

General Case Management Tasks on a Dual Supervision Case

- Case-Carrying and/or Dependency Investigator (DI) CSW Responsibilities
- Prepare the 241.1 Case Summary Report for the MDT.
- Provide case management services per the case plan and the MDT's instructions regarding case management and services.
- Maintain monthly telephone contact with the Deputy Probation Officer (DPO) regarding the youth's progress towards and achievement of the case plan goals.
- Consult with the DPO when preparing dependency court reports and case plans.
- Obtain feedback from the DPO regarding all relevant case information and incorporate the information into the case plan and court report.
- If the CSW is unable to contact the DPO, the CSW should contact Probation Information Center (PIC), to request assistance in contacting the youth's DPO.

Probation Information Center (PIC)
9150 E. Imperial Highway, Downey, CA 90242
(866) 931-2222 (toll free) or (818) 374-6635
M - F 8:00 A.M. to 5:00 P.M.
pic@probation.co.la.ca.us

- Upon request of the DPO, provide feedback regarding all relevant case information for incorporation into the delinquency court report and case plan.
- Upon request of the DPO, provide a case summary 241.1 Case Summary Report for youth placed on non-court informal supervision pursuant to WIC 654.
- Make joint home calls with the DPO whenever possible and at a minimum of once every other month.
- In the event there is a disagreement between the CSW and the DPO regarding the appropriate management when a youth violates the terms of his/her probation or not meeting the conditions set forth by the MDT, refer the matter to the SCSW for resolution.

NOTE: When there is disagreement in the MDT on the recommendation to the Court regarding the appropriate legal status for the subject youth, the DCFS 241.1 Unit CSW will refer the matter to the Juvenile Court Liaison Deputy Regional Administrator and the DPO should refer the matter to the Juvenile Field Services Bureau.

- Document all Contacts with the MDT members, DPO, youth and other parties to the case in the Contact Notebook per existing DCFS Case Management procedures.
- Identify and track dual supervision cases in CWS/CMS. See Appendix B (next page) for instructions.