

## CASA of the Mid-Shore

### EXPECTATIONS of Court Appointed Special Advocate Volunteers

April 2021

1. Meet face-to-face [either in-person, virtually, or via other remote forms of contact due to COVID-19 precautions] with child at least once per month. \*
2. Use Optima to document all contacts made and information obtained in your case.
3. Develop a Case Plan with your CASA Case Supervisor, in-person or virtually, within the first 90 days. Case Plans should be reviewed shortly after each court hearing.
4. Prepare a court report with the assistance of your CASA Case Supervisor for each hearing. Reports must be submitted to CASA two weeks prior to the court hearing.
5. Attend all court hearings and communicate ahead of time with your Case Supervisor if unable to attend. \*
6. Attend appropriate meetings concerning the child as able. \*
7. Keep in regular contact with appropriate people involved in the case, including the DSS case worker, caregivers, family members, attorneys for the children and the parents (as directed by your Case Supervisor), school personnel, treatment providers, and others.
8. Communicate at least monthly with your CASA Case Supervisor to discuss your case by telephone, email, in-person or via virtual platforms such as Zoom. For the first 3 months of your case, at least 2 of these contacts must be face-to-face (in person or virtual).
9. Complete a minimum of 12 hours of continuing education each year (can include webinars from Maryland CASA as well as independent study hours reading a book/seeing a relevant movie).
10. Make your CASA Case Supervisor aware if you are unable to fulfill these expectations at any point. Please don't wait until you are overwhelmed to let us if know you need help.

**\*NOTE – COVID-19 has resulted in changes relative to expectations for in-person contact. Discuss any questions with CASA Case Supervisors.**