### Pre-Interview
- Greet Child at the Door – First Contact
- Build rapport with family
- Orient family to the CAC and what role the CAC plays along with the MDT process
- Complete intake forms with parent
- Ensure parent signs all necessary release forms (allowing victim advocate to talk with therapist, etc.)
- Provide and review information packet with parent
- Assess for domestic violence issues
- Substance abuse screening
- Gather psycho-social information, demographics, etc.
- Conduct a needs assessment for both the child and the parent and make referrals as necessary
- Crisis intervention via referrals
- Pre-interview “staffing”
- Communicate with the forensic interviewer regarding any alarming behavior, information or “coaching” that may be taking place

### Interview/Medical
- Sit with parent during interview/exam
- Observe the forensic interview
- Observe parent’s interaction
- Educate/inform parents about the nature of the interview/medical exam

### Follow Up
- Provide snack & drink, along with item of comfort such as a teddy bear (post interview)
- Develop case/service plan with family
- Locate and access medical services
- Refer child and parent to mental health services
- Assist the MDT with information
- Maintain consistent communication with the family on a regular schedule (once per week for first six weeks, then once per month for as long as needed)
- Assist in completing paperwork for victim compensation, Medicaid, etc.
- Maintain contact with MDT (other agencies) to solicit system information to pass along to the family, and to enter into the database.
- Serve as a liaison between investigative agencies and family
- Make referrals to ancillary resources (food, shelter, diapers, etc.)
- Work with immigration if applicable
- Make report to Child Protective Services as necessary (NOC & drugs, etc.)

### MDT Case Review

#### Case Decision Making
- Attend case review
  - Indicate if VOC filed or not filed
- Report generally to MDT how child did before, during, and after the interview

### Case Closed

### Court
- Court preparation/court school
- Court accompaniment

### Ongoing/Continuous Services
- Crisis intervention
- Case tracking/documentation
- Case coordinator/child advocate/case review/supervision
- Maintain client case review spread sheet (interview date, basic details, etc.)
- Peer review