

# DOCUMENTATION OF ADVOCACY FILE ASSESSMENT FORM

Program: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Review Date: \_\_\_\_\_

Child #1 Initials	Age	Distance	TMC PMC COS	Vol/ Staff	Appt. Date

Child #2 Initials	Age	Distance	TMC PMC COS	Vol/ Staff	Appt. Date

Child #3 Initials	Age	Distance	TMC PMC COS	Vol/ Staff	Appt. Date

Standard #	Full Standard	File Assessment Criteria	Child #	Month 1	Month 2	Month 3	SUM
<b>NEW</b> 8.F.5.g. ii.	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: <b>Meets in-person with the child once every 30 days</b> at a minimum. To allow for an exception, the CASA/GAL program must have a written exceptions policy outlining circumstances when exceptions may be permitted.	<b>Monthly face-to-face contact with child</b> documented in case file  10/5/0	1				
			2				
			3				
8.F.5.c. (case manager)	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Identifies and advocates for the best interests of the child, considering the child's expressed objectives without being bound by those objectives, through monthly contact or documented attempts with the parents (as available and permissible), caregivers, case managers and CASA/GAL program staff.	<b>Monthly communication</b> documented in case file of either F2F, email, text, phone, or other documented contact <b>with CPS/SSCC case manager.</b> 3/1.5/0	1				
			2				
			3				
8.F.5.c. (caregivers)	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Identifies and advocates for the best interests of the child, considering the child's expressed objectives without being bound by those objectives, through monthly contact or documented attempts with the parents (as available and permissible), caregivers, case managers and CASA/GAL program staff.	<b>Monthly communication</b> documented in case file of either F2F, email, text, phone, or other documented contact <b>with caregiver.</b> 3/1.5/0	1				
			2				
			3				
8.F.5.c. (CASA program staff)	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Identifies and advocates for the best interests of the child, considering the child's expressed objectives without being bound by those objectives, through monthly contact or documented attempts with the parents (as available and permissible), caregivers, case managers and <b>CASA/GAL program staff.</b>	<b>Monthly communication</b> documented in case file of either F2F, email, text, phone, or other documented contact <b>with CASA program staff.</b> 3/1.5/0	1				
			2				
			3				
8.F.5.i. (AAL)	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Advocates for the child's best interests in the community by quarterly interfacing with mental health, educational and other relevant systems, subject to confidentiality limitations, including reviewing the medical care provided to the child and eliciting, as appropriate, the child's opinion on the medical care provided,	<b>Quarterly communication</b> documented in case file of either F2F, email, text, phone, or other contact <b>with the attorney ad litem. (AAL)</b> 2/1/0	1				
			2				
			3				
8.F.5.i. (EDU)	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Advocates for the child's best interests in the community by quarterly interfacing with legal, mental health, educational and other relevant systems, subject to confidentiality limitations, including reviewing the medical care provided to the child and eliciting, as appropriate, the child's opinion on the medical care provided.	<b>Quarterly communication</b> documented in case file of either F2F, email, text or phone contact with the school, teachers, ARD, educational portfolio viewing, or other age-appropriate <b>educational advocacy.</b> 2/1/0	1				
			2				
			3				

8.F.5.l. (MED)	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Advocates for the child's best interests in the community by quarterly interfacing with legal, mental health, educational and other relevant systems, subject to confidentiality limitations, including reviewing the medical care provided to the child and eliciting, as appropriate, the child's opinion on the medical care provided.	Quarterly communication documented in case file of either F2F, email, text, phone or other contact with medical providers, therapists, Health Passport viewing, or other <b>medical advocacy.</b> 2/1/0	1				
			2				
			3				

**NEWLY MONITORED STANDARDS OR ELEMENT OF STANDARDS**

Standard #	Full Standard	File Assessment Criteria	Child #	Month 1	Month 2	Month 3	SUM
<b>NEW</b> 8.F.5.c.	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Identifies and advocates for the best interests of the child, considering the child's expressed objectives without being bound by those objectives, through monthly contact or documented attempts with the <b>parents</b> (as available and permissible), caregivers, case managers and CASA/GAL program staff.	Monthly communication documented in case file of either F2F, email, text, phone, or other contact with the parent(s). 6/3/0	1				
			2				
			3				
<b>NEW</b> 8.F.5.m.	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: Monitors the child to <b>ensure the child's safety and to advocate against unnecessary relocations of the child to multiple temporary placements.</b>	Communication documented in case file through <b>safety advocacy</b> activity type case notes or court report 5/2.5/0	1				
			2				
			3				
<b>NEW</b> 8.F.5.o.	<b>Establishes and adheres to volunteer administration policies and procedures.</b> The volunteer policies and procedures shall include a description of the volunteer's role and responsibilities including but not limited to the following. The volunteer: <b>For a child at least 16 years of age, ascertains whether the child has received the following documents: a certified copy of the child's birth certificate, a social security card or replacement card, a driver's license or personal identification certificate, and any other personal document</b> Department of Family and Protective Services determines appropriate.	Communication documented in case file through <b>16+ advocacy activity</b> type case notes or court report 2/1/0	1				
			2				
			3				
<b>NEW</b> 10.B.2.a. -b.	<b>Retains child and case information.</b> Records for all children served are kept up to date through: a. Current contact entries. b. Monthly progress notes or summaries.	<b>Monthly progress notes or summaries and current contact entries</b> of documentation in case file for meeting in person with child(ren), and communication with CPS/SSCC case manager, caregiver, and program staff. 4/2/0	1				
			2				
			3				
<b>Sum of Items Reviewed</b>							
<b>Minimum Expectations Assessment Percentage</b>							