



ETHICS CONFLICT RESOLUTION MONTHLY CONFLICT ANALYSIS MEETING

ADMIN080901EAM

Instructions: This form is for ethics conflict resolution purposes only. The Department of Child Services (DCS) employee and his or her Supervisor/Work Unit Manager must meet each month until completion of the internship or practicum. The DCS employee and his or her Supervisor/Work Unit Manager should initial and date this form after each meeting. Signatures should be provided after the completion of the last meeting. The DCS employee's Supervisor/Work Unit Manager must maintain this form until completion and then submit to human resources to be placed in the employee's personnel file.

DCS Employee Name:

DCS Supervisor/Work Unit Manager Name:

Monthly Update

The following monthly conflict analysis meeting took place between the above named DCS employee and Supervisor/Work Unit Manager on:

	Employee Initial	Supervisor/Work Unit Manager Initial
January _____, 20 _____	_____	_____
February _____, 20 _____	_____	_____
March _____, 20 _____	_____	_____
April _____, 20 _____	_____	_____
May _____, 20 _____	_____	_____
June _____, 20 _____	_____	_____
July _____, 20 _____	_____	_____
August _____, 20 _____	_____	_____
September _____, 20 _____	_____	_____
October _____, 20 _____	_____	_____
November _____, 20 _____	_____	_____
December _____, 20 _____	_____	_____

DCS Employee Signature: _____

Date: _____

DCS Supervisor/Work Unit Manager Signature: _____

Date: _____