

CASA REPORT FINAL CHECKLIST

| | |
|--|---|
| | <p>1. Template type: Always check on the hearing type in mycloud/imaging, to ensure you are using the correct skeleton template. Everyone makes mistakes when inputting hearing types in CM, so we want to make sure. Sometimes a hearing may be a .26 AND a PPR, if this is the case, always use the PPR, unless it is contested). Any reunification hearing (6mos, 12mos, 18mos) you should be using the reunification template, also use this template if it is a family maintenance review.</p> |
| | <p>2. Child's Name: Ensure that the child's name is spelled correctly throughout the entire report. If you are using a nickname, make sure to use the nickname throughout the entire report, rather than the full name. Example: Nicholas "Nick" Carter, is a 15-year-old boy with blonde hair and brown eyes. Then use Nick when referring to the child throughout the rest of the report.</p> |
| | <p>3. Child's Age: Make sure to check child's age in CASA manager, compare hearing date to birthday to ensure that you use the correct months as well.</p> |
| | <p>4. WIC Codes: Ensure you are using the correct WIC codes, the removal codes are listed on the petition, but the codes might change once they are declared dependents, you will find those codes on the JD Minute order (or contested MO). You do not capitalize the WIC codes in the report, they should read: (b) and (g).</p> |
| | <p>5. CASA Assignment date: This date should be the date the Judge SIGNED the order, not the date the order was filed. Open the casa order on imaging, scroll down to the bottom of the page, and find the Judge's signature and date he/she signed it and use this date for CASA assignment date.</p> |
| | <p>6. Persons Contacted: This list should always begin with the minor or nonminor, next is parents or family members if the CASA is in contact with them, then you should list the caregiver (which the name should always be confidential in the CASA report). After those three parties, you can begin listing professionals on the case. All school personnel should be marked Confidential for the name as well.</p> |
| | <p>7. Dates: All dates throughout the report should be spelled out December 15, 2021. As opposed to 12/15/21, or December 15th 2021. Always be sure to include the year as well, not just month and date.</p> |
| | <p>8. Numbers:</p> |

| | |
|--|---|
| | All numbers UNDER ten should be spelt out. All numbers above ten can be numerical throughout the report. |
| | <p>9. Contractions and word spacing: Do a search for apostrophes, press Ctrl+F and type an apostrophe in the search bar, this will highlight every apostrophe in your report. Ensure that none of them are contractions, Example: didn't should be did not. Couldn't should be could not. Do a search/replace to make sure that all spaces between sentences are single, not double spaced.</p> |
| | <p>10. Parent's names: When creating your history, this should be the only time you use the words mother or father. Mother or father's full name should only be used once, the first time they are mentioned. The first time you use the mother's name in the history it should read: The mother, Sharon Morris, was found intoxicated. Throughout the rest of the report, the mother should be referred to as Ms. Morris. The same is true for father.</p> |
| | <p>11. Child's Description Paragraph: This should ALWAYS be updated, for every report. I have noticed sometimes CASAS will leave this paragraph the same from their prior report. Always check the CASA's prior report to ensure that the CASA has updated this paragraph, if they have not, you can touch base with them and update this section together!</p> |
| | <p>12. Medication and Medical info sections: If child takes medication, look up the last JV220. List medications following this example, "According to the JV220 filed on December 6, 2025, Joshua is prescribed Prozac 20mg daily for depression." When describing the child's medical updates, be sure to add, "according to." It may be the caregiver, SSP, or perhaps the NMD.</p> |
| | <p>13. Assessment Section: Everything listed in this section should have already been mentioned in the current situation section!</p> |
| | <p>14. Recommendations: Every recommendation should be noted in the assessment section, also remember to always start with "That." Example: "That Joey remain a dependent of the Court." (The word Court should be capitalized throughout the report as well).</p> |
| | <p>15. Read report out loud, and remember to check the style guide regularly! This helps, because we catch mistakes we normally wouldn't when just reading it silently to ourselves. Give it a read through out loud before sending the report for second edits. Reading the style guide also ensures you are up to date with the latest changes!</p> |