

Field Supervisor Memo — Rivera Case

Case #SW-3301 · MSW field placement · Confidential

TO: MSW intern · Field placement

FROM: Dana Okonkwo, LCSW · Field Supervisor

DATE: November 12, 2026

RE: Rivera home visit — same-day safety plan

Summary

No active physical abuse disclosure today. Basic needs and supervision concerns are documented — utilities shut off, limited food, missed pediatric appointments. Mother cooperative; Sofia attending school.

Required today

- Complete Safety Assessment Form 12A.
- Call me before 5:00 PM with draft plan.
- Initiate basic needs referral per policy §6.3 — do not remove without formal assessment.

Confidentiality

Do not share client identifiers on social media or with volunteers outside the treatment team.

