties</p> <p>-Requires reciprocal agreement</p> | 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 | Rebekah Heinberger, MS TAY Supervisor (530) 666-8580 Rebekah.Heinberger@yolocounty.org | 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 | Reem Burris, Yuba County CAPS Interim Program Manager Ph: (530) 749-6738 Fax (530) 749-6295 Rburris@co.yuba.ca.us | Yes but on a case-by-case basis dependent upon available staffing. | 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.