

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?
- 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? (Driver's education, state ID, transportation assistance, clothing voucher, etc.)

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?
- If there is no visitation, why is it not happening?

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,

Name of volunteer
Court Appointed Special Advocate
Appointed: full date

Jeanmarie Albert
CASA Case Supervisor