

Child Advocate Checklist-SAMPLE

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 a specialized medical exam, explain the purpose of the exam and document this referral?	
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 copy of interview summary been provided to all necessary parties?	
Has a copy of medical records been provided to all investigating parties?	
Has the case been considered/scheduled for case review? Have all relevant parties been notified of case review?	
Is all information current 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?	