

**IN THE CIRCUIT COURT FOR THE EIGHTEENTH JUDICIAL CIRCUIT
DUPAGE COUNTY, ILLINOIS**

Privileged and Confidential

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CASA REPORT

(with instructions for completing)

Report Date: Date of advocate’s draft report
Court Date: Date of court hearing for which report is submitted
Time: Time of hearing (usually 9:00)
Courtroom: Courtroom to which case was assigned (3000 or 3002)

In the Interest of:

CHILD	AGE	DOB	CASE#	NM	NF
Full name of child	Age	Date of birth	# JA #	Mother’s name	Father’s name

CASA Advocate: Your first name and last initial
CASA Supervisor: Your Supervisor’s name

Submitted to the parties below:

Judge: Hon. (name of assigned judge)
State’s Attorney: Name of assigned State’s Attorney
GAL: Name of assigned Guardian ad Litem
NM’s Attorney: Name of mother’s attorney
NF’s Attorney: Name of father’s attorney
Agency: DCFS or name of POS agency
Caseworker: Name of individual caseworker
DCFS Legal:

CASE HISTORY

A short factual description of the reason(s) the case entered the system and court involvement. Also indicate where the child(ren) have been placed and update developments regarding placements and if parental rights are terminated. *This section typically stays the same after the first report with only placement or legal progression updates if applicable.

HEARING SUMMARY (Advocate Supervisor will help fill this in with appropriate dates)

Shelter Care or Direct File Date:
Adjudicatory Hearing Date:
Dispositional Hearing Date:
Last Permanency Review Date:
Number of Permanency Reviews:
Next Scheduled ACR Date:

CONTACTS

DATES

Visits with child(ren)	List of dates since last report
Phone with CW	List of dates since last report
Phone with FP	List of dates since last report
ACR	ACR date if attended since last report
Family Meeting / Other	Meeting dates if occurring since last report

CASE REVIEW

The case review is the body of our report. It should contain sections/paragraphs summarizing contacts and observations you have had with the various people associated with your case since your last report. Should include a section for each child (or can combine children into one section). If applicable, may also have separate sections for foster parent(s); natural parents (or each parent separately) and possibly other relevant persons such as therapist, residential caseworker, etc. Typically, this section will contain sections for the child(ren) and the foster parents, and perhaps the parents depending upon the dynamics of your case.

Each section should have a heading, i.e. **Johnny – minor child**

Areas/topics that report might cover for each child if applicable:

Placement:

- Type (traditional FH, intact, residential, relative, etc.)
- How long child has been in this placement; new since last report?
- Description (house, apartment, etc.); bedrooms/sleeping arrangements
- Who lives there; pets

- Do caregivers work? Is childcare required?
- Observations of interactions between child and household members; integration into household
- Any changes observed in child's interactions during/between reporting periods
- Does child act differently around advocate; caregivers, other members of household?
- Describe any issues that exist in foster home/red flags observed
- Any observations regarding FP support of permanency goal
- Does child appear safe and comfortable in placement?
- What do caregivers report?

Medical and Mental Health:

- Any issues reported by caregiver with child's medical card?
- Is child up-to-date with medical and dental check-ups (ACR/service plan)?
- Has child received or been recommended to receive developmental evaluations?
- Have any interventions/therapies been recommended and are they being provided?
- Any developmental delays; specific needs?
- Has therapy been recommended for the child? Are they receiving it?
- Observations of child's emotional, physical, social and mental development
- Is child healthy? Any outstanding issues?
- Is caregiver/FP able to meet the medical/mental health needs of the child?

Education

- Is the child enrolled in school or daycare/preschool? Where, what grade, how long in school/daycare?
- Has child had to transfer schools/daycare during reporting period?
- How is child performing in school? At grade level? Grades?
- Observations about child's academic strengths/challenges
- Does child have IEP/504 plan? Are accommodations/services being provided?
- Does child participate in extracurricular activities?
- Issues with child's attendance?
- Does child need or receive tutoring or extra help?
- Does child have any behavioral concerns? Issues with socialization?
- Is child on track for high school graduation?
- Has any post-graduation planning been done?

Visitation

- What is the visitation plan with parents? Siblings/relatives?
- Is visitation occurring and any inconsistencies?
- Any issues/barriers re visits (transportation, supervision, etc.)?
- Observations of visits by advocate?
- Does child report anything about visits?
- What do caregivers/FP report about visits?

SUMMARY

- This section should draw attention to areas you want to highlight from your report
- It should contain key points that are substantiated by entries in the body
- It should be short, concise bulleted statements
- Number months in system: (Always include the number of months the child(ren) have been in the system)
- Number of placements: (Always include the number of placements for each child)

Respectfully submitted,

[first name & last initial], Advocate

[Your supervisor's name], Advocate Supervisor