

Child Specific Recruitment Case File Review Tool

CHILD'S NAME _____

DATE _____

COMPLETED BY _____



INTRODUCTION

Purpose: This tool is designed to assist the social worker when reviewing the child's and family's case record for potential placement resources or individuals who would assist in identifying placement resources.

In addition, the tool collects information helpful in the development of the child's lifebook, background information for formal presentations, full disclosure forms and/or subsidy documents.

Therefore, a single **thorough** review of the child's and family's case records can serve to satisfy several case management responsibilities. More importantly, after a meticulous review of the case record, the social worker knows the child better and is able to identify a family to meet the child's lifelong needs.

Directions:

1. Obtain the child's and family's case record.
2. In an organized fashion, review (touch) each piece of paper in the case record. Pay particular attention to meeting documents, case histories, forms that list family and friends of the child and their parents.
3. As critical information is uncovered, record it on the appropriate page in this tool.
4. Once the case record review is completed, analyze the tool and identify potential placement resources or individuals who could be utilized as members of the recruitment team.

Child's Placement History

[illegible]

Child's Placement History-continued

Caregiver's Name and Type	Address	Phone Email	Dates Resided in Placement

*For placements that the child recognizes as significant, complete the ***"Placement Ecomap"*** with the child.

Birth Mother's Background Information

Name _____ aka _____ DOB _____

Birth Mother's Known Addresses:

[illegible]

Birth Mother's Relatives:

[illegible]

Other Individuals Connected to Birth Mother:			
Name	Relationship	Address	Phone/Email

NOTES:

Birth Father's Background Information

Name _____ aka _____ DOB _____

Birth Mother's Known Addresses:

Street Address	City, State, Zip	Phone/Email

Birth Mother's Relatives:

[illegible]

Other Individuals Connected to Birth Mother:			
Name	Relationship	Address	Phone/Email

NOTES:

SIBLING INFORMATION

Name	DOB	Relationship (full, half, step, fictive)	Address	Phone/Email
<i>Joe Brother Sample</i>	<i>4/1/09</i>	<i>half brother</i>	<i>1212 Main St, Centertown, St 98765</i>	<i>999-321-4567 BroJoe@email.com</i>

Notes:

SCHOOL/EDUCATIONAL INFORMATION

(include preschool, Headstart, elementary, middle, high, vocational, etc.)

Name	Dates Attended	Address	Phone/Email	*Any Important People
John Hancock Elementary	10/18/11-3/12/12	776 Franklin Parkway Washington, ST 01324	999-345-9876 HancockEl@edu.com	Miss Teacher, classroom aide

NOTES

*Important people to consider: teachers, coaches, program aides, lunchroom staff, bus drivers, clerical, principal, tutors, maintenance staff, guidance counselors, music/art teachers, etc.

MENTAL HEALTH INFORMATION

	CURRENT THERAPIST	RESIDENTIAL TREATMENT
Name Address City, State Zip Phone number Date of service		
	PAST THERAPIST	RESIDENTIAL TREATMENT
Name Address City, State Zip Phone number Date of service		
	PAST THERAPIST	HOSPITALIZATION
Name Address City, State Zip Phone number Date of service		
	PAST THERAPIST	HOSPITALIZATION
Name Address City, State Zip Phone number Date of service		

SOCIAL & COMMUNITY CONTACTS

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	RELIGIOUS AFFILIATIONS	BIG BROTHER/BIG SISTER/MENTOR
Name Address City, State Zip Phone number		
	VISITING FAMILY/RESPITE CARE	GODPARENTS
Name Address City, State Zip Phone number		
	SPORTS/RECREATION/CAMPS/SCOUTS	FRIENDS (peers)
Name Address City, State Zip Phone number		
	FRIENDS OF THE FAMILY	EMPLOYER
Name Address City, State Zip Phone number		
NOTES:		

SOCIAL SERVICES CONTACTS

	SOCIAL WORKER	PAST SOCIAL WORKER
Name Address City, State Zip Phone number		
	GUARDIAN AD LITEM	CASA
Name Address City, State Zip Phone number		
	RECRUITER	CONTRACT AGENCY SOCIAL WKR
Name Address City, State Zip Phone number		
	INDEPENDENT LIVING SPECIALIST	OTHER STAFF*
Name Address City, State Zip Phone number		
NOTES:		

*Other staff may include clerical, transportation, training, etc. who may have had contact with the child

ADDITIONAL INFORMATION, CONTACTS OR POTENTIAL LEADS FOR THE CHILD:
