

**Court Appointed Special Advocates of Rochester/Monroe County, Inc.****Natalie Copeland – Program Director**

Family Court of the State of NY • Hall of Justice, 99 Exchange Blvd. • Room 272 • Rochester, NY 14614-2115  
Phone: 585-371-3981 • Fax: 585-280-5292 • Email: [casa@casarochester.org](mailto:casa@casarochester.org) • Web: [www.casarochester.org](http://www.casarochester.org)

**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.