

Student Name:

Date Completed:

Observe a Transfer and/or Pre/Post-Removing Staffing

1. Type of staffing attended (transfer from CAN/CPS to FC):
2. Type of forms required for the staffing:
3. Individuals present and their position/job title:
4. List the policy reference that indicates how a transfer staffing (from CPS to FC, or from FS to FC) is conducted (this should be specific to the type of staffing you are observing):
5. Observe the worker as they transfer the case in FACTS. Write down the steps followed to do this:

I discussed the following with my supervisor regarding the staffing, forms, policy and transferring cases: