DPO and Support Staff Data Entry Checklist

Case Management (Green)

- ✓ TILP/90 Day Transition Plan
- ✓ ICPC 100A and 100B
- ✓ Dual Status Youth

Client Management (Blue)

- ✓ Education, including grade level, special ed, vocational and college indicators
- ✓ CSEC
- ✓ SOGIE
- ✓ Parenting minor/NMD
- ✓ Credit Reporting & Identity Theft
- ✓ Health Notebook and HEP
- ✓ Mental Health Screening
- ✓ ICWA as applicable
- ✓ Family Finding

Service Management (Orange)

- ✓ Monthly contact w/youth and ILP delivered service as applicable
- ✓ Monthly contact with parent/s or legal guardians
- ✓ Monthly contact with mental health provider and documented associated service
- ✓ CFT Meeting Documentation
- ✓ Annual Reassessment of youth in group home care
- ✓ Search and/or create new service providers.

Placement Management (Red)

- ✓ Foster Care Placements (Group Home)
- ✓ Non-Foster Care Placements (Juvenile Hall)
- ✓ SILP Homes and Placements
- ✓ THP+FC Homes/Agency/Placement
- ✓ RFH
- ✓ STRTP