

## 2021 CFSR Case File Outline for OneDrive

**Instructions:** Please be sure to include ALL case file information for the Period Under Review (PUR). These case file headings and sub-headings are being provided as a guide and examples of elements that should be included in the case file. For the 2021 CFSR case reviews, that includes information from 4/1/20 through the date of the county's case review.

**NOTE:** *Should you have any questions, please reach out to your CWRC point of contact (Steve Eidson, Andy Grimm, Erin Miller and/or Jen Doyle) and the CWRC CFSR Project Manager (Jeanne Edwards).*

### **Case notes, Dictation**

**Case Summary & Interview Schedule** – *NOTE: Please include the finalized Case Summary and Interview Schedule here*

### **Child Assessments**

- Mental Health- psychological or psychiatric
- Drug and Alcohol Evaluations
- Bonding
- Formal Assessments: CANS, FAST, etc.
- Ages and Stages

**Court** - *NOTE: If no Court information was issued during the PUR, please include the most recent Court materials prior to the start of the PUR)*

- Court Orders
- Court Reports
- Court Summary
- Petitions
- Other court documents

### **Family Finding**

- Family Engagement
- Diligent Searches
- Accurint Searches

### **Family Plans**

- Family Service Plans
- Child Permanency Plans
- FGDM

### **Independent Living and Transitional Living**

- 90 Transition Plan
- Life Skills Assessments
- IL Plans

**Intake & Assessment information** - *NOTE: New referral/intake information*

- CPS
- GPS
- Intake reports
- Initial intake information

## **Letters and Correspondence**

### **Miscellaneous**

- Other information in the county case record that might be helpful to reviewers

### **Out of Home Visitation Information - Foster Care Cases Only**

- Logs
- Attendance
- Case notes

### **Parental Assessments**

- Mental Health - psychological or psychiatric reports
- Drug and Alcohol Evaluations
- Bonding and Parenting
- Formal Assessments: CANS, FAST, Casey Life Skills, etc.

### **Permanency Services**

- Child Prep. Reports
- Child Profiles
- Child Specific Recruitment
- Older Child Matching Initiative

### **Physical Health**

- Medical
  - Immunizations
  - Physicals/ EPSDT
  - Medications
- Dental

### **Provider Reports – If not contained in ‘Child or Parental Assessments’**

- Assessments
- Visitation logs
- Reports

### **Safety and Risk Assessments**

- Safety Assessment Worksheets
- Safety Plans
- Risk Assessments

### **School information**

- Report Cards
- IEP
- Reports