

# Advocate Case Roadmap

*The following provides a general outline to guide you through your case. Every case is unique, contact the CASA Office any questions or concerns arise*

## **GETTING STARTED**

- Review copy of court files received from the CASA office
- Contact the GAL & Caseworker assigned to the case
  - Determine where child(ren) is living and where he/she attends school/daycare
  - Get copies of all pertinent information
  - Note visitation schedule between parents and child(ren)
  - Get date of next FST meeting
  - Get names and contact information of other family members involved
- Contact parents and foster parents to setup separate initial meetings
- Meet the child(ren) within 10 days of assignment
- Contact other service providers/schools

## **ON-GOING MEETINGS AND CONTACTS**

- Meet with child(ren) at least twice per month (at least once in the home where children are placed)
- Observe child(ren) in other settings (school lunch, parental visitations, etc.)
- Meet with parents and foster parents
- Monitor case plan and court orders
- Speak with teacher/school counselor. Request Ed. Records
- Request mental health records & meet with therapists
- Request medical records and meet physician if needed
- Speak with and question grandparents, aunts/uncles and family friends
- Meet with others involved in child's life/situation

### **AS THE CASE PROGRESSES...**

Review all important documents as they become available, such as:

- Disposition plan
- Written Service Agreement for each parent
- Previous DFS records
- Psychological records- for child and parents
- School records
- Criminal records
- Medical records
- Drug tests
- Court orders
- Any other documents that are pertinent to the case

Keep track of:

- Hours worked and miles traveled on your case each month in Optima
- Contacts made during the month in Optima
- Future court and FST dates

### **REPORT WRITING**

- We do not assume that all information known by the Case Manager or attorneys will be brought to the Court's attention-put ALL pertinent information in your report
- Email your report to the CASA office by the Wednesday before the court date
- Forward on your court report to your FST members
- Write and submit to CASA office any addendums if important information

### **COURT DATES**

- Arrive on-time and professionally dressed
- Bring a copy of your latest court report
- Speak with CASA staff with any last-minute questions

***\*\*Always remember that we are advocating for the child's best interest, and please contact the CASA office with questions or concerns at any point in your case!***