

# ProKids

## Where to Start Guide

**First Court Date:** \_\_\_\_\_

### ***Upon Case Assignment: Case Review***

- Read case file
- Make a note of important names and numbers
- Review court documents, including any complaints.
- Ask for copies of any reports.
- Collect history:
  - Documents, dates, relevant information
  - Placements (when, where)
  - Family history
- Review dental, medical & mental health history (refer to checklists)

### ***At About 1 Week***

- Call the HCJFS caseworker
- Call the caregiver
  - Set a time to visit the child within 7-10 days** (*remember, you'll want to see their room*)
- Obtain any missing information from above.

### ***By About 2 Weeks***

- Call the school
  - Obtain reports & records
- Call medical provider(s)
  - Obtain reports & records
- Call mental health provider(s)
  - Obtain reports & records

### ***Ongoing***

Use the checklists on this site to track information. You will want to access:

- Case Information Guide
- Mental Health Checklist
- Medical Checklist
- Investigation Checklist (*note there are 3 versions*)
  - Custody Investigation Checklist
  - Dependency Investigation Checklist
  - Unaccompanied Minor Investigation Checklist
- Education Guide
- Home Visit Checklist
- Caregiver Conversation Guide
- Current Medication List