

Volunteer Case Procedure Checklist

- Attend Initial Case Team Meeting
- Reach out/Interview Resource Parent: ____/____/____
- Make an appointment and see the child/ren: ____/____/____
- Reach out/Interview Caseworker: ____/____/____
- Reach out/Interview Birth Parents: ____/____/____
- Reach out/Interview Guidance Counselor/Day Care Director: ____/____/____
- Make appointments with other important parties involved and maintain contact to gather up to date information. This might include Therapists, Division Nurse, Medical Professionals, etc.

NOTE: If problems occur with getting information, contact your Peer Coach to facilitate information gathering. The Peer Coach will assist you and help you follow the proper procedure for difficulty contacting parties.

- Document all case activities including; Contact Logs (time/mileage records) in Optima database.
- Review information gathered with your Peer Coach (at least once a week for the first three months and subsequently at least once a month)
- Visit child/ren **twice per month every month.**
- Attend 30-day Team Meeting to confirm areas of Advocacy with Peer Coach and review the Well-Being/Advocacy Checklist: ____/____/____
- Complete Initial Well-Being Assessments on the children in Optima within 60 days of appointment
- Attend 60-Day Workshop: ____/____/____
- Attend In-Person Three-Month Evaluation Meeting: ____/____/____
- Check in with DCP&P caseworker approximately every 2 weeks
- Check the Hearings tab in Optima for upcoming court dates and court report due dates
- Submit Court Reports for the Judge at every hearing, approximately every three months, to your Peer Coach **14 days prior** to each hearing
- Attend court dates when possible
- Complete both a Physical/Behavioral Health and Educational Well-Being Assessments on the children twice a year (January and June) in Optima
- Participate in an Annual Volunteer/Case Evaluation Meeting
- Complete 12 hours of in-service or independent training.
- Monitor case until permanency is achieved
- Complete Closed Well-Being Assessments on the children in Optima prior to case closure
- Complete Case Ending Survey through Survey Monkey link when case in closed

