

CASA VOLUNTEER ROADMAP

Requirements of CASA Volunteers.



**DAILY/
WEEKLY**



MONTHLY



QUARTERLY



ANNUALLY



- Enter contact logs in Optima

- Visit child(ren) every 30 days
- Meet with Advocate Supervisor (phone, video conference or in-person)
- Contact DHS worker
- Contact foster parent or placement provider
- Contact bio-parents
- Ensure all case notes and logs are entered by end of the month

- Contact education (if applicable)
- Contact service providers for child(ren) and parents/family
- Write court reports
- Attend court

- Child well-being checklist
- 12 hours of in-service training