**CASA of Jackson County – Progress Report:**

**Category Explanations**

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| **TIP: FILL IN AS YOU GO!** It’s easy to forget about all the little things you do as a CASA, so be sure to log all your activities the same day they occur, otherwise it can be overwhelming trying to count every text, call, conversation, and email! This will also make tallying everything easier!**TIP: BE AS DESCRIPTIVE AS YOU CAN!** This will help you and your Case Supervisor tally your efforts.  |

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| **OUTCOME MEASUREMENTS****(out of court)**Do not include anything in this section that is related to an appearance in Court/CFC/CRBor a written/oral recommendation to the Court, Citizens Review Board, or Community Family Court |

1. **VISITS WITH CHILD(REN) LOCAL**
	* Face-to-face visits with the child(ren), **locally**
2. **VISITS WITH CHILD(REN) OUT OF COUNTY**
	* Face-to-face visits with the child(ren), **out of county**
3. **COMMUNICATION WITH CHILD(REN)**
	* All **non-face-to-face** communication,whether the child is local or out of county.
	* Phone calls, text, email, Skype, FaceTime, social networking platforms (Facebook Messenger, Instagram, Snapchat, etc). Include attempted contacts and voicemails.
		+ **REMINDER: CASAs who use social networking platforms should not use their personal accounts.** With Case Supervisor permission, new accounts can be created for the sole purpose of reaching youth or family connections. These accounts should not disclose any personal information of the CASA or confidential case information. Example: setting your “friends” to private, as to not reveal individuals, possibly across multiple cases, who are CASA-involved. *Talk to your CS about this if you have questions.*
4. **EDUCATIONAL**
	* How many times did you see the child at school, attend a meeting/school-based event, speak with any teacher or other educational professional (principal, counselor, admin, instructional aide), or read/request educational records? Include attempted contacts and voicemails.
5. **PSYCHOLOGICAL**
	* How many times did you talk to a provider, accompany the child to an appointment, or read/request psychological records? Include attempted contacts and voicemails.
6. **MEDICAL/DENTAL**
	* How many times did you talk to a provider, accompany the child to an appointment, or read/request medical/dental records? Include attempted contacts and voicemails.
7. **FAMILY CONNECTIONS**
	* How many times did you call, text, email, or meet with someone who is family(kin)/kith? Include attempted contacts and voicemails.
	* **NOT if they are the foster parents.**
8. **COMMUNITY PARTNERS**
	* How many times did you contact a Caseworker, Attorneys, ISRS/SPRF provider, parent mentor, parenting coach, law enforcement officer, parole/probation officer, DAAP provider, etc?
	* Count all of your meetings, calls, texts, emails. Include attempted contacts and voicemails.
9. **FOSTER PARENTS**
	* How many times did you contact the Foster Parents?
		+ This includes kith, relative, community, treatment facility staff members at Hearts With a Mission, Family Solutions, KAIROS, Redemption Ridge, etc **(unless they fall into another category above, such as a therapist or teacher at a facility)**
	* Count all of your meetings, calls, texts, emails. Include attempted contacts and voicemails.

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| **COURT/CFC/CRB ADVOCACY****(in court)**This section is for anything that happens in Court/CFC/CRB for your case.Be sure to include what is in your written report and what you say during the proceeding. |

1. **ATTENDANCE**
	* Tally every appearance, whether it is you, your Peer Coordinator, or a Case Supervisor attending on your behalf.
	* **For cases you are not appointed to, do not tally, count that as Educational hours only.**
2. **RECOMMENDATIONS**
	* Tally all recommendations given to the Court, the CRB Board, or in CFC Staffing/Court.
		+ written recommendations in your report.
		+ verbal recommendations you orally deliver.
	* **COUNT ONCE** if the same recommendation was both written and orally delivered.
	* **IF THE HEARING WAS CONTINUED TO A DIFFERENT MONTH** **the recommendations must be tallied for the month in which the hearing eventually takes place.**
		+ Hours spent writing the report will still be counted for the month in which you wrote the report.
		+ Even if your report was filed and served to the legal parties by the CASA office during the month the hearing was originally scheduled to take place, the recommendations will not be officially accepted and entered into the record by the Court/CRB until the hearing occurs.