

30 Day Visit Checklist

Use this monthly checklist to help you keep track of important contacts to make on your case as well as a reminder to document that contact in Optima. Your advocacy work as a CASA volunteer is so important in ensuring children's needs are met.

| Monthly CASA Volunteer To-do List: | | | | | | | |
|---|-------|-------|-------|-------|-------|-------|-------|
| Did you... | Date: | Date: | Date: | Date: | Date: | Date: | Date: |
| See your CASA child(ren) face to face? | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| Talk to or see your CASA supervisor? | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| Talk to or see biological parents? | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| Talk to or see caseworker? | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| Talk to or see educational professional? | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| Communication with: | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| If yes, is it documented in Optima? | | | | | | | |
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| Communication with: | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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| Communicate with: | | | | | | | |
| If yes, is it documented in Optima? | | | | | | | |
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Helpful Advocacy Tips:

1. Visiting your CASA child(ren) consistently is essential in developing trust and rapport with them and is paramount in providing quality advocacy.
2. Ensure you are getting information and updates on your case firsthand, so do not rely on DCFS solely for this information.
3. Remember that parents are still important parties to the case. It is essential to communicate with them.
4. Contact education and service providers when gathering up-to-date case information to be included in your court report.
5. Remember to ask yourself: How can I adequately advocate for the best interest of these children if I don't have all the information?
6. Utilize your advocate supervisor. Ask, ask, ask if you are unsure or need additional support and guidance.
7. Lastly, strengthening families, through recommendations for services, supports, visitation, and communications, is in the child's best interest to achieve stability and/or reunification.

