

Managing Your Case: Resources & Case Planning

By now you know that a CPS case can be very complicated. There is so much going on, so many people you have to talk to, and so many important dates to remember.

There is no way to remember everything unless you write it down!

This section includes resources to help you manage your case and the many responsibilities that come with working with CPS and all of the people involved with your family right now. Keeping track of appointments, visits with your children, and class attendance can help you show the court and CPS how hard you are working to protect your children!

The following resources can help you keep it all straight.

CONTACT LOG. Record the name, email, phone number, address, and job title of everyone involved in your case.

IMPORTANT EVENT CHECKLIST. Record the date of every court hearing and CPS meeting and check it off after it's over; this will help you remember where you are in the case after months of hearings and other court proceedings.

PHONE LOGS. Every time you call your caseworker or someone else related to your case – even if you leave a message or if someone calls you about your case, write down the date, the person's phone number, the name of the person calling, and what you talked about. If you tried calling but the person wasn't there, write down what you said in the voice mail message.

VISITATION CHECKLIST AND LOG. Use a checklist to help you get ready EACH time you have a visit with your child. Also, fill in a line of the log EVERY time you visit with your child. Write down the date, the time, what you did during the visit, and anything else that seems important. For example, if you were late to the visit, write down why you were late; if the visit was cut short, write down what happened; if your child seemed upset, write down what seemed to be the problem and what you did to try and help.

CREATE ADDITIONAL LOGS. If necessary, and use them to record anything else that you think the judge or CPS might find important. For example, if you are paying child support, keep track of those payments. If you are searching for a job, keep track of where you are looking and if you have a job interview. And if you are attending AA, NA, or another support group, write down the date every time you go. If you can get someone to sign the log to prove that you attended the meeting, that's even better.

CREATE A TO DO LIST. This list can be based on your service plan, but can also include other things you need to do. For example, apply for help with housing, buy a new coat for your child, or call your friend about getting a ride to court next week. This is a good way to keep track of all the things that might be forgotten if they're not written down in one place.

MY SUPPORT SYSTEM. Identify the people in your life who can help support you. Write the contact information on your contact log. This could include friends, family members, counselors, teachers, sponsors, caseworkers, religious leaders, or employers. This will help you know who to reach out to in times of need.

A FEW LAST TIPS

Take this Guide with you to every meeting and every court date so that you can write down what happens.

Get a folder or staple a large envelope to the back of this Guide. You can use the folder to hold important letters, business cards, completion certificates (for classes and other services), and other notes.

As your caseworker for maps to the courthouse, the CPS office where you will go to meet with your caseworker or visit with your child, and any other place you need to go (for example, doctor's offices or drug testing locations). Keep these maps with this Guide so you have them when you need them most.

If you take the bus, you can ask your caseworker for help figuring out which bus route to take to court, CPS, or other places where you need to go for services or to visit with your child. Write the bus numbers down and keep them with this Guide and the rest of your case information.

Anytime you can't remember something or there is a disagreement about what you need to do (or have done), pull out this Guide and the logs and show it to the person you are talking to!

**AND ALWAYS REMEMBER...
READ THIS GUIDE!
STAY ORGANIZED AND INVOLVED!
ADVOCATE FOR YOURSELF AND YOUR CHILD!**

contacts

People Involved In My Case

NOTES	EMAIL	ADDRESS	PHONE

My Therapist

NOTES	EMAIL	ADDRESS	PHONE

My Child's Lawyer

NOTES	EMAIL	ADDRESS	PHONE

My Caseworker

NOTES	EMAIL	ADDRESS	PHONE

My Parent Coach

NOTES	EMAIL	ADDRESS	PHONE

My Child's CASA

NOTES	EMAIL	ADDRESS	PHONE

My Caseworker's Supervisor

NOTES	EMAIL	ADDRESS	PHONE

My Child's Therapist

NOTES	EMAIL	ADDRESS	PHONE

Other Parent's Lawyer

NOTES	EMAIL	ADDRESS	PHONE

My Lawyer

contacts

Other Important Contacts

NOTES	EMAIL	ADDRESS	PHONE	Other

NOTES	EMAIL	ADDRESS	PHONE	Other

NOTES	EMAIL	ADDRESS	PHONE	Name of Judge and Courthouse Information

NOTES	EMAIL	ADDRESS	PHONE	Other

NOTES	EMAIL	ADDRESS	PHONE	Other

NOTES	EMAIL	ADDRESS	PHONE	My Child's Foster Parent

NOTES	EMAIL	ADDRESS	PHONE	Other

NOTES	EMAIL	ADDRESS	PHONE	Other

NOTES	EMAIL	ADDRESS	PHONE	Other Caregiver

MEETINGS AND IMPORTANT EVENTS IN MY CASE

CPS OFFICE ADDRESS

COURT / HEARING ADDRESS

VISITATION ADDRESS

MEETING TYPE	DATE	TIME	NOTES
FAMILY GROUP CONF			
PERMANENCY PLANNING			
ADVERSARY HEARING			
STATUS HEARING			
1 ST PERMANENCY HEARING			
2 ND PERMANENCY HEARING			
MEDIATION			
TRIAL ON THE MERITS			
OTHER			

JANUARY 2015							FEBRUARY 2015							MARCH 2015							APRIL 2015							MAY 2015							JUNE 2015																		
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Contacts with My Caseworker

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

Contacts with Others

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

DATE: _____ **TYPE** (*phone or in person*): _____

We talked about: _____

VISITATION CHECKLIST AND LOG

CHECKLIST	SUPERVISED Y/N, BY WHOM	DATE	HOW LONG	ACTIVITIES YOU DID WITH YOUR CHILD
- CALL CASEWORKER TO CONFIRM VISIT 24 HOURS IN ADVANCE				
- MAKE SURE YOU HAVE TRANSPORTATION				
- BRING HEALTHY SNACKS				
- PREPARE ACTIVITIES AND GAMES				
- ARRIVE ON TIME				
- DRESS APPROPRIATELY				
- INQUIRE ABOUT HOW YOUR CHILD IS DOING IN HER FOSTER HOME, SCHOOL, OTHER				
- USE APPROPRIATE DISCIPLINE - NO PHYSICAL PUNISHMENT				
- GIVE EACH CHILD INDIVIDUAL ATTENTION				
- STAY POSITIVE THROUGHOUT THE VISIT				
- CELEBRATE SPECIAL OCCASIONS				

CPS OFFICE ADDRESS

VISITATION ADDRESS, IF DIFFERENT FROM CPS OFFICE

SERVICE PLAN ELEMENT	DATE/TIME	LOCATION (if applicable)	MET WITH/ CONTACTED	NOTES (what was discussed)	FOLLOW-UP REQUIRED?
Parenting Class or Coaching					
Drug/Alcohol Treatment					
Family Violence Education					
Individual Therapy					
In-Home Therapy or Services					

My Support System

