



Minimum Expectations for Service to a Child's Case

- a. In a timely manner after appointment, obtain first hand a clear understanding of the needs and situations of the child by reviewing all relevant documents and records and interviewing the child, parents, social workers, teachers and other persons to determine the facts and circumstances of the child's situation. i.e. documents/records reviewed: order of CASA appointment, court record, CPS record, school record, medical record
- b. Maintain confidentiality of all issues and records of the case, returning all case files to the CASA program after the case is closed.
- c. Notify all parties of the case of CASA's appointment.
- d. Communicate with DFPS caseworker after appointment and at least one time per month for the duration of the case.
- e. Meet with child in a timely manner after appointment and meet in person with the child at least one time per month. If the child is placed one to three driving hours away, then CASA will meet in person with the child at least once every three months. If the child is placed more than three driving hours away, then CASA will meet in person with the child at least once every six months. For example: if child is placed outside of the driving capabilities of CASA, a request for courtesy assistance from appropriate nearby program requested.
- f. Have other types of age appropriate contact with the child, including telephone calls, emails, and/or letters as applicable for the child's age and interest.
- g. Meet in-person with the child's primary placement provider in a timely manner after placement occurs, and communicate with the placement provider at least once a month thereafter for the duration of the assignment of the child's case.
- h. Advocate for the child's best interest in the community by interfacing with mental health, medical, legal, educational and other systems to assure the child's needs are met. i.e. psychiatrist, psychologist, doctor/nurse, educators, daycare provider, attorneys
- i. Determine if a permanent plan an educational passport and a health passport have been created for the children.
Permanent Plan
- j. Participate in all scheduled case related meetings. Notes, documents, forms i.e. ARD, PC, PPT. FGC
- k Seek cooperative solutions by acting as a facilitator among parties maintaining communication with the child's parent, family members, attorney ad litem, teachers and other service provider's as applicable.
- I. Appear at all hearings to advocate for the child's best interest and permanency. Provide testimony when necessary, making recommendations for specific services for the child and when appropriate, the child's family. Provide written court report for all permanency and review hearings. Court reports i.e. status, initial permanency, permanency, merits, review; Recommendations i.e. permanency/concurrent plans, services, visitation
- m. On each case, assigned CASA Advocate Coordinator and CASA Advocates will communicate at least once per month so as to update records and contact logs and participate together in scheduled case conferences.