

Student Name:

Date Completed:

Initial Case Review

In order to complete this activity, first ask your supervisor for a complete case file on one of the cases you have been assigned to shadow. Fill in the following information, using pseudonyms where necessary to preserve confidentiality.

What is the case name: _____

Who is (are) the father(s): _____

What are the names and ages of the children: _____

What is the Family Case Number: _____

What is the Court Number: _____

1. When and why did the case initially come to the attention of DHR?

2. Review the current or most recent referral and answer the following:

- What were the allegations?

- What was the disposition of each?

- Who was the reporting party?

- Did the family have any previous referrals? If yes, how many? What were the allegations and dispositions?

- Were there prior services (either voluntary or court ordered) involving the family? What resulted in the termination/completion of those services?

- Are the initial allegations similar to or the same as those in the previous history of the family? If yes, how are they similar?

- Have any of the children been previously placed in out-of-home care? What resulted in their return home?

- Do the parents have a criminal record?

- Summarize the agency policy and steps for checking for a criminal history. If it differs by program, explain how it is different?

- Where in the record are criminal clearances found?

- What concerns do you have about the criminal records obtained on this case (if any)?

- What is the check called that looks at prior child abuse history in Alabama?

- What are the conditions under which those results are reported?

- Where are those results kept?

- What is another way to check for prior child abuse history?

3. Where are case notes/contacts recorded?

- Review the contacts. What did you learn from reading the past three contacts?

- What further information do you think you might find in the contacts that would be helpful to your knowledge of the case?

****Note: This is for this specific training exercise, ALWAYS review ALL case history for cases you receive in order to be familiar with your case.****

4. Were there any issues related to mental health, substance abuse or domestic violence? If yes, please explain.

5. Was an ISP Team Case Planning Meeting held?

- Who attended the meeting, and what was their relationship to the children?

- What was the primary reason for the meeting?

- What was the result of the meeting?

6. Find the Continued Custody (72 hour) court minutes or report.

- What was the reason for removal?

- Were there reasonable efforts provided prior to the removal of the children? If so, what were they? If not, what was the reason?

7. Is this case pre or post disposition? Review the legal documents, find and note/flag the following on cases that are post-disposition.

- What are the disposition orders?

- For all cases, pre & post disposition review legal folder and:

- ❖ Locate all previous court reports and minute orders.

- ❖ Find the most recent minute order note:

- ✓ Date of the next hearing:

- ✓ Type of hearing:

- ✓ When is next reporting due:

8. What are the current orders for the parents?

9. What are the current orders regarding the children?

10. What are the current orders for DHR (aka YOU)?

11. What are the orders for visitation between parents & children?

12. If siblings are not placed together, what is the plan for visits?

13. Find the pictures of the children. Where are they located?

14. Where are the children currently residing and with whom?

15. Where is all of the placement paperwork? List the placement forms filed in this case.

16. Where is the child's medical, dental and school information?

17. What school(s) do the children attend?

18. Is the medical and dental information in the case current? Explain.

19. Are there current medical concerns regarding the children? If so, what is the plan to address?

20. Any parents' deceased?

If so, have death certificate(s) been obtained?

- What folders are they in?

- If they are not on file, what form would you complete to obtain them?

21. Are there birth certificates on file for the children?

- What folder are they in?

- If they are not on file, what form would you complete to obtain them?

22. When a client needs transportation, is there a process to request this service or is it the responsibility of the caseworker to transport?

23. What is the process for requesting transportation assistance?

If this was your new case:

24. What are the additional tasks/forms you would need to complete?

25. What are some questions you would want to ask your supervisor?

26. When was the last time a caseworker visited the child?

27. Assume the case was assigned to you today, when is the next contact with the children due?

28. How long do you have after your visit to document it in FACTS?

I discussed the following with my supervisor regarding the ISP case review activity: