

## TouchPoint Reference Guide for CASAs

WHEN	WHAT	WHO	WHY
<i>Required Upon Case Acceptance</i>	<b>Referral for CASA</b>	CASA Staff	<ul style="list-style-type: none"> <li>To record information about when and why the child is referred to CASA</li> </ul>
	<b>Case Assessment</b>	CASA Staff	<ul style="list-style-type: none"> <li>To record information about the child's case history and current advocacy needs</li> </ul>
<i>Required At End of First 30 Days</i>	<b>Baseline Scale and initial Advocacy Goals</b>	CASA and Supervisor <u>complete together</u> *  *Supervisor must record	<ul style="list-style-type: none"> <li>To identify advocacy needs and activities directly relating your individual child.</li> </ul>
<i>Required Monthly</i>	<b>Child Visit Log</b>	<b>CASA</b>	<ul style="list-style-type: none"> <li>To record information about your contact with your CASA child.</li> <li>Used to write CASA Court Report</li> </ul>
	<b>Case Note Log</b>	<b>CASA</b>	<ul style="list-style-type: none"> <li>To record information about your contact with individuals on the case</li> <li>Used to write CASA Court Report</li> </ul>
	<b>Volunteer Hours</b>	<b>CASA</b>	<ul style="list-style-type: none"> <li>To track volunteer hours for regulatory standards and for continuing education requirements.</li> <li>Is part of the <u>CASA</u> file (found on CASA Dashboard)</li> </ul>
<i>As Needed</i>	<b>Hearings</b>	<u>Supervisor</u>	<ul style="list-style-type: none"> <li>To record information about hearings as they occur.</li> <li>To provide clear documentation of CASA Court Reports submitted to court</li> </ul>
	<b>Advocacy Goals</b>	CASA and Supervisor <u>complete together</u> *  *Supervisor must record	<ul style="list-style-type: none"> <li>To identify advocacy needs and activities directly relating your individual child.</li> </ul>
	<b>Case Contacts</b>	<b>CASA</b>	<ul style="list-style-type: none"> <li>To keep contact info updated in the child's case file. Can also be printed using the "All Case Contacts" report (below).</li> </ul>
	<b>Case Documents</b>	CASA or Supervisor	<ul style="list-style-type: none"> <li>To keep record of important documents associated with the child and/or case.</li> </ul>
	<b>CASA Profile</b>	CASA	<ul style="list-style-type: none"> <li>To provide information about your preferences, skills and interests in preparation for a new case match</li> <li>Is part of the <u>CASA</u> file (found on CASA Dashboard)</li> </ul>
	<b>All Case Contacts Report</b>	CASA	<ul style="list-style-type: none"> <li>To enable a printed list of your child's contacts.</li> </ul>
	<b>Notes for Court Report</b>	CASA	<ul style="list-style-type: none"> <li>To help in the preparation of the CASA Court report</li> </ul>
<i>Required At End of Case</i>	<b>Outcome Scale</b>	CASA and Supervisor <u>complete together</u> *  *Supervisor must record	<ul style="list-style-type: none"> <li>To rate the child's risk in areas of Safety, Permanency and Well-Being at the time of CASA's relief.</li> </ul>