

What to include in a CASA Report

In the matter of: Heather M.

DOB: dd-mm-yyy

Case No. J-xxxxx

Guardian Ad Litem: XXXX

CASA: XXXXXXXX

Date CASA assigned to case: mm-dd-yyyy

Hearing Date: mm-dd-yyyy

Type of Hearing: Permanency Plan Ratification

BACKGROUND

Use this section to explain the reason for the removal. Include the date of the removal and if it was an emergency removal. Include information about whether the family was receiving services through Child Protective Services (CPS) or Family Support Services (FSS) previously. Also include all of the child's former placements in this section. Add any other pertinent background information.

CURRENT INFORMATION

Child's name here Include the child's age, level of care (if established), and any medications the child is prescribed. Include **all relevant information about the child**, including placement. If the child is school aged, include grades, if known. Discuss the child's situation in the relative or foster placement and state whether the child is placed with siblings, whether the child has adjusted and bonded, if the child is eating and sleeping normally, etc. Include information about visitation with parents and/or relatives. You can include a separate paragraph for each child.

Mother's name here State that she is the mother of the child. Include information about the mother's participation in services such as counseling and parenting and what progress she has made. Include the following: any medications prescribed; if she is/has participated in rehab—where and when; any criminal history or former DCS history; whether she participated in a CFTM; any employment, transportation or appropriate housing; her current visitation with her child(ren); family support; who she is living with; etc. Include information regarding CASA's contact with the mother.

Father's name here State that he is the father of the child. Include information about the father's participation in services such as counseling and parenting and what progress he has made. Include the following: any medications prescribed; if he is/has participated in rehab—where and when; any criminal history or former DCS history; whether he participated in a CFTM and when; any employment, transportation or appropriate housing; his current visitation with his child(ren); family support; who he is living with; etc. Include information regarding CASA's contact with the father.

Foster/Relative placement information here (if noteworthy) State any additional information regarding foster placement or relative placement that has not been previously addressed. As the case progresses, information may include the placement's intentions regarding permanency for the child.

PERMANENCY PLAN

The information in this section should state the Department's position and whether CASA is in agreement. Some examples might be:

EXAMPLE: The Department's plan is Family Reunification. CASA is in agreement with the plan at this time.

EXAMPLE: The Department's plan is Termination/Relative Adoption. CASA is in agreement with the plan.

EXAMPLE: The Department's plan is Termination/Non Relative Adoption. CASA is not in agreement with the plan. An appropriate relative has been identified.

AREAS OF STRENGTH

This section should be written in bullet form listing the strengths of the case. Examples are bulleted below:

- The parents love their children and visit them regularly
- The children are placed together in a relative placement
- The children have adjusted well in their foster placement
- The parents have appropriate housing and transportation
- The child is receiving physical therapy
- The mother is employed
- The father is participating in outpatient treatment

AREAS OF CONCERN

This section should be written in bullet form restating and summarizing the MAIN concerns of the case. These concerns should be discussed in the body of the report.

Examples are bulleted below:

- The child is ten months old, cannot sit alone, but is not receiving therapy
- The father is unemployed and has no permanent home
- The mother refuses to address her substance abuse issue
- The children are very bonded but not placed together in care
- The father is not motivated to change and blames others for his current situation
- The father is currently incarcerated
- The mother abuses drugs and has an extensive criminal history
- The mother has five children who have different fathers

CASA COMMENTS

Use this section to summarize the case or add any comments that you believe are very important. This could include your observations about the parent/child relationship (negative or positive), concerns about a visitation issue or any other comment about the child, parent or placement. For example, "CASA has observed that the children have a very strong bond with their mother. The mother has had excellent compliance with her service plan. She has also shown progress in counseling and realizes that a lifestyle change is necessary for her to be protective of her children. If the mother continues her

success, the Department and CASA plan to recommend a monitored return by the next hearing.”

RECOMMENDATIONS

This section should include recommendations by CASA. Recommendations should be stated in a numbered bullet format following the introductory statement. Any recommendations should be supported in the body of the report:

Based on the above summary and observations, CASA respectfully recommends:

1. That the Department maintain Temporary Emergency Custody of the child (ren)
2. That the child(ren) remain in his/her current placement at this time

Examples of other recommendations are:

1. That the Department be granted Full Guardianship of the child(ren)
2. That the Department conduct a home study for the maternal grandmother
3. That the child receive physical therapy
4. That the parents pay child support
5. That parent/child visits be increased
6. That parent/child visits cease, by recommendation of the child’s therapist

LIST OF CONTACTS MADE BY CASA

This section can be two columns and include the name and relationship to the child (ren). Include all contacts made, whether in person, by phone, or by record (if appropriate). Never state the foster parent’s actual name in a CASA report.

Name of child, child	DCS Case Worker
Name of mother, mother	DCS Supervisor
Name of father, father	CPS Investigator
Relative	Staff at Rehabilitation Facility
School teacher	Pediatrician
Foster Parents	
Friend of family	

Respectfully submitted,

CASA Volunteer

Date

Kesha Waters, CASA Executive Director

Date