

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

COLLABORATE FAQ

Sharing information with CPS? 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? Do attempts to collaborate count?

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, and count towards Collaborate.

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 your contact logs.