

# 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