



Advocate Reminders:

Do's

Do visit your CASA child at least monthly;
Record your contacts in Optima promptly;

Do contact your Advocate Supervisor prior to contacting any collaterals (school, daycare providers, therapists, etc.)

Do refer to your CASA Training Manual for report writing, advocate role and case responsibilities, and other resources.

Do regularly check your email and Optima logs

Do ask your case worker to inform you of ACRs, Child & Family/Team Meetings, CIPPS, school/clinical staffings

Do ask your Advocate Supervisor when in doubt.

Do submit court reports two weeks prior to court date

Do keep track of Continuing Education Credits in Optima (12 required annually)

Do dress appropriately (business casual) for court hearings; arrive on time

Do interact in a courteous and respectful manner with all parties and professionals

Do communicate with your Advocate Supervisor/Staff if personal circumstances affect or prevent you from performing your case responsibilities.

Don'ts

Never discuss abuse/neglect details with the minor unless they start the conversation

Never drive minors, foster parents, parents or other family members

Never contact the Judge

Do not share confidential case info with foster parents, teachers or others who are not a party to the case

Do not purchase expensive gifts for minors (small token gifts ok for birthday/Christmas)

Do not Facebook friend your CASA child or family, or share pictures of your child/family on social media

Do not use last names of foster parents in reports or with parents

Do not become enmeshed with any party to your case

Do not be afraid to let your Advocate Supervisor know if you are having trouble meeting your responsibilities or when you have any problems or concerns!