

## Child Advocate Checklist

Has the non-offending parent signed all necessary forms?	
Did you assess the family's strengths and document their strengths?	
Did you assess the family's need of improvement or areas of needed empowerment and document these areas?	
Based on your assessment of needs have you provided referrals to other appropriate agencies and have you documented these referrals made?	
Have you followed up with the family and area professionals to see if the referrals you made to other agencies based on the families needs is working towards the best interest of the child or is the family not following through?	
Did you help the family identify existing support systems and document this?	
Did you observe the parent/guardian and child interaction and document this observation?	
Did you document the child's general appearance (clothes, smell, hygiene, cognitive level, language development, behaviors in the lobby, playroom, etc.)?	
Did you make a referral for therapy and document this referral?	
Did you give a parent packet to the parent/guardian?	
Did you explain the signed intake forms to the parent/guardian?	
Did you explain the parent packet to the parent/guardian?	
Before even transitioning the case you must get the disposition (s) of the investigation (s) Did you get and document in the file and NCATRAK the disposition from ASP/CACD and from the law enforcement involved in the case if law enforcement is involved?	
After the interview did you finalize the interview dvd?	
Have you copied the interview dvd and given the original to the investigator (s)?	
Have you reminded the investigator to take all of his/her interview media out of the interview room?	
Prior to the family leaving did you encourage the parent/guardian to have the child pick the playroom up? If not did you go pick up the lobby and playroom?	
Have you provided a copy of the medical record to all investigating parties?	
Have you entered all referral information and narrative of first visit into NCATRAK within 48 hours of them being at CSC?	
Have you copied the first page of the medical record and given it and the guardian signed CVR/SAR form to the person responsible for billing?	
Have you filed the medical record into the filing cabinets?	
Prior to transitioning the case have you attempted to make at least three documented attempts at contact with the family?	
Are all narratives, attempted contacts, etc.. recorded in NCATRAK and the file?	
Can another staff member look at your files and pick up on the case where you left off OR can you see according to the file or NCATRAK what specific services this family or child has had in the past?	

