**OPTIMA: ACTIVITY TYPES**

**Case Research**

* Any case related research that does NOT fit into the categories listed below

**Contact w/ Placement**

* Contact with the child’s placement (foster parent, RTC, hospital) separate from your contact/visit with children.
* Time spent arranging visits

**Contact/Visit: Child**

* Any time spent in contact with your child directly (whether by email, text, phone, or face to face)
* Time spent traveling to visit CASA children
* \*\*\*Please note the location of the visit in your Contact Log notes

**Contact/Visit: Family**

* Any time spent in contact with ANY member of the child’s family, separate from contact/visit with children

**Court Reports & Documentation**

* Time spent preparing for and writing court reports
* Time spent completing any other case related documentation

**Courtroom Advocacy**

* Time spent in court and traveling to/from court

**Educational Advocacy: Early Childhood Development**

* Time spent in communication with your child(ren)’s daycare providers, occupational/speech therapists, etc.

**Educational Advocacy: K-12**

* Time spent in communication with your child(ren)’s teachers, school counselors, school nurses, principals or school social workers.
* Time spent reviewing your child(ren)’s report cards and educational records
* Time spent attending and traveling to/from ARD meetings

**Legal Advocacy**

* Time spent communicating with attorney’s or advocating on behalf of a child’s legal needs (name change, immigration issues, etc.)

**Medical Advocacy (physical/behavioral)**

* Time spent in communication with medical doctors, addressing physical and behavioral needs of children
* Time spent researching specific physical or behavioral conditions/diagnoses held by your child and/or the accompanying medications
* Time spent accessing and reviewing your child’s Health Passport
* Assisting families with gaining access to medical service providers

**Medical Advocacy (psychological/mental health)**

* Time spent in communication with therapists, psychiatrists, and psychologists, addressing psychological and mental health needs of children
* Time spent researching specific psychological conditions/diagnoses held by your child and/or the accompanying medications

**Permanency**

* Unless specific to another category, most contact with CPS is considered permanency related
* Time spent searching for and contacting possible placement options
* Visiting homes of possible placement/adoptive options
* Time spent researching alternative permanency options

**Permanency Conference/FGC**

* Time spent in permanency or family group conferences and traveling to/from conferences

**Staffing/Team Meeting**

* Sometimes CC Groups
* Attending CPS/CASA staffing meetings

**Supervision w/ CASA Staff**

* All CASE RELATED contact/meetings with your supervisor