

Court Appointed Special Advocates of Rochester/Monroe County, Inc.

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CASA Case Checklist

Initial Case Assignment

- ☐ Read all materials provided to you.
 - ☐ Identify type of case – is it neglect due to substance abuse, physical abuse, etc.?
- ☐ Identify next court date by checking WebFamily.
- ☐ Speak with your CASA supervisor to set a plan.
- ☐ Speak with the case's current caseworker.
 - ☐ Confirm contact info for parents, school/day care & pediatric care; then update File Info Sheet as needed.
 - ☐ Confirm upcoming important dates: court, SPR, CSE, etc.
- ☐ Send or have office fax the following:
 - ☐ Healthy Child Initiative form for each child
 - ☐ School Questionnaire for children in school
- ☐ Contact parents; possibly at visit or if not available, contact foster parents or relative resource for update on kids and set a time to meet them.
 - ☐ Confirm other parties involved in the case: therapists, relatives, etc.
- ☐ Meet the kids!!!
 - ☐ See the kids monthly at a minimum. Suggest varying the setting e.g. - during visitation, in placement home, school.
 - ☐ Check on Pediatric Care twice a year minimum. Assure they are being seen and problems have appropriate follow-up. (You will need this info for your PPH Court Reports.)
 - ☐ Check on education-including attendance, report cards if available, teacher reports as needed-minimum of 2x per year.
 - ☐ If your case involves educational neglect, work with your CASA supervisor to put a plan in place.
- ☐ Maintain regular contact with your CASA supervisor.
- ☐ Maintain case records.
- ☐ Complete contact logs at least monthly, preferably more frequently.
- ☐ Maintain notes on court dates.
- ☐ 2 months prior to Permanent Planning Hearing (PPH) – start gathering all necessary information.
 - ☐ The first draft of your report is due to your CASA supervisor 2 weeks prior to PPH.