**FAMILY ADVOCATE FEEDBACK FORM**

Family Advocate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | **Before the appointment…** | **Comments** |
|  |  |  | Contact made with the family prior to appointment |  |
|  |  |  | Greets child/family at the door |  |
|  |  |  | Checks in with MDT |  |
|  |  |  | **At time of appointment…** | **Comments** |
|  |  |  | Establishes rapport with child and caregiver(s) |  |
|  |  |  | Orients child to the CAC model and describes roles |  |
|  |  |  | Explains intake forms to child (16+) and/or caregiver(s) |  |
|  |  |  | Shows child and caregiver(s) interview room; answers questions |  |
|  |  |  | **During Interview/Medical Exam – Caregiver(s) / Family** | **Comments** |
|  |  |  | Informs caregiver(s) of FI/medical process; answers questions |  |
|  |  |  | Ensures intake information is accurate and complete |  |
|  |  |  | Completes Advocacy Packet and Strengths & Needs Assessment |  |
|  |  |  | Listens to caregiver(s)/family concerns and attitudes |  |
|  |  |  | Provides Family Folder and reviews info and resources, including Victims Comp and Victim’s Rights |  |
|  |  |  | Discusses importance of mental health services and makes referral |  |
|  |  |  | **Post-Interview/Medical Exam – Child and Caregiver(s)** | **Comments** |
|  |  |  | Provides snack/drink and lets child choose comfort item |  |
|  |  |  | Conducts CPSS, CSEC screening, and suicide assessment |  |
|  |  |  | Discusses mental health services available (16+) |  |
|  |  |  | Discusses legal process and realistic expectations |  |
|  |  |  | Provides Excused Absence letter for child’s school |  |
|  |  |  | Explains OMS survey and has caregiver(s) complete |  |
|  |  |  | Communicates follow-up call schedule to child/caregiver(s) |  |
|  |  |  | Walks family to door |  |
|  |  |  | Meets with MDIT; completes and compiles all paperwork in case file |  |

**CONTINUED 🡪**

**Facilitator Feedback**

**Strengths Observed**

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**Areas for Practice**

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