

# COLLABORATE



COLLABORATIVE FAMILY ENGAGEMENT

Sharing of information between CPS/SSCC and CASA occurs on a case and a plan is developed with a shared workload. Any questions? Please contact your CFE Coach.

## WHAT DOES COLLABORATE LOOK LIKE?

CFE team meeting, transfer staffing, initial coordination meeting or any “meeting” amongst the CFE team that occurs in person, virtually, via email chain, phone call or at court, etc.—where a case is discussed, and information is shared between CASA and CPS/SSCC.

## HOW DO I ENTER THE INFORMATION?

Contact with CPS/SSCC

Subject line: Enter type of collaboration held (CFE team meeting, transfer staffing, initial collaboration meeting via email, etc.)

Notes: Either upload the team document form or enter your notes from the meeting.

ADD

**Contact Log**

Case Number: CASA-19-0019468

Case Name: Aleman

Activity Date: 9/13/2022

Activity Type: Contact: CPS/SSCC

Subject: CFE Team Meeting

Out of Court:

Contact Type: Email

Hours: .5

Mileage:

Expenses: \$0.00

Notes: Met with CPS regarding K. Aleman. Decided CFE good approach for this case. Kimberly will attempt genogram with grandma, connectedness map with Lanie and Lucas and caseworker will do three houses with mom.  
(205 out of 5000)

Select	Pertains to	Party Type
<input type="checkbox"/>	Gabe Aleman	Child
<input type="checkbox"/>	Lanie Aleman	Child
<input type="checkbox"/>	Lucas Aleman	Child
<input type="checkbox"/>	Mandy Aleman	Family Member
<input type="checkbox"/>	Kimberly Morris	Vol/Supv/Atty
<input type="checkbox"/>	Raquel Houston	Vol/Supv/Atty

**Others Contacted:**

First Name:

Last Name:

Relationship:

First Name:

Last Name:

Relationship:

First Name:

Last Name:

Relationship:

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## COLLABORATE FAQ

**I'm sharing information with the caseworker? What about confidentiality?** CASA volunteers and staff may share information about the child, family, CFE tools, etc. in accordance with confidentiality guidelines. Please refer to the statewide and/or local CASA/DFPS/SSCC MOU for more information and instruction. When in doubt about what information may be shared, please speak with your supervisor.

**Do I need to use a special form? What do I need to document?** There is not a specific form required. Please upload any notes regarding the collaboration and what plans are developed, or enter your notes into the description section. There is a CFE Team Meeting form that is very helpful in documenting important information that could be used to guide collaboration, e.g. notating the purpose of CFE for the case and which tools will be attempted.

**What happens if CPS/SSCC doesn't respond?** CPS must agree that a case should utilize the CFE approach, because you will need their support throughout the other CFE activities. However, CPS/SSCC does not actively need to participate in the approach if they have given CASA the OK to move forward with tools, family meetings and connections. If you are having challenges with building the relationships with CPS/SSCC, please contact your CFE Coach for guidance. Attempts to collaborate with CPS/SSCC about CFE should be documented accordingly.

**Do I only collaborate once?** Per CASA standards, volunteers communicate monthly with CPS/SSCC to share information. The initial collaboration is where plans are set, CFE tools are discussed and the purpose of CFE is shared. Future collaborations will strengthen the relationships and ensure volunteers and caseworkers have the most current information to make the best recommendations. The hope is the CFE Team will have regular communication and collaboration throughout the life of the case, but there is no set requirement for how many instances of collaboration have occurred (i.e. there is not a specific number of CFE Team Meetings that need to happen).

**What about collaboration with family, attorneys and other parties?** For tracking Collaborate for CFE, the focus is on efforts to collaborate with CPS/SSCC. Other collaborations should be documented using the appropriate contact logs.

**Does the CPS/SSCC Contact activity type count for CFE funding?** No, this is not one of the funded CFE activity types.

**Any questions? Please contact your CFE Coach.**