CASE REVIEW TOOL

It should be acknowledged at the outset that best practice would be for every social worker to read the entire case history of any family assigned to them whether it is for purposes of investigation or for on-going case management. Recognizing that this will not always be possible or practical, the following guidelines are to be followed:

Investigations

Immediate response
Prior to first face to face contact
1. Read past referrals and case summary history (1 to 3 years).
2. Read the last court report and orders.
3. Read and review past SDM Risk Assessment.

After first face to face contact, prior to completing SDM Risk Assessment
1. Read law enforcement reports.
2. Read medical information, school information and any other information gathered from collateral contacts.
3. Check EBT usage.
4. Read additional narratives, to identify any behavior patterns associated with abuse/neglect.

After first face to face contact, children in custody
1. Review prior services.
2. Review CWS/CMS for history in other counties.

10-Day response
Prior to first face to face contact (within the first 24 hours)
1. Read past referrals and case summary history (1 to 3 years).
2. Read the last court report and orders.
3. Read and review past SDM Risk Assessment.
4. Read law enforcement reports.
5. Read medical information, school information and any other information gathered from collateral contacts.
6. Check EBT usage.
7. Read additional narratives, to identify any behavior patterns associated with abuse/neglect.
8. Review prior services.
9. Review CWS/CMS for history in other counties.

After first face to face contact, prior to completing SDM Risk Assessment
1. Review information gathered from collateral contacts identified after the initial contact.
For all investigations
Prior to decision to close
  1. Verify referrals and linkages.

Prior to decision to file a petition
  1. Complete TDM (include supports and service providers)

Prior to decision to transfer with VFM
  1. Verify referrals and linkages.
  2. Complete TDM (include supports and service providers)

Case management (FM/FR/PP)

When a case transfers from ER with juvenile court involvement:
  1. Read the referral that led to the court involvement and read all the narrative for the investigation of that referral.
  2. Read the case summary history for all relevant past referrals.
  3. Read Safety Mapping
  4. Read and review the SDM Risk Assessment.
  5. Read the petition, detention report, and all attachments.
  6. If there are any other court reports, read those.
  7. Read the minute orders and the findings and orders that have been signed by the court.

When a case transfers from FM/FR to PP:
  1. Read the disposition report.
  2. Read the termination of FR report.
  3. Read the minute order and findings and orders signed by the court for the termination hearing.
  4. Read case history narratives (a minimum of six months if available).
  5. Read the most recent Family Strengths and Needs Assessment and Child Strengths and Needs Assessment.
  6. Read the case plan.

When a case is assigned to a new worker due to staff changes (on-going FM/FR or PP services):
  1. Read the disposition report.
  2. Read the most current review report (if there has been a review subsequent to the dispo hearing).
  3. Read the minute orders and findings and orders signed by the court of both the dispo and review hearings.
  4. Read case history narratives (a minimum of six months if available).
  5. Read the most recent Family Strengths and Needs Assessment and Child Strengths and Needs Assessment.
  6. Read and review the SDM Risk Assessment.
  7. Read the case plan.
When a case transfers from PP to FM/FR:
   1. Read the 388 modification petition and any report filed in support of the modification request.
   2. Read the disposition report.
   3. Read the most current review report (if there has been a review subsequent to the dispo hearing).
   4. Read the minute orders and findings and orders signed by the court of the modification, dispo and review hearings.
   5. Read case history narratives (a minimum of six months if available).
   6. Read the most recent Family Strengths and Needs Assessment and Child Strengths and Needs Assessment.
   7. Read and review the SDM Risk Assessment.
   8. Read the case plan.

When a case transfers from ER with VFM:
   1. Read the referral that led to the VFM plan and read all the narrative for the investigation of that referral.
   3. Read and review the SDM Risk Assessment.
   4. Read the VFM plan.