CASE NAME: _____ **DATE ASSIGNED**: _____

ADVOCATE: _____

Record date of each required contact in appropriate column. Begin the first column with the first month of assignment.

Standard	MINIMUM Frequency											
Read CPS Case File	Within First 30 Days											
Communicate w/CPS worker	1 Time Per Month											
Meet the Child	Within First 45 Days											
Visit the Child	1 Time Per Month											
OR 1 time every 3 months if the child is placed 1-3 hours away												
OR 1 time every 6 months if the child is placed more than 3 hours away.												
Meet Primary Care Provider	Within First 30 Days											
Contact Primary Care Provider	1 Time Per Month											
Meet Parents	Within First 30 Days											
Contact Parents	1 Time Per Month											
Meet w/Supervisor	1 Time Per Month											
Communicate w/AAL	Prior to Each Hearing											
Contact Children's Service Providers	Prior to Each Hearing											
Contact Parents' Service Providers	Prior to Each Hearing											
Submit Documentation/T & M	By 5th of Each Month											
Attend PCs	As Scheduled											
Complete Court Reports	Prior to Each Hearing											
Attend Court Hearings	As Scheduled											