Family Advocate Checklist

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| **At time of appointment…** |  |
| Has the non-offending caregiver signed all necessary forms? |  |
| Did you assess the family’s strengths? Did you help the family identify existing support systems? |  |
| Did you assess the family’s areas of needed empowerment?  |  |
| Did you make a referral for therapy and document this referral? |  |
| Based on your assessment of needs have you provided referrals to other appropriate agencies and have you documented these referrals made? |  |
| Did you provide a “parent packet” to the caregiver(s) and explain the packet? |  |
| Did you provide information on Crime Victims Compensation? |  |
| **Post-Appointment Follow-Up – Client / Family** |  |
| Have you followed up with the family &/or area professionals to see if referrals made to other agencies have been accessed? Is there follow through on referrals? |  |
| Prior to closing additional follow-up have you made at least three documented attempts at contact with the family? |  |
| **Post-Appointment Follow-Up – MDT** |  |
| Has a copy of medical records been provided to all investigating parties? |  |
| Has the case been scheduled for case review? Have all relevant parties been notified of case review? |  |
| Has information been documented in case tracking system? |  |
| Has CPS disposition been recorded in case tracking system? |  |
| Has charging information/legal outcome been recorded in case tracking system? |  |
| Can another staff member look at files &/or case tracking and pick up the case where you left off? |  |