Activity Types

Attended Case-related Meeting (IA)

* Family Team Meeting
* Treatment Team Meeting
* Educational Meetings go under Educational Advocacy

Attended Court (OEJ)

* Hearings
* Hearings that get dismissed/adjourned, but you still went to the courthouse

Case Research/Interview (IA)

* Reading the DCPP case file
* Reading collateral reports
* Interviewing people associated with the case
* Researching a social issue that is directly related to your case
* Interviews/research that is strictly medical, mental health, educational or family connections related should not be recorded here

Case Supervision (IA)

* Talking with a PC or paid staff member about your case

Child Contact/Visit (IA)

* ONLY enter direct contact with the child here
* Scheduling a child visit fits under Scheduling Meeting/Visit

Court Report Writing/Review (OEJ)

* Writing your court report
* Making edits to your court report

Educational Advocacy

* Attending an IEP
* Visiting the school
* Collecting and/or reviewing educational documents

Family Connections Advocacy/Activity (IA)

* Observing a parent-child visit
* Researching family members that may provide a healthy connection or a home to a child

Immigration Assistance

* Anything related to the immigration for parents or children on cases

Interpreter Services

* Helping someone on the case express something in a language other than their primary language (not in an official interpreter capacity)

Medical Advocacy (IA)

* Reviewing medical records
* Contacting the Child Health Unit at DCPP for records
* Attending a medical appointment with the child

Mental Health Advocacy (IA)

* Contacting a therapist, psychiatrist or mental health provider
* Reading reports from a therapist, psychiatrist or mental health provider

**Remote Child Visits**

* **This is activity code to use during COVID 19 when in-person visits are suspended**
* **Note the type of Contact…phone, email, skype/FaceTime, text**

Referral to Other Services

* Recommending services or programs for someone involved with the case

Scheduling Meeting/Visit (IA)

* Contacting someone to schedule a meeting
* Meetings should not be recorded here, only scheduling them

Wellbeing Surveys (IA)

* Completing the wellbeing surveys twice per year (January and July)

Youth Independence Advocacy/Activity (IA)

* Helping a youth get their ID
* Helping a youth research colleges, jobs or alternate options
* Helping a youth with a resume
* Helping a youth research apartments
* Helping a youth with budgeting
* Other activities that promote the independence of youth that are likely to age out of foster care