

CASA of Natrona County Woulda, Coulda, Shoulda Case Checklist

The purpose of this checklist is to insure that we are looking at every detail in each case and bringing all issues to the table as we work the cases. Advocates can use this list as they meet with people to gather information and as they prepare their Court Reports. Case Managers will use the checklist during Case Staffing to determine what needs to be done in each case. If there is another item that you think needs to be added to this list, please let your Case Manager know so that we can continue to provide the best possible Advocacy for the children in our cases. We don't want a case to get to the point that we say we woulda, coulda or shoulda done something we didn't!

- All parents notified of all hearings
- Title 19 status
- IV E eligibility determination and re-determination
- Visitation schedule in regards to reunification (should increase in duration and frequency on a steady basis)
- Visitation in regards to waiver of reunification (should be addressed as soon as waiver is discussed)
- Pre adoptive placement when reunification looks unlikely (should happen as soon as possible after the child comes into care)
- Concurrent plan (should be developed early in the case and is especially important for very young children)
- Psychological evaluations should be ordered early as they take time to schedule, complete and begin addressing concerns
- Quarterly MDT (and who should attend)
- Signs of Sexual Abuse
- Diligent search for parents and other family members including fictive kin
- Counseling services for children (should be sought early in case)
- Hearings scheduled timely (use Hearing Tracker)
- Family partnership planning meetings

- ❑ Consent Decrees (cases must be closely monitored)
- ❑ IEP (Individual Education Plan)
- ❑ Educational checklist
- ❑ Safety Assessment checklist for return to home
- ❑ Checklist to assess feasibility of reunification
- ❑ Bonding assessment (as soon as bonding comes into question)
- ❑ Paternity established
- ❑ Is Birth Certificate on file
- ❑ Has a case plan been developed and signed by all parties and is it in the file.
- ❑ Track parents compliance with case plan
- ❑ Referrals to services not previously identified
- ❑ Genogram
- ❑ Parenting classes
- ❑ If parent is attending NA/AA, what is the status, proof of attendance
- ❑ If parent is employed, is there proof of employment, pay stub etc.
- ❑ Are names spelled correctly in legal documents, correct last name, correct DOB
- ❑ What is parent's support system and is it healthy?
- ❑ Are children 14 and over given the opportunity to attend MDT and Court?
- ❑ Background check of all adults living in home of child placement.
- ❑ If TFC, are all services in place?