

# GETTING STARTED

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**Reminder: any documentation you receive for the child must be brought to the CASA office for the case file.**

## 1. Contact Social Worker

- Call and introduce yourself. If you leave a message and do not hear from them w/n 2 days, try again. If you do not hear back from them w/n 2 more days, inform your advocate supervisor ASAP;
- How does social worker (sw) feel the child is doing; do they have any concerns?
- Are there any services they think the child can benefit from?
- If the case plan indicates child is to have particular services, ask if child is receiving them; if they are to receive therapy & haven't started, ask if child has had an assessment yet; get contact information for therapist;
- If there is a Foster Family Agency involved, obtain name/phone # of their case mgr./sw for this child;  
The Judicial Counsel requires we collect race/ethnicity info about child; ask sw for that information & share with your supervisor;
- How is Mom doing with each component of her case plan?
- How is Dad doing with each component of his case plan?
- Share email addresses and phone numbers if you are comfortable doing that;
- Inform sw who your advocate supervisor is;
- Ask that you be invited to any meetings.

**Call your Advocate Supervisor with any concerning information you obtained while talking with social worker**

## 2. Contact Caregiver

- Last doctor/dentist visit dates; doctor/dentist names;
- Medication names/dosages;
- Health concerns;
- Behavior concerns;
- Developmental concerns;
- Immunizations current?
- How has child adjusted to their current placement? Do caregivers have any particular concerns?
- Ask caregiver to share any concerns they have about visits/phone calls between child/parents,

such as cancelled/missed visits/phone calls, inappropriate visits/phone calls, or concerning behavior of child after visit/phone calls;

- Ask caregiver to let you know when child had visits with siblings;
- Does foster parent have copy of Health & Education Passport? (document that contains health/e history)

### **3. Contact Child's Attorney**

- Call child's attorney and advise you have been appointed for \_\_\_ child. Leave a brief message with this info if you receive their voicemail;
- Share a little info about the child;
- Are there any concerns they have regarding the child?
- Call/email attorney periodically with updates;
- Share your contact information if you feel comfortable doing so.

### **4. Contact Teachers**

- Academic progress or lack thereof in individual subject areas;
- Are they currently receiving any extra services? If so, what, by whom and how often?
- Ability to follow directions;
- Behavior in/out of classroom;
- Social interaction with other children;
- Do they complete homework & class work?
- Do they dress appropriately for school?
- Are they absent/tardy?
- Are they in special education; if so, when was last IEP? Ask that they fax last IEP to the CASA office;
- Is there something particular they feel would benefit the child?
- Encourage teacher to contact you with concerns. Give teacher your phone # or advocate supervisor's name/phone #.

### **5. Request Educational Records**

- Call the school office. Tell them you are the CASA for \_\_\_ child and you are calling to request any & all academic and special ed. records including attendance, discipline and academic reports. Fax your court order/grievance form to them, which allows them to share that info with CASA. If you do not have a fax, phone or email your advocate supervisor & have him/her send your court order to the school. When you fax the request, the CASA office fax # should be included so they can fax it to the CASA office, at 541-5637. When the office receives the info, we will provide it to you.

**6. TRACK Visits With the Child as well as meetings/phone calls with school, CWS, therapists, etc.**

- a)Date; b) Length of meeting; c) Mileage accumulated; d) activity; e) Any observations/conversations you would like to remember; f) Any decisions reached.

**Write above info in a log/journal. Remember to include who provided the information. You will refer to this info when writing your court reports. Some of this information will be transposed to your Tracking Form.**