



HOW TO WRITE MY FINAL ASSIGNMENT – FAQ

Q. On what document do I write my final assignment?

A. *On the template that was sent to you via e-mail. You will save it to your computer, and type inside the boxes that correspond with the questions highlighted in yellow under “Assessment” and “Recommendations”.*

Q. From which document do I gather information to write the report?

A. *The CASA notes that were sent via email is what was used answer the questions under “Current Situation”. These are notes you, as the CASA, took over the last 6 months that you will use to write the 12 month court report. Remember that the 6 month status review report contains old information that has already been reported the Court. Based on the CASA notes, and the answers we wrote for the “Current Situation”, complete the “Assessment” and “Recommendations” sections.*

Q. How and to whom do I send my document once I am finished?

A. *SharonM@speakupnow.org as an attachment to an email. It must be in Word Doc format. We do not accept Google Docs.*

Q. By what time and on what day do I need to email the finished template?

A. *The last day of training at 5pm.*

Q. Will I get to see the SSP’s report before I begin on my court report?

A. *No. Never. This is the same for this practice report. You are writing a report for the 12 month hearing using your case notes. The only social worker report you have been given is the 6 month Social Worker report.*

Q. When should I begin writing the practice report?

A. *It is due in a week, so beginning now would be a good idea. We can see those reports that were left to the last minute, from those that were not.*

Q. Is there any other training coming up on writing my court report?

A. *No, tonight is it. After this class, you are set to begin!*

Q. I am very worried about getting everything correct.

A. *Great – you definitely should be when on your case. However, for the mock report, we want to see that you can write the report in the format we taught you during CRW class. On your case, you will know the answers instinctively for the most part. For this assignment, you do not know this child or case. We know that.*

Remember:

- *Dates should be written out – “December 12, 2016” not “12.12.16”.*
- *Do not start any sentence with “yes” or “no”. When we remove the template the questions won’t be there any longer. E.G. Is your case child in therapy? “Alison attends therapy once per week on a Wednesday for two hours. Her therapist told me on December 5, 2017 that her goals are to understand what abuse is and what it is not. The therapist said that Alison’s attendance is perfect, but her contribution during therapy is at a minimum. She tends to sit in therapy and refuse to speak.” Rather than, “Yes” or “She’s in therapy”.*
- *Do not use contractions – never “don’t”, always “do not”.*
- *The only people referred to by name in your report are your child and his/her parents. Everyone else is by their title.*
- *All caregivers are confidential.*
- *Never “mom” or “dad”, but always “mother” or “father”, or “Mr. or Ms. Jones”.*