

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 REGULARLY SCHEDULED BASIS (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 ANCILLORY 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

- REVIEW/REINFORCE SAFETY PLAN
- PROVIDE ONGOING SUPPORT AS NECESSARY THROUGH REFERRALS OR ON SITE AT THE CENTER

Court

- COURT PREPARATION/ COURT SCHOOL
- COURT ACCOMPANYMENT

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