#### CASA REPORT TO THE COURT

**CASE NAME:** Mother’s Last Name **CASE NO: FC:**

**CHILD’S NAME: DOB: (month day year)**

**COURT DATE:**  **REPORT DATE:** (final copy)

**CASA VOLUNTEER: DATE OF APPOINTMENT:** m/d/yy

**BACKGROUND SUMMARY:**

***Brief*** *summary of why the case came into the system****:***

A sentence or 2 describing when family first became known to the Division because abuse or neglect was substantiated.

Reason(s) for the removal and a statement regarding the date of removal.

One statement about where child was placed originally (in a resource home or with a relative) Do not give name or address.

If child has been moved, a statement about the number of moves and reference to current placement.

One statement regarding birth parents’ issues. (substance abuse, mental health, domestic violence.)

NOTE:. Do not get bogged down in the history: the judge has that information and you are looking at moving forward.

**CONTACTS**:

These are the people you have had contact with since the last court hearing that have provided the facts in your current status.

Use name or initials and include role.

Do not include names of resource parents unless relatives and known to bio parents.

List the number of each type of direct contact.

Do not include when you have left messages.

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| **CONTACTS** | **In-Person** | **Telephone** | **Written** |
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**PLACEMENT and ADJUSTMENT:**

***Suggestions to include:***

*Information about where the child is currently residing, being sure not to include names. Discuss how the child is doing with the transition. Include your direct observations that are pertinent, information from the care giver. Are there any adjustment issues? How is the child doing developmentally (from care giver and direct observation). Include dates of meetings/visits to document sequence.*

**MEDICAL:**

***Suggestions to include:***

*Includes information about CHEC or CME exams: dates, results and plan. Does the child have any outstanding medical (physical or dental health) issues? Are those needs being addressed? If so, in what way, by whom? Is the child on medications? If so, what are they and how are they being monitored/administered? If there are no issues, is the child receiving appropriate well care (appointments, immunizations, etc)*

**PSYCHOLOGICAL:**

***Suggestions to include:***

*Are there any issues or concerns?*

*Is the child receiving any counseling? For what issues? From whom? Schedule? Any updates?*

*Is the child on any medications for psychiatric issues? If so, what is the med and dosage,who is monitoring it?*

*Does there need to be a recommendation for an evaluation?*

**EDUCATIONAL:**

***Suggestions to include:***

*Is the child in pre-school or school? What grade? is the child experiencing any difficulties? Are they being addressed? If so, how: counseling, child study team involvement, individual educational plan? Etc. Should any referrals for evaluations be recommended?*

**VISITATION:**

***Suggestions to include:***

*What is the plan for parental visits: for mother, father? Are they occurring?*

*Is there a need for sibling visits? Are they in place?*

*If they are not occurring, what are the reasons? What is being done to facilitate visits?*

*Are there other family or friends who may be able to supervise…?*

**PARENTAL COMPLIANCE & PROGRESS:**

***Suggestions to include:***

*Refer to the services listed in the recent court order: are the parents complying with the services? In addition to what the birth parents tell you, collect independent collateral information by contacting the appropriate providers for verification (not always possible to do. Talk with your case supervisor if you have questions)*

**RECOMMENDATIONS:**

*Numbered statements that advocate in the best interests of the child:*

*The Recommendations should follow in the same sequence as the current status topics.*

***Placement***

***Medical***

***Psychological***

***Educational***

***Visitation***

***Parental compliance and progress***

1. **That**
2. **That**
3. **Etc.**

**Respectfully submitted,**

Your signature

**Your name typed, Court Appointed Special Advocate**

**CASA Contact Number**

Case supervisor’s signature

**Your case supervisor’s name , CASA Case Supervisor**

**(973) 998-7590, ext.**