

# Arizona Department of Child Safety

## CASE NOTE TYPES

- **AG CONTACT** - Documents staff contact with an Assistant Attorney General. This case note has attorney-client privileged information and therefore is confidential and should not be released to parties outside the Department.
- **CASE CONFERENCE** - Documents a meeting between DCS staff and at least one other person when another case note type does not better describe the meeting. This includes the following meetings: Child and Family Team, Team Decision Making, IEP, etc.
- **CHILD CONTACT** - Documents contact between staff or other designated Child Safety Specialist (i.e. ICPC, out-of region placement, etc.) and child.
- **COLLATERAL CONTACT** - Documents contact with parties associated with a case such as therapists, counselors, parent aides, attorneys, CASAs, probation officer, parole officers, school personnel, physicians, etc.
- **COURT HEARING** - Documents events that occurred during a court or FCRB hearing or Department initiated Administrative Case Review. Access to this Case Note type is found under the Hearing Documentation window LCH097.
- **DISCLOSURE** – Used by CRCU to document disclosure of records during the course of the dependency case.
- **FAMILY CONTACT** - Documents contact between staff or other designated Child Safety Specialist held with multiple family members at the same time such as a parent, child, and grandparent.
- **HEALTH/EDUCATION CONTACT** - Documents contacts with health care providers, education and school system staff, and other collateral contacts or key events regarding the child's well-being including education, mental health, physical health, or dental health.
- **IN-HOME PROVIDER** - Documents contacts between the in-home provider and the family. This case note type is only to be utilized by the provider. The provider should only select the “contact about” when creating this case note.
- **INVESTIGATION** - Documents the investigation of a report and staff contact with persons during the investigation. This includes all contacts made during the investigation that are not documented in the CSRA.
- **KEY ISSUES** - Documents significant case conflicts and significant needs of case participants. Documents DPS and DCS checks for all non-licensed safety monitors.
- **LOCATE EFFORTS** – Documents all person searches only. This includes all efforts to locate a person whether it is an absent parent/guardian/custodian, extended family members, and/or other significant persons. Document the steps taken and search results from DCS Specialists, Placement Coordinators, Eligibility Reviewers, Permanency Specialists, Team Decision Making Specialist’s, Family Engagement Specialists, Family Locate and the Office of Child Welfare Investigations.
- **OCWI INVESTIGATION** – Used exclusively by OCWI to document all of their contacts.

Effective Date: June 3, 2016

Revision History: November 20, 2012, June 25, 2014

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- **OUT OF HOME CARE PROVIDER** - Documents contact by staff or other designated Child Safety Specialist with a person or agency authorized by the Department to provide care for a child in out-of-home care such as unlicensed relatives/non-relatives, licensed relative/non-relatives, and group care staff.
- **PARENT AIDE** - Documents contacts between the Parent Aide provider and the family. This case note type is only to be utilized by the provider. The provider should only select the “contact about” when creating this case note.
- **PARENT/CARETAKER CONTACT** - Documents staff or other designated Child Safety Specialist with a parent/caretaker.
- **RELATIVE INFORMATION** – Documents contact with all kinship.
- **STAFFING** – Documents case plan staffings. This includes documenting the discussions during the case plan staffing for the selection or revision of the permanency goal.
- **SUPERVISORY/MANAGEMENT CONTACT** - Documents staff contact or consultations with or by a supervisor or with or by management staff such as Assistant Program Manager, Deputy Program Manager, Program Manager, Field Operations Manager, DCS Program Administrator, DCS Assistant Directory, and other management staff.
- **TRANSFER SUMMARY** - Documents reason for transfer, future hearing dates and appointments, summary of progress, events and concerns related to the transfer of a case.

## ADDITIONAL QUALIFIERS TO CASE NOTES

- **IN PLACEMENT CONTACT** - Checkbox only used to indicate that a Child Safety Specialist, or other designated Child Safety Specialist visited with a child, parent, or out-of-home care provider in the child’s placement including a parent’s home if the child is placed in the physical custody of the parent.
- **IN PERSON** - A Radio Button choice to designate face-to-face contact with participants or associates in the case.
- **BY PHONE** - A Radio Button choice to designate telephone contact with participants or associates in the case.
- **OTHER** - A Radio Button choice to designate that information recorded in the Case Note was obtained by means other than in person or by phone contact.
- **CONTACT WITH** - To identify which participant or associate the contact is with.
- **CONTACT ABOUT** - To identify which participant or associate the contact is about.

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