

SUPERVISOR CHECKLIST FOR ECFE

First 14 Days of Case

ACTION ITEM TO BE COMPLETED	YES	NO	TIMEFRAME
CASA is appointed and affidavit is received by staff.	☐	☐	No later than one day from ex-parte hearing
Review affidavit and assign volunteer.	☐	☐	No later than three days from ex-parte hearing
Send notice to AAL, Investigations (CPI), and FGDM of volunteer and supervisor's contact info. Arrange an initial call or meeting between volunteer and CPI.	☐	☐	No later than three days from ex-parte hearing
Review affidavit with volunteer and create initial genogram with known family members and enter info into Optima. Discuss possible CFE tools to be used.	☐	☐	No later than three days from ex-parte hearing
Connect with CPI to gain additional information about family/child.	☐	☐	No later than four days from ex-parte hearing
Contact child's parents and caregivers to arrange a meeting (virtual or in person) and explain role of CASA.	☐	☐	No later than four days from ex-parte hearing
Meet with children and their parents and complete connection tools. Add to genogram. Can be done virtually or in person.	☐	☐	No later than seven days from ex-parte hearing
Meet with child's caregivers and ask about who the children appear to be missing/asking about.	☐	☐	No later than seven days from ex-parte hearing
Meet with child's parents again and discuss importance of family meetings and who they would like to invite. (Can be combined with above if needed.)	☐	☐	Prior to adversary hearing
Share information gathered with legal parties as able due to confidentiality. Discuss any possible placement options while child is in foster care. Discuss possible connections for child and possible action plan for keeping child connected.	☐	☐	Prior to adversary hearing
Contact child's identified connections to assess willingness to be actively connected to child and/or ability to attend a family meeting. (This includes contacting incarcerated parents.)	☐	☐	Prior to adversary hearing
Create a calendar of connections for child, with input from child, their parents, and the people making the commitments on the calendar.	☐	☐	Prior to adversary hearing
Ensure all information about connections is entered into Optima.	☐	☐	At start of case and ongoing