

Getting Organized as CASA Volunteers

Tuesday, March 28, 2023

Presented by: Joy Rigby, *State Director*



Today's Focus



- GAL Panel
- CAS Volunteer Panel
- Getting Organized
 - Policy Reminders
 - Tools, Tips, & Tricks
 - Resources
- Sharing Time
- Questions

GAL Panel

Marsha Tandeske, Anchorage

Shawn Goggins, Fairbanks

Hilary Poole, Juneau

CASA Volunteer Panel

Cassandra Raun, Anchorage CASA

Julie Lageson, Fairbanks CASA

Kathy Russel, Valley CASA

Getting Organized

Challenges & Solutions

Policy Reminders

Confidentiality

Communication with GAL

Communication with Program

Continuing Education

Keeping File During Case

Returning File



Elements of a Case File

Case Notes (includes emails & texts)

Work Product

Child Records

Parent Records

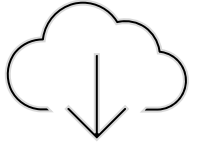
Court Documents

Discovery





Ways to Keep Files



Paper

Electronic

Both

Other





Tools

Templates

Email Account & Contacts

Program Staff & Systems

Today's Handout

Free Systems & Apps

Programs You Have

Notebook & Pen or Pencil





Tricks

EMAILS

- **File for Case Notes**
 - Communication w/parties
 - Communication w/placement
 - Communication w/providers
- **File for Work Product**
 - Communication w/GAL (not case notes)
 - Anything you might send yourself

ELECTRONIC FILE FOLDERS

- Case Notes
- Work Product
- Child Records
- Parent Records
- Court Documents
- Discovery

CONTACTS

- Make a Contact for Youth
- Track Placements
- Track Family

TEXT MESSAGES

- Screen Shots
- Copy & Past into Note (App)



Tips



What About YOU?

Time to share!!

Questions?

