

**Report to the Court**

**Date Written:** July 15, 2014

**Hearing Date:** July 30, 2014

**Respondent(s):**

**Case#:**

**DOB:**

**Persons Interviewed Regarding the Situation:**

| <i>Name</i> | <i>Title/ Relationship</i> | <i>Contact Dates</i>  |
|-------------|----------------------------|-----------------------|
| John Doe    | Respondent                 | 1/5, 1/15, 2/8*, 2/10 |
|             | DSS worker                 |                       |

\*- Indicates attempted contact

**Situation:**

Case Supervisor will provide this information.

**Objective Information:**

**REMEMBER:** Summarize factual information gathered from your contacts. Just the Facts! Your fact-based opinions come later!. Indicate sources and dates from school personnel, physicians, psychological reports, psychiatric repots, etc. (For example: This CASA spoke with Ms. Teacher on January 12, 2009. Ms. Teacher stated...) After each sentence if someone asked “says who?” the answer should be “Jordy, Mom, DSS, school, foster parents, my eyes”. The answer should not be “the CASA volunteer thinks so”.

**Each section should be written in full sentences and paragraph format. The sample questions below are just a guide to assist in developing the report.**

***Placement***

- Where is the child placed?
- How is the child adjusting to the placement?
- Are there any issues or concerns at this point in time at the placement?
- If so, what are they and who is doing what to address those issues or concerns?

***Education/Vocation***

- Where is the child placed for education (public school, non-public school, GED, JobCorps, etc)?
- How is the child adjusting to the placement?
- Are there any concerns at this point in time?
- If so, what are they and who is doing what to address those concerns?
- Does this child have any IEP? if not, is there a need for one?

- How are the child's grades/behaviors? Any concerns or additional support needed (tutoring, etc)
- What are the child's post-secondary plans/goals? Is there an interest in going to college or a vocational program?
- Do they need to prepare to take the PSAT's, SAT's, or ACTs?
- Do they need assistance with college applications, going on college/vocational program tours, or filing for financial aid?

### ***Health/Mental Health***

- Is the child up to date with medical exams?
- Are there any other medical concerns?
- Is the child receiving therapy, medication monitoring, mentoring, other therapeutic services?
- If so, with whom?
- What do the professionals (who are providing these services) say about the child's progress?

### ***Family/Community Connections***

- Is this child seeing parents, siblings, other relatives?
- If so, who is the child visiting, and how often? Any concerns?
- If there is no visitation, why is it not happening?

### ***Post Emancipation Planning***

- Is the child employed? If so, where? If not, are they looking for a job?
- Does the child have any vocational/life skills?
- Are they attending life skill classes?
- Do they have any other life skills needs? (transportation assistance, clothing voucher, etc. )
- What sources of income does the youth currently have (allowance, job, SILA, etc.)?
- Does the youth have a bank account in good standing?
- Has the youth had their credit report checked?
- Does the youth understand the basics of money-management?
- Does the youth have permanent family and/or adult connections?
- Who does the youth identify as the people with whom he/she could turn to in a crisis?
- Is the youth connected to desired community activities?
- Does the youth have all identifying documents, i.e., birth certificate, social security card, driver's license or state ID?
- Are there any outstanding criminal or delinquency cases for the youth?
- Is the youth a U.S. citizen? If not, has AYUDA been contacted?
- Has the youth identified their core values?
- Where does the youth see themselves after emancipation?

### **Permanency Plan**

What is the child's permanency plan? Give a summary of the actions taken to achieve it.

**Assessment:**

This section should provide information that leads to your recommendations, but be based on the objective information included in the section above.

Describe how the child is doing. Include a statement about the CASA's role in the child's life. Describe the relationship the CASA and the child currently have.

What are the current concerns for the child? Is there a need that is not being met? You are presenting your opinion about the case (using factual information). For example: Family therapy is currently not in place. It is important that this service begins because...

1. A paragraph should be dedicated to each concern.
2. What is your recommendation on a service or a plan to meet this need?

Restate the permanency plan.

Is this the most appropriate plan at this time? Describe why or why not.

If there is another plan that may be better, offer a recommendation for that plan and describe why and how to achieve this plan.

**Recommendations:**

Therefore, CASA respectfully recommends:

1. Ben Price remains in the care and custody of the Department of Social Services/his mother/etc;
2. Something else;
3. Something else; and
4. CASA is continued.

Respectfully submitted,

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Name of volunteer  
Court Appointed Special Advocate  
Appointed: full date

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Jeanmarie Albert  
CASA Case Supervisor