

# **Operational Review Client Guide**



**THE DEPENDENT CHILDREN'S SERVICES DIVISION  
COURT IMPROVEMENT PROGRAM**

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# DCSD Operational Review - Overview

## Introduction

The Administrative Office of the Arizona Supreme Court (AOC) retains administrative responsibility for all state court programs. The Dependent Children's Services Division (DCSD) has the specific responsibility of conducting ongoing operational reviews regarding the dependency process in the Arizona juvenile court system.

The Dependent Children's Services Division is responsible for dependency related programs including the Court Improvement Project, the Court Appointed Special Advocate Program (CASA), and the Foster Care Review Board Program (FCRB).

The Operational Review will serve as a tool for ensuring that local juvenile courts are in compliance with applicable statutes, Supreme Court Administrative Orders, funding agreements, juvenile court rules, and local policies and procedures.

The Dependent Children's Services operational review process has been designed and implemented with the intent to:

- Maintain accountability throughout the state's Juvenile courts in the handling of dependency cases;
- Provide technical assistance to the Juvenile courts in an attempt to improve the status of dependent children.

## Client Guide

This Client Guide has been developed to provide the user with information necessary to prepare for and participate in the DCSD operational review process. Users can find several pieces of information in the guide including:

- Requirements for each of the relevant programs based on statute, court rules of procedure, and individual program policies and procedures;
- Operational Review timelines;
- Initial information requested by the review team at the onset of the review;
- Operational Review instruments utilized by review team members;
- Sample Funding Agreements for CI and CASA programs;
- Sample Operational Review Report;
- Dependency Glossary

## Goal of the Operational Review Process

To review efforts being made by the juvenile courts, CASA and FCRB programs regarding the administrative and operational management of dependency case proceedings.

## Objectives

- To determine and report the extent to which courts conduct and manage dependency case proceedings and juvenile court-related programs in accordance with applicable statutes, administrative orders, juvenile court rules, funding agreements, and policies

- and procedures.
- To determine and report the innovative approaches used by the courts to manage dependency case proceedings and juvenile court-related programs.
- To determine and report the extent to which courts and counties comply with generally accepted accounting principles.
- To collect qualitative and quantitative data concerning the efficiency, effectiveness, and expediency of the courts' dependency case proceedings and juvenile court-related programs.
- To document program resource needs and provide technical assistance where needed.

## **Process**

The operational review process can be divided into three different stages: preparation, fieldwork, and reporting.

**Preparation** - Prior to the operational review team visiting the county, the presiding juvenile court judge, juvenile court director and court administrator, will receive correspondence from the DCSD Operational Review Team regarding the upcoming review. Efforts will be made at this time to arrange a date and time for the Entrance Conference. Included with the correspondence will be the Initial Information Request (IIR). The appropriate county personnel are asked to return the completed version of the IIR, with any attached information, to the DCSD operational review specialist prior to the scheduled Entrance Conference.

In addition to the materials received from the county, the DCSC review team will utilize information from the Dependency Juvenile On-Line Tracking System (JOLTS) and the Dependent Children's Automated Tracking System (DCATS).

**Fieldwork** - The Entrance Conference will be held prior to the on-site review and will include representatives from the DCSD operational review team. It is recommended that the Entrance Conference attendees include the presiding or lead juvenile court judge, the juvenile court director, the court administrator, a representative from the Clerk's Office, the CASA county coordinator, and other personnel deemed appropriate by the county.

During the on-site portion of the review, the team will review files, interview applicable personnel, observe court proceedings, and distribute and collect general survey information. The time required for the on-site portion of the review depends on several factors including the number of dependency petitions filed, the number of files being reviewed, the availability of personnel for interviews or survey completion and the schedule of dependency court proceedings.

**Reporting** – Once the required data is collected, the Draft Report will be compiled and forwarded to the county for review. A review team member will then contact the county and arrange for the Exit Conference. The conference will allow the county to share any comments they may have and ask any questions they may need to in order to assist in the formulation of their response to the Draft Report. The county is then asked to provide written comments to the review team regarding the recommendations made in the draft report no later than one month after the Exit Conference. The county's comments will be included both in the relevant portions of the report and appended in their entirety to the Operational Review Final Report.

## **Operational Review Process Time Line\***

### **Initial Information Request - 1 month prior to the Entrance Conference**

Opening cover letter and Initial Information Request (IIR) packet for both DCSD/JJSD are sent via Juvenile Justice Services Division. The county response to the IIR is due one month after the packet is sent to the county.

### **Entrance Conference**

The Entrance Conference is scheduled at the convenience of the presiding juvenile judge in the county and is an opportunity for the parties to be introduced to the members of the DCSD and JJSD review teams as well as to the review process. The participants from the county is left to the presiding juvenile judge's discretion but typically includes the juvenile court administrator, CASA coordinator, the dependency coordinator and the Clerk of the Court for the county.

### **On Site Review - during the month following the Entrance Conference**

The on-site review usually begins immediately following the entrance conference and consists of file review (court and CASA), courtroom observation, and staff interviews. Due to the differences in number of dependency petitions filed and the availability of hearings for observation, the two month time period for this portion may vary.

### **Draft Report – roughly 3 weeks after On Site Review ends**

Once the required data is collected and compiled, the review team will forward to the county a copy of the Draft Report. A member of the review team will contact the presiding juvenile judge to schedule the Exit Conference.

### **Exit Conference – roughly 2 weeks after Draft Report is sent to county**

The Exit Conference is an opportunity for the review team and the county to discuss the team's findings, the county's concerns, and the county's possible responses to the team's recommendations. This meeting may either be held in person or by teleconference.

### **County Response to Draft Report – due 30 days after Exit Conference**

County responds in writing regarding their specific plans to address the recommendations made by the team.

### **Final Report - to be sent roughly 3 weeks after receipt of county's response**

Final report includes county's responses both in the body of the report as well as an appendix to the report.

### **Follow-Up: three months following distribution of Final Report**

A representative from the review team will follow up with the county to discuss progress in making the recommended adjustments. The county will respond in writing regarding their progress in the applicable areas.

*\*Time frames associated with the various stages of the operational review process as noted below are given as estimations and may vary depending on the individual needs of the county in question.*

## Operational Review Survey

In the data collection phase of the operational review process, participants will be asked to complete the following survey form (either a paper version or an online version located at <http://www.supreme.state.az.us/dcsd/opreview.asp>.)

Please select the item which best describes your job responsibilities.		<input type="checkbox"/> Hearing Officer	<input type="checkbox"/> Court Administration	<input type="checkbox"/> FCRB		
		<input type="checkbox"/> Attorney – AAG	<input type="checkbox"/> Case Manager	<input type="checkbox"/> Other (explain briefly):		
		<input type="checkbox"/> Attorney – Court Appt	<input type="checkbox"/> CASA			
Subject		Very True	Mostly True	Seldom True	Never True	Don't Know
1.	Enough court time is available for the presentation of evidence and the making of arguments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Attorneys / parties utilize available court time to present witnesses, introduce evidence, and make pertinent legal arguments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Court caseload size and resource limitations have no effect on judicial performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The information available in the form of agency reports is adequate and of good quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The court has a working relationship with the applicable tribal court systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Appeals of orders for the termination of parental rights have little effect on the timely finalization of adoptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Adequate legal representation is always available to parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Appropriate educational assessments and services are provided for involved children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Appropriate physical health assessments and services are provided for involved children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Appropriate mental health assessments and services are provided for involved children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Children receive legal counsel (attorney or Guardian ad Litem) in advance of the Preliminary Protective Hearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The information available in the form of CASA reports is adequate and of good quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	CASA reports are available in a timely manner for consideration prior to the scheduled hearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	CASA volunteers openly advocate for their assigned children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	CASA volunteers make appreciable differences in the cases for which they are assigned (compared to cases with no CASA assignment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	FCRB reports are available in a timely manner for consideration prior to the scheduled hearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	FCRB findings and recommendations address the importance of stability and permanency for children in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	The information available in the form of FCRB reports is adequate and of good quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	In a brief sentence, please describe your impression of the manner in which the dependency process is operated in this court.					

<b>Initial Information Request – Instructions</b>	
<b>Data Collection</b>	<p>It is recommended that one person be made responsible for compiling the requested information from each of the program areas.</p> <p>Each Initial Information Request (one for <i>Court Improvement</i> and one for <i>CASA</i>) should be completed and thoroughly checked. Requests for additional information are made within each program’s IIR and are noted by bold, italicized type.</p> <p>While a majority of the items on the IIR are yes/no questions, several items require written responses. A small space has been provided by each of these items however, if additional room is required, please simply add the desired responses at the end of the IIR document, being sure to clearly note which question is being addressed by each appended response.</p>
<b>County Response to IIR</b>	<p>Please do not submit handwritten responses. Responses should be completed within the electronic IIR documents provided (in MSWord format). Record the completed IIR documents on a blank disc (cd or floppy) and forward with copies of any other required documents to the following address:</p> <p style="text-align: center;"> <b>Administrative Office of the Courts</b>  <b>Dependent Children’s Services Division – Operational Review</b>  <b>1501 West Washington, Suite 128</b>  <b>Phoenix, AZ 85007-3231</b> </p>
<b>Contact Information</b>	<p>For any assistance, please contact <u><b>Karen Gilreath</b></u> in DCSD:  <b>Phone: (602) 452-3568</b>  <b>Email: <a href="mailto:kgilreath@courts.az.gov">kgilreath@courts.az.gov</a></b>  <b>Fax: (602) 452-3598</b></p>

## Initial Information Request – Court Improvement

Your responses to each of the following questions should be completed in MSWord format and entered in the space adjacent to each question. If you require assistance accessing this document or are unsure how to fill in checkboxes in MSWord format, please contact Karen Gilreath at the number provided

Budget	
1. Are Court Improvement disbursements deposited into a special revenue account? <i><b>Please provide documentation of the deposit of funds received this fiscal year.</b></i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Are Court Improvement monies expended only for purposes and uses specified in the Court Improvement Plan and Addendum A.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Reporting, Record Retention	
1. Are financial and program records and data related to the approved plans and Funding Agreements retained for a period of at least five years.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Do subcontracts include a provision acknowledging the authority of the AOC to conduct an operational review and program evaluation activities.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Do the county and any relevant subcontractors retain all records and other documents relevant to the funding agreement for a period of five years after the final payment has been made?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. If separate legal and social files are maintained for dependency cases, please list the type of information included in each and where these files are maintained.	
5. What is the average length of time from the completion of a dependency court hearing to the filing of the corresponding minute entry?	
6. Are completed minute entries (and/or orders) distributed to the parties directly following the Preliminary Protective Hearing?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Equipment and JOLTS	
1. Is the equipment purchased with Court Improvement monies detailed on an inventory tracking record? <i><b>Please provide a copy of this record.</b></i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Is Dependency JOLTS installed and accessible to all appropriate court personnel?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Who has been identified to collect and input dependency case data?	
4. Is monthly dependency data entry completed by the fifth day of the following month?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. Please disclose the security matrix for Dependency JOLTS (depicting who has access to what level of the system).	
6. Please list those individuals still in need of completing Dependency JOLTS training.	
General Implementation Procedures	
1. Are there sufficient judicial hearing officers to hear all dependency cases within the required time frames?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Have all judicial hearing officers who hear dependency cases completed the specialized dependency training program approved by COJET (“Dependency Curriculum”)?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Do all judicial hearing officers who hear dependency cases have a current copy of the Juvenile Benchbook?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Please provide the name and the primary job responsibilities of the Dependency Coordinator.	
5. Please provide the name(s) and relevant training completed by the facilitator(s) for Pre-Hearing Conferences.	
6. Please provide the name(s) and relevant training completed by mediators for dependency matters.	



7. What are the rates of resolution (agreement reached thereby removing the necessity of a dependency trial) for mediation and settlement conferences?	
7. Is the clerk's office adequately staffed/equipped to manage its dependency responsibilities?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Please identify the members of the Court Improvement Implementation Team? <b><i>Please provide a copy of the organizational chart of juvenile court staff with your response.</i></b>	
9. Has a written protocol been developed to address dependency case processing? <b><i>Please include a copy of this written protocol with your response.</i></b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. Please explain how attorney assignment occurs for dependency cases.	
11. Does the court utilize any templates or formatted documents for the various dependency proceedings? <b><i>Please include copies of any such templates.</i></b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
12. Please explain how agreements from the Pre-Hearing Conferences are disclosed to the judicial hearing officer.	
13. Have any process issues arisen relative to the management of private dependency cases? If so, please explain briefly.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
14. How frequently are Review Hearings held for each dependency case?	

\*\*Please review all of the information you have provided to ensure that all categories have been addressed. Additionally, please ensure that any required information (noted in bold, italicized type) is attached to this response.

## Initial Information Request – CASA

Your responses to each of the following questions should be completed in MSWord format and entered in the space adjacent to each question. If you require assistance accessing this document or are unsure how to fill in checkboxes in MSWord format, please contact Karen Gilreath at the number provided

General Administration	
1. Do county program staff avoid soliciting donations?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Are county program staff and volunteers complying with applicable statutes described in A.R.S. § 8-807, § 41-1959, Arizona Rules of Court, including, but not limited to Rule 123, Rules of the Supreme Court, and administrative rules regarding confidentiality.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Human Resource Management	
1. Are policies and procedures established to address personnel issues?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does your program comply with applicable laws and regulations governing fair employment practices?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Are your personnel records of county program staff maintained by the county jurisdiction according to local court or county personnel policies?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Do you make an effort to ensure that your facility is free of barriers that restrict the employment of or use by physically challenged employees?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Are county program staff provided with performance evaluations at least annually using a standardized form?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
A. Does the performance evaluation assessment include job performance in relation to the quality and quantity of work defined in the job description and to the performance objectives established in the most recent evaluation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
B. Does the assessment clearly state objectives for future performance:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
C. Does the assessment make recommendations for further training and skill building, if applicable?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
D. Does the assessment provide an opportunity for county program staff to do a self-evaluation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Are county program staff given an opportunity to sign the evaluation report, obtain a copy, and include written comments before the report is entered into the personnel record?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Are all employment concerns referred to the county program staff's immediate supervisor or the appointing authority?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
8. Do personnel issues involving county program staff follow applicable disciplinary procedures, with the ultimate decision made by the presiding juvenile judge, or designee, and notification made to the state program office?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Program Plan and Financial Management	
1. Does the county program staff enter all DCATS statistical information on cases and volunteers on at least a monthly basis?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the county program staff reimburse volunteers for per diem and mileage costs for attending the mandatory initial orientation training, to the extent funds are available and according to state travel policies?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Are funds disbursed from the manager held in a separate revenue account?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
County Program Operations	
1. Is priority appointment of CASA volunteers given to dependency over delinquency or incorrigibility matters?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the county program screen every dependency case, and any delinquency case if referred, to determine if the case is appropriate for appointment to a volunteer and to make effective matches of volunteers to cases?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

3. Does the county program ensure that an outside individual or agency (for example: DES, attorneys, private parties, law enforcement, etc.) shall not review any volunteer or case files unless a subpoena and an order of the presiding judge or designee has been issued?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Upon receipt of a subpoena, does the county coordinator deliver a complete duplicate of the file to the presiding judge or designee for in camera inspection?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. If a CASA volunteer testifies at a hearing before a judge or at a jury trial and uses contact logs or any portion of the volunteer's file that have not been the subject of a subpoena, does the county program ensure that any disclosure to the parties is ordered by the court.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. If county staff or volunteers suspect the safety and well-being of a child is at risk, do they report that information to CPS as mandated in A.R.S. § 13-3620?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Does the county coordinator ensure that upon voluntarily or involuntarily leaving the program, volunteers return identification badges and all case related materials?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
8. Does the county coordinator avoid accepting appointment as a CASA volunteer?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
9. Does the county program prevent a volunteer that has a record of conviction of a violation of A.R.S. 28-1381, 28-1382, or 28-1383, driving under the influence (DUI) from driving any vehicle to transport children, staff, or any other individuals in the course and scope of CASA duties for a period of no less than five (5) years?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
10. Are all county program staff and volunteers avoiding any action which could adversely affect the confidence of the public in the integrity of the CASA program?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
11. Do county program staff immediately notify the county coordinator or supervisor and volunteers notify the county coordinator if:	
a. They are the subject of an allegation or investigation in any criminal matter?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
b. They have been arrested or charged in any criminal matter?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
c. It is alleged in a civil, probate, domestic relations, or dependency matter or other court case that they have sexually assaulted, exploited, or physically abused any child or vulnerable adult?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
d. They have been found in any professional licensing disciplinary board's final decision to have sexually or physically abused or exploited any minor, developmentally disabled person, or vulnerable adult?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
e. They have engaged in an act listed in I(2)(a)(d)?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
f. They are currently awaiting trial for criminal offenses listed in I(1)(e)(f)(g)(h) and I(2)(b)(c)(e) in this state or in another state or jurisdiction?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
g. They have been convicted of a criminal offense listed in I(e)(f)(g)(h). They have engaged in any behavior listed in I(1)(h)(i)(j)(k)(l)(m).	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
12. Does the county coordinator or supervisor immediately notify the state program office if they are the subject of any action listed in 11(a-g) above?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
13. Does the county coordinator or supervisor immediately notify the state program office if county program staff or volunteers have reported to them that they are the subject of an action listed in 11(a-g) above?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
14. Do county program staff utilize office computers in adherence with the Policies for Electronic Communications for the Arizona Judicial Department	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
15. Is the county coordinator or the mentor under the supervision of the county coordinator, responsible for conducting Pre- and Post-Orientation Training to all new volunteers, as provided in the statewide training curriculum	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
16. Are volunteers appointed to no more than 2 cases at one time to advocate unless additional cases are assigned at the discretion of the county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

17. Do the county program staff maintain and keep current all program performance manuals?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
18. Do county program staff shall provide ongoing recognition of volunteers or as funding allows, provide at least one annual volunteer recognition event?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Public Relations</b>	
1. Does the county program conduct an ongoing public information and educational program?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the county program disseminate public information for the purpose of broadcasting awareness of the needs and problems of the children that it serves?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Does the county program make known its role, functions, and capabilities to other agencies, community organizations, government bodies, and corporations, as appropriate to its mission?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Does the county program work closely with organizations such as local bar associations, other child advocacy programs, community service and civic groups, and businesses to accomplish its mission?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Does the county program staff give the state program office a sample of any recruitment or marketing information not previously approved or prepared by the state program office or the National CASA association before it is distributed?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>County Staff Qualifications</b>	
1. Does the county program supervisor have a bachelor's degree from an accredited college or university?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the county program supervisor have at least two years of experience in the juvenile court and/or child welfare systems?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Does the county program supervisor have at least two years of experience as a county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Does the county program supervisor have one year of experience using desired computer software programs including word processing and spreadsheets?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Did the county program supervisor satisfactory complete a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit per county requirements?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Does the county coordinator have a bachelor's degree from an accredited college or university?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Does the county coordinator have one year of experience in the juvenile court and/or child welfare systems?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
8. Does the county coordinator have one year of experience using desired computer software programs including work processing and spreadsheets?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
9. Did the county program coordinator satisfactory complete a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit per county requirements?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
10. Does the county support staff have one year of experience in a clerical support capacity?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
11. Does the county support staff have one year of experience using the desired computer software programs including word processing and spreadsheets?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
12. Does the county support staff have the ability to type at least 55 words per minute with minimal errors?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
13. Did the county support staff satisfactory complete a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit per county requirements?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>File Management</b>	

1. Does the county program office maintain copies of all volunteer reports, correspondence, and notes from telephone or in-person consultations concerning the case?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Is information about cases only shared with the parties designated by the court?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Does the county program staff develop and maintain duplicate case files; one for the volunteer and another one located in the program office?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Are all CASA related documentation from the case file retained for a period of five years from the date of dismissal in a confidential and secured area?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Is the volunteer file retained for a period of five years from the volunteer's exit date and maintained in a confidential and secured area?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Initial Certification and Application Process</b>	
1. Does the CASA program reject the applicant if the applicant refuses to authorize a release of information to complete background checks?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the county coordinator promptly notify the applicant accepted for certification?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Are program records regarding applicants and volunteers not open to applicants, volunteers, or the public?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Upon request, does the county coordinator provide a copy of the applicant's or volunteer's individual application while redacting notes or work product of county staff?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Does the county coordinator notify applicants or volunteers of the general facts regarding a finding without providing specific information on criminal record, negative MVD record or record in the DES central registry?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Denial of Certification</b>	
1. Does the county coordinator deny certification if the applicant has not completed any aspect of the application process?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the county coordinator deny certification if the applicant has not been fingerprinted, or the criminal background check, MVD records check or the DES central registry information check has not been received?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Does the county coordinator deny certification if the applicant has not completed the training requirements?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Does the county coordinator deny certification if the applicant materially misrepresented facts or committed fraud in the application process?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Does the county coordinator deny certification if the applicant has been convicted of any of the criminal offenses as an adult outlined in ACJA §7-101 (I)(e-m)?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Does the county coordinator promptly notify the applicant of being denied certification and only provide general reasons for the denial?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Is the applicant advised that if their application is denied, they may have the decision reviewed by the presiding juvenile court judge upon request?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Volunteer Status</b>	
1. Does the county coordinator take action toward any volunteer not adhering to the minimum performance standards of the CASA program, which may include limitations on types of cases, suspension, or termination?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Is a volunteer on active status if they engage in any of the following activities: <ul style="list-style-type: none"> <li>• Appointed to a dependency or juvenile probation case;</li> <li>• Involved in the administrative aspect of the county program office;</li> <li>• Serving as a mentor to other volunteers; or</li> <li>• Otherwise regularly involved with the county program</li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Do volunteers who are active but not assigned cases provide a minimum of three hours per month in organized program activities and document those activities monthly?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

4. Are volunteers placed on inactive status if all the following conditions are met? <ul style="list-style-type: none"> <li>• Approved by the county coordinator, for no longer than six months;</li> <li>• Not currently appointed to a dependency or juvenile probation case;</li> <li>• Not involved with the county program;</li> <li>• Not a mentor to other volunteers; and</li> <li>• Not otherwise regularly involved with the county program.</li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Volunteer Recruitment and Retention</b>	
1. Does the county program have written plans for recruiting and selecting volunteers?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Is a standardized packet of information given to each applicant, which contains the purpose and role of the CASA volunteer?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Is a standardized packet of information given to each applicant, which contains details about the qualifications for becoming a volunteer?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Is a standardized packet of information given to each applicant, which contains the minimum time commitment requirement?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Does the county program recruitment plan include targeted strategies to attract volunteers from diverse cultural, ethnic, and socio-economic backgrounds?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Does the county program's strategies for recruitment of volunteers include community outreach?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Volunteer Minimum Performance Standards</b>	
1. Do volunteers accept appointment in dependency, guardianship, termination, delinquency, and incorrigibility actions?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Do volunteers accept appointments as guardians ad litem?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Do volunteers comply with Arizona statutes, Arizona Rules of Court, Rules of Procedure for the Juvenile Court, administrative orders, rules, this code and program policies and procedures?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Do volunteers maintain confidentiality in handling program issues, case, and volunteer information?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Do volunteers review case records an interview the child and other appropriate parties involved in the case?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Are volunteers developing and maintaining relationships with the appointed child including contact with the child on at least a monthly basis?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Do volunteers communicate with caregivers about the child's behavior and relationships?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
8. Do volunteers participate as a member of the case management team?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
9. Do volunteers participate in the formulation of any agreement, stipulation, or case plan entered into regarding the child and provide input to subsequent revisions?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
10. Do the volunteers advocate for the best interest of the child, identify, service needs, and make recommendations to the court regarding timely placement of the child?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
11. Do volunteers monitor the child's placement to observe the child's behavior in the home and to assess problems or the child's needs.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
12. Do volunteers assist the responsible parties to ensure that the child's educational needs are being met?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
13. Do volunteers report to the appropriate authority significant changes in family situations or violations of court orders?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
14. Do volunteers consult at least monthly with the county coordinator in case/program discussion, and document the discussion in the Contact Log/Journal?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
15. Do volunteers discuss all recommendations concerning the case with the county coordinator prior to submitting recommendations to the court?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

16. Do volunteers submit court reports at review and permanency hearings unless required otherwise?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
17. Do volunteers attend all court hearings pertaining to the appointed case and provide oral testimony to the court when requested?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Approximately what percentage of court reports are delivered to the court two weeks prior to the court hearing?	
18. Do volunteers assist the court in exploring alternative placements for the child?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
19. Do volunteers make recommendations at the Foster Care Review Board (FCRB) meetings?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
20. Do volunteers remain appointed to the dependency case through all phases of the court process up to the time of permanent guardianship or adoption, unless otherwise directed by the court?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
21. Do volunteers provide and document an annual performance-based assessment of the Arizona CASA Program?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
22. Do volunteers maintain contact with the county coordinator to alert or to discuss high profile cases or problems as they arise?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
23. Do volunteers provide to the county program office all case-related correspondence as directed by the county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
24. Do volunteers notify their insurance carriers that their CASA volunteer work may involve transporting children?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
25. Do the volunteer mentors have at least one year of experience as a CASA volunteer and been appointed to at least one dependency case?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
26. Do the volunteer mentors have a working knowledge of CPS and juvenile court proceedings including, but not limited to dependency, delinquency, severance, and adoption?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
27. Are volunteer mentors meeting and/or exceeding minimum performance standards?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
28. Do volunteer mentors have effective skills in organization, oral and written communication, leadership, and advocacy?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
29. Have volunteer mentors received additional training required by the state program office?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
30. Do volunteer mentors comply with Arizona Statutes, Rules of Procedure for the Juvenile Court, Administrative Order, Rules, Arizona Code of Judicial Administration, and policies and procedures?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
31. Do volunteer mentors assist the county coordinator by providing ongoing support to volunteers?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
32. Do the volunteer mentors assist volunteers in the development of advocacy skills?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
33. Do the volunteer mentors provide ongoing assistance to volunteers regarding documentation, report writing and case management?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
34. Do volunteer mentors maintain contact with assigned volunteers as directed by the county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
35. Do the volunteer mentors maintain contact with the county coordinator to alert or to discuss high profile cases or problems as they arise?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
36. Do the volunteer mentors educate assigned volunteers on how to establish working relationships with parties to the case?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
37. Do the volunteer mentors provide additional information to assigned volunteers regarding available community resources?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
38. Do volunteer mentors attend staffings, FCRB meetings and court hearings at the direction and supervision of the county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
39. Do the volunteer mentors facilitate volunteer support groups at the direction and supervision of the county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

40. Do the volunteer mentors consult at least monthly with the county coordinator regarding case activity and assigned volunteers?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Recertification Process</b>		
Please explain the recertification process for a volunteer that has left the CASA program for up to one year and is eligible to return.		
Please explain the recertification process for a volunteer that has left the CASA program for more than a year and is eligible for return.		
<b>Training</b>		
1. Do new county program staff observe a Pre-hearing Conference, Preliminary Protective Hearing and a Review Hearing?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Do new county program staff observe a Foster Care Review Board (FCRB) meeting unless one is not scheduled during the training period?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Does the county coordinator attend a case management staffing with CPS?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Does the new county program staff attend a Pre- and Post- OT unless one is not scheduled during the training period?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Are all requests by volunteers for training not provided or organized by county program staff must be pre-approved by the county coordinator before training hours are credited.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Please describe some of the in-service training organized by the county program staff to assist volunteers with completing their 12 hours of in-service training per calendar year.		
How many Committee on Judicial Education and Training (COJET) hours are required for county program staff?		
Are the county program staff in compliance with the COJET requirements?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Personal Liability</b>		
1. Do county coordinators ensure that applicants and volunteers are made aware of liability and risk management laws and regulations including those pertaining to automobile usage?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Do county coordinators ensure that applicants and volunteers are provided with the Arizona Code of Judicial Administration (ACJA) and program policies pertaining to liability and risk management?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<b>Complaint Process</b>		
1. Does the CASA program allow complaints to be made to the manager, presiding judge or designee, or the county coordinator?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Do all judicial officers and state and county program staff notify the county coordinator if it appears that a volunteer has violated Arizona statutes, Rules of Court, including Rules of Procedure of the Juvenile Court, this code, administrative orders, rules, or program policies?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Does the CASA program require all to be in writing with sufficient specificity to warrant further investigations?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Does the CASA program require that any investigation be reported to the manager, presiding judge or designee and the county coordinator?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Upon review of all the evidence, does the investigator make a report and recommendation to the presiding judge or designee for resolution of the complaint?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Does the county coordinator document any complaint in the volunteer file and send a copy to the state program office?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. In the event that the complaint involves criminal activity, does the investigator forward the complaint and all other investigative reports to the presiding juvenile judge or designee, the manager and the county coordinator?		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A



Dismissal from Case or Termination of a Volunteer from Program	
1. Does the county coordinator refer any recommendation regarding discipline to the presiding judge or designee?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Is a volunteer suspended immediately pending a determination of alleged child abuse or neglect?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Is a volunteer suspended immediately pending an investigation of an allegation of conduct that would be grounds for mandatory or discretionary denial of certification?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Is a volunteer dismissed immediately if there has been a judicial or administrative determination of abuse or neglect?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Is a volunteer dismissed immediately if they use illegal drugs or alcohol while performing CASA duties?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Volunteer Code of Conduct	
1. Do volunteers consult with the county coordinator to resolve any ethical issues that arise?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Do volunteers serve and respond to requests without bias of race, religion, sex, age, national origin, or physical impairment.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Are volunteers required to disclose to the county coordinator or court any pre-existing relationship with a child or the child's family that could be perceived as a conflict of interest?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Are volunteers required, at all times, to perform authorized functions in a professional and impartial manner?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Are volunteers advised that they shall not use or attempt to use their official position to secure unwarranted privileges or exemptions?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Are volunteers advised that they shall not request or accept any fee or compensation in the course of CASA volunteer service?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Are volunteers advised that they shall use public resources, property, and funds under the volunteer's control responsibly and for the purpose intended by law and not for private use?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Please explain if/when volunteers are allowed to have the appointed child visit their home or stay overnight with them.	
8. Are volunteers advised that they shall not be related to any parties involved in the case or be employed in a position/or agency that might result in a conflict of interest?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
9. Are volunteers advised that they shall not give legal or medical advice?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
10. Are volunteers advised that they shall not provide therapeutic counseling?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
11. Are volunteers advised that they shall not provide health care services?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
12. Are volunteers advised that they shall not make placement arrangements for the child?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
13. Are volunteers advised that they shall not give money or gifts of value over \$10 to the child or family?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
14. Are volunteers advised that they shall not engage in solitary excursions to isolated places involving only the CASA volunteer and the appointed child?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
15. Are volunteers advised that they are not permitted to perform home studies for out-of-state agencies?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

\*\*Please review all of the information you have provided to ensure that all categories have been addressed. Additionally, please ensure that any required information (noted in bold, italicized type) is attached to this response.

## Court Improvement Program - Administrative Compliance Requirements

Topic	Requirement	Reference
<b>Budgetary Considerations</b>	1. **Funds disbursed to the Grantee shall be deposited into a special revenue account that corresponds to the funding sources as indicated in the funding agreement.	Administrative Order (AO) 98-35; Funding Agreement (FA) 3
	2. Any interest earned on monies shall accrue to the fund for use by the Grantee in accordance with the funding agreement.	AO 98-35; FA 3
	3. **Funds unencumbered as of June 30 and unexpended (including unexpended interest) as of July 31 shall be transmitted to AOC no later than the date specified in the funding agreement.	AO 98-35(10); FA (4c)
	4. **Grantee shall only expend the funds for purposes and uses specified in the Court Improvement Plan and Addendum A.	AO 98-35(9); FA 4(d)
	5. Grantee shall not shift funds from, to, or within budgeted categories described in Addendum A without prior written authorization from the AOC.	FA 4(e)
	6. In the event that the FA is terminated prior to the end of the fiscal year, all unexpended funds in the possession of Grantee must be returned to the AOC within 30 days of such termination and these funds shall be accompanied by a closing financial statement, a final report outlining the program achievements and an inventory including serial numbers of all equipment purchased with grant funds.	FA 4(f)
<b>Reporting, Record Retention</b>	1. **A semi-annual financial/progress report shall be submitted by Grantee to the AOC by the date determined in the funding agreement.	FA 4(b)
	2. **A final financial/closing report shall be submitted by the Grantee to the AOC by the date determined in the funding agreement.	FA 4(b)
	3. The Grantee shall maintain and provide to the AOC reports, data, and statistics as required. The Grantee shall retain all financial records, applicable program records, and data related to the approved plan for a period of at least five years.	AO 98-35(11) FA 5(a)
	4. **The Grantee and its subcontractors shall retain all records and other documents relevant to the funding agreement for a period of five years after the final payment has been made.	FA 5(b)
	5. All subcontracts shall included a provision acknowledging the authority of the AOC to conduct an operational review and program evaluation activities.	FA 5(a)
<b>Equipment and JOLTS</b>	1. Equipment purchased with funds pursuant to the FA shall become the property of the Grantee and the Grantee shall maintain a written inventory and property control policies and procedures covering the equipment.	FA 6
	2. Equipment must be used as required by the plan for three years, if applicable, unless the AOC permits otherwise. Equipment which is no longer needed or usable shall be placed in surplus as required by the FA.	FA 7
	3. **Dependency JOLTS must be installed in the county and must be accessible to all appropriate court personnel.	FA 1(b)(5)
	4. **An individual must be identified to collect and input dependency case data.	FA 1(b)(7)

\*\* Denotes a key requirement.

<b>Equipment and JOLTS (cont)</b>	5. Key individuals involved in the data collection process should participate in quarterly JOLTS Users Group meetings sponsored by the AOC.	FA 1(b)(8)
	6. The Grantee shall provide all equipment, hardware and software to enable court personnel involved with entering dependency data to access JOLTS. The grantee shall establish a security matrix to determine who is to be granted access/use of JOLTS.	FA 1(c)(1)
	7. **Monthly dependency data entry must be completed by the fifth day of the following month.	FA 1(c)(5)
<b>General Implementation Procedures</b>	1. **Grantee must have sufficient judicial hearing officers to hear all dependency case proceedings.	FA 1(b)(1)
	2. **Before a judicial hearing officer assumes a new assignment that involves dependency cases, or within the first twelve months of assuming this assignment, they must complete the specialized dependency training program approved by COJET.	AO 99-8
	3. **Grantee must have an individual responsible for the facilitation of Pre-Hearing Conferences.	FA 1(b)(2)
	4. **Grantee must have an individual responsible to handle mediations.	FA 1(b)(3)
	5. **Collaboration between Grantee and county clerk's office should occur to assure that clerk's office is adequately staffed/equipped to manage its dependency responsibilities.	FA 1(b)(9)
	6. The court will identify members of a Court Improvement Implementation Team and will schedule meetings on a regular basis or by need as determined by the court.	FA 1(b)(4)
	7. The court will compile and make available to personnel a written protocol pertaining to dependency case processing.	
	8. The court will implement procedures whereby appropriate and timely attorney assignment is made for each dependency case.	
<b>Operational Procedures</b>	<ul style="list-style-type: none"> <li>The court shall adhere to all requirements in the various court proceedings throughout the dependency process.</li> <li>The court shall adhere to all requirements in recording information from court proceedings throughout the dependency process</li> </ul>	See Courtroom Observation Tools

\*\* Denotes a key requirement.

## CIP Courtroom Observation – In-Home Intervention Initial Hearing

Case:	JO:	Date:	Observer
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Did court inquire whether the parent/guardian/Indian custodian wished to participate in in-home intervention and agree to a case plan and participation in services? Rule 48.1(C)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court find that the child(ren) had not been removed (pursuant to Article 2, Chapter 10, Title 8 of ARS)? Rule 48.1(C)(2)(a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court find that in-home intervention appears likely to resolve the risk issues described? Rule 48.1(C)(2)(b)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court find that the parent/guardian/Indian custodian agreed to a case plan and participation in services? Rule 48.1(C)(2)(c)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. Did the court find that one of the following conditions existed: Rule 48.1(C)(2)(d)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
A. The child is at risk of harm due to the inability or unwillingness of the parent/guardian/Indian custodian to provide food, clothing, shelter or medical care?			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. The parent/guardian/Indian custodian is unable to provide proper care, control and supervision of the child.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. Did court's order a specific time for completion of in-home intervention? Rule 48.1(C)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation – In-Home Intervention Review Hearing

<b>Case:</b>	<b>JO:</b>	<b>Date:</b>	<b>Observer:</b>
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Did the hearing occur within one year of the date of the Initial In-Home Intervention Hearing? Rule 48.1(C)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. If the time ordered for in-home intervention expired without being extended by the court, did the court dismiss the dependency petition Rule 48.1(C)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation – Pre-hearing Conference

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. PHC immediately precedes the PPH? ARS 8-823(D)		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
2. Facility is appropriate - indicate yes/no for each item. If no, explain. A. size of room; B. privacy; C. proximity to court D. room;safety.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
3. Facilitator is not a party / not representing party to proceedings. Rule 49(C)		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
<b>4. Attempt was made to reach agreement on:</b> <b>A. placement;</b> <b>B. visitation;</b> <b>C. services? ARS 8-823(D)</b>		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
5. Did the facilitator: A. foster orderly communication; B. encourage participation of all parties; C. identify areas of agreement? Rule 49(C)		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	

## CIP Courtroom Observation – Preliminary Protective Hearing

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. PPH is held within 5-7 working days of child being removed? ARS 8-824(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. The hearing was continued:			
A. Necessary to prevent abuse/neglect, preserve party's rights, or for other good cause;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. The delay did not exceed five days. ARS 8-824(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did Court address ICWA / Tribal membership? ARS 8-815(A), Rule 50(B)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court appoint counsel? Rule 50(B)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. Did the court review the PhC agreements / stipulations? ARS 8-824 E(1), Rule 50(B)(5)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. Did the court identify all documents received and will consider? Rules 50(B)(4) & 45(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. If no agreement was reached on placement, did the court conduct a review of temporary custody? If so, use following Review of Temporary Custody Tool as well. Rule 50(B)(6)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Did the court conduct the initial dependency hearing for any party who is present and has been served? If so, use Initial Dep Hearing Observation Tool as well. Rule 50(B)(7)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. Did the court set a continued initial hearing as to any party? Rule 50(B)(7)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. Did the court provide an opportunity for the parent(s)/guardian, and any other person who has relevant knowledge, to provide relevant testimony? ARS 8-824(E)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
11. If parent(s) admit / no contest, did the court ensure the parents understanding of rights and that they knowingly, intelligently and voluntarily waived these rights? ARS 8-824(H)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
12. Did the court give paramount consideration health/safety of the child? ARS 8-824(E)(7)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
13. Did court determine whether temp cust clearly necessary to prevent abuse or neglect? ARS 8-825(B)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
14. Did court inform parent(s)/guardian future hrgs may result in TPR? ARS 8-824(E)(6)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
15. If the petitioner did not meet the burden of proof, did the court return the child to the parent/guardian/Indian custodian pending the dependency hearing? ARS 8-825(B)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
16. If the petitioner met the burden of proof, did the court declare the child a temporary ward of the court pending the dependency hearing? ARS 8-825(B)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
17. Did the court make a determination as to whether the tasks set forth in the case plan were reasonable and necessary to carry out the case plan goal? ARS 8-824(I)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
18. Did the court enter orders regarding placement and visitation pending the determination of the dependency petition? ARS 8-824(I)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
19. Did the court determine if:			
A. reasonable efforts / reasonable to make no efforts to prevent removal; ARS 8-825(C)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. factual basis for this determination; ARS 8-829(B)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. services available that would eliminate the need for cont removal? ARS 8-825(C)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
20. If in ADES custody, did the court order ADES to make reasonable efforts to provide services to the child and parent(s) to facilitate reunification? ARS 8-825(C)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
21. If not in ADES custody / ADES not a party to the case, did the court direct parties to participate in reasonable services that would facilitate reunification? ARS 8-825(C)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
22. If parent(s) denied allegations, did the court:			
A. set date for settlement conference / pretrial conference / mediation;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. admonished the parent(s) re failure to appear and/or participate in future hearings? ARS 8-826			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
23. Were copies of all findings, orders and agreements made available to the parties in the form of a signed minute entry at the conclusion of the hearing? Rule 50(C)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did court advise parent/guardian/Indian custodian of right to request open hearing? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did court order the proceeding open or find good cause for all/part of proceeding closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court admonish attendees start re prohibition from disclosing personally identifiable information re child, siblings, parents, guardians, caregivers, another mentioned in hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did court explain contempt of court and possible consequences of violating order ? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation – Review of Temporary Custody Hearing

<b>Case:</b>	<b>JO:</b>	<b>Date:</b>	<b>Observer:</b>
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Evidence presented in support or to rebut temp custody finding? Rule 51(C)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Was evidence relating only to placement, visitation or services permitted as it related to the issue of continued temporary custody? Rule 51(C)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Was the parent(s)/guardian allowed, at conclusion of petitioner's case, to present evidence in support of child's return? Rule 51(C)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court determine whether there was probable cause to believe that temporary custody was clearly necessary to prevent further abuse or neglect? Rule 51(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. If ICWA, did court determine, by clear and convincing evidence, including testimony from a qualified expert witness, whether continued custody by the parent / Indian custodian was likely to result in serious emotional or physical damage to the child? Rule 51(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. If the petitioner failed to meet the burden of proof, did the court order the return of the child to the parent, guardian or Indian custodian? Rule 51(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court admonish all attendees at the start of the open hearing that they were prohibited by order of court from disclosing outside hearing personally identifiable information about child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA



## CIP Courtroom Observation – Initial Dependency Hearing

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Was the initial dependency hearing held at the time of the preliminary protective hearing if the parent, guardian, or Indian custodian appeared?			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. If the initial was not held at the same time as the preliminary protective hearing, was it held within 21 days of the filing of the petition? ARS 8-842(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. If service by publication required was the initial held no sooner than 10 days following the completion of service? Rule 52(B)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did court query as to ICWA status? ARS 8-815(A), Rule 52(C)(1), Rule 52(D)(3) (PPH-3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. Did the court appoint counsel? Rule 52(C)(2) (PPH-4)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. Did the court determine if service completed or waived as to each party? Rule 52(C)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. Did court advise the parent/guardian/Indian custodian of rights to counsel, to cross examine witnesses, trial and to compel attendance of witnesses, to TPR jury trial? ARS 8-842(A), Rule 52(C)(4) (PPH-11)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Did the court determine whether paternity has been established and take testimony from the mother concerning identity and location of any potential father? Rule 52(C)(5)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. If admission/no contest, did the court determine that the parent/guardian understood rights and knowingly, voluntarily and intelligently waived these rights? ARS 8-843(B) (PPH-11)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. If the parent, guardian or Indian custodian admitted / did not contest, did the court proceed to dependency adjudication hearing and set or conduct a disposition hearing? If so, use Adjudication Hearing Observation Tool. Rule 52(C)(6)(a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
11. If the parent, guardian or Indian custodian denied the allegations, did the court:			
A. set Settlement, Pretrial or Mediation? Rule 52(C)(6), Rule 52(D)(7) (PPH-22a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. if Mediation chosen, order the parties to participate? ARS 8-844(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
12. If parent/guardian failed to appear w/o good cause shown, did the court:			
A. find parent had notice of hearing;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. find parent was properly served;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. find that notice advised on consequences of not appearing? Rule 55			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
13. If denial, did court continue as temporary ward pending ADJ? Rule 52(C)(6) (PPH-16)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
14. Did court enter findings re notification / service upon parties and court's jurisdiction? Rule 52(D)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
15. Did the court order the petitioner to effectuate service by publication because requirements have been met and the party cannot be reasonably be located? Rule 52(D)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
16. Did court set cont IDH re party not served/not appearing? Rule 52(D)(5) (PPH-9)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
17. Did court advise parent/guardian/Indian custodian that failure to attend the PTC, SET, or ADJ without good cause shown may result in waiver of legal rights / finding of dependency? Rule 52(D)(8)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
18. Did court make findings pursuant to ICWA standards/burdens of proof? Rule 52(D)(9)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
19. Did the court continue the initial dependency hearing based on (good cause):			
A. service of process and/or notification pursuant to ICWA not completed;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. additional time requested by Tribe or additional time needed to comply with ICWA;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. additional time required to consult with counsel, best interests not adversely effected? Rule 52(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
20. Did the court determine if:			
A. reasonable efforts made to prevent/eliminate need for removal; (PPH-19a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. services available to eliminate need for cont removal? ARS 8-843(D) (PPH-19c)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
21. If in ADES custody, did court order ADES to make reasonable efforts to provide services to the child and parent(s) to facilitate reunification? ARS 8-843(D)(1) (PPH-20)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
22. If not in ADES custody/ADES not a party to the case, did court direct parties to participate in reasonable services that would facilitate reunification? ARS 8-843(D)(2) (PPH-21)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did court advise the parent of right to request that hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did court order proceeding open/find good cause for all/ part of proceeding to be closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court admonish attendees at start re disclosure prohibition outside of hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did court explain contempt and the possible consequences of violating order court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation – Settlement Conference

<b>Case:</b>	<b>JO:</b>	<b>Date:</b>	<b>Observer:</b>
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Did the court inquire regarding ICWA applicability? ARS 8-815(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did each party provide the court with a confidential settlement conference memorandum at least five days prior to the settlement conference? Rule 53(B)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the parties consent to the assigned trial judge presiding at conference? Rule 53(C)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. If the parties are unable to reach agreement as to all issues, did the parties advise the court of those issues which will be litigated and the time needed to conduct the dependency adjudication hearing? Rule 53(C)(4)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. If an admission/no contest or the parent was not present, did the court proceed with the adjudication hearing? If so, use Dependency Adjudication Hearing Tool. Rule 53(D)(1,2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. Did the court set/affirm the date for the Dep Adj Hearing? Rule 53(D)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. Did the court advise the parent, guardian or Indian custodian in open court: Rule 53 D(4)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
A. that failure to attend the pretrial conference or the dependency adjudication hearing, without good cause shown, may result in a finding that the parent, guardian or Indian custodian has waived legal rights and is deemed to have admitted the allegations in the dependency petition;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. that the hearings may go forward in their absence and may result in a finding of dependency based upon the record and evidence presented;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. that failure to participate in reunification services may result in the termination of parental rights or the establishment of a permanent guardianship of the child.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

**Mediation** - Pursuant ARS §8-844(A), the court is to hold a settlement conference or pretrial conference *or shall order mediation* before a case is to proceed to a contested adjudication hearing. All of the parties in the contested action shall participate in the conference or mediation. Mediation is conducted outside the courtroom with the assistance of an impartial “mediator” and, therefore, the court is only required to order that the parties participate if this is the chosen process.

## CIP Courtroom Observation – Pre Trial Conference

Case:	JO:	Date:	Observer
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Did the court inquire regarding possible ICWA applicability? ARS 8-815(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. If parties wished to discuss settlement, did the court hold a Settlement Conference prior to Pretrial Conference? Rule 54(B)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. If the parties advised the court that matter would proceed to trial, did the court determine:			
A. disclosure has been made;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. the time needed for trial;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. the scheduling of witnesses;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
D. whether the trial will be open to the public. Rule 54(B)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. If a settlement has been reached and the matter will not proceed to trial, did the court:			
A. Adjudicate the child dependent and enter findings and orders pursuant to Rule 55 (if so, utilize Dependency Adjudication tool).			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. Set or conduct Disposition Hearing (if so, utilize Disposition Tool)? Rule 54(C)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. If parent not appearing, did the court find that the parent:			
A. failed to appear without good cause;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. had notice of the hearing;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. was properly served pursuant to Rule 48;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
D. had been previously admonished as to the consequences of their failure to appear at the hearings? Rule 54(C)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. If the parent did not appear, did the court adjudicate the child dependent based upon the record and evidence presented if the petitioner has established grounds upon which to adjudicate the child dependent? Rule 54(C)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. If agreement not reached, did the court set the Adjudication Hearing? Rule 54(C)(2)(a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Did the court advise the parent in open court regarding the consequences of their failure to attend future proceedings? Rule 58(E)(6)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. If ICWA applies, did the court make findings pursuant to Act? Rule 54(C)(2)(c)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. If proceeding to Contested Adjudication and Disposition, did the court enter orders:			
A. limiting the issues to be litigated at the Contested Adjudication Hearing;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. requesting preparation of disposition report (pursuant to Rule 56)? Rule 54(C)(2)(d)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation – Dependency Adjudication Hearing

<b>Case;</b>	<b>JO:</b>	<b>Date:</b>	<b>Observer:</b>
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. If contested, did court hold a settlement conference / mediation before? ARS 8-844(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>2. If contested and allegations found true by preponderance of the evidence, court found:</b> <b>A. That it has jurisdiction over matter and persons before it;</b> <b>B. Factual basis for dependency;</b> <b>C. That the child was dependent? ARS 8-844(C)(1)(a)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court inquire / make findings pursuant to ICWA? ARS 8-815(A), Rule 55(C) <span style="float: right;">(PTC-1)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. If the allegations not found true by a preponderance of the evidence, did the court dismiss the dependency petition? ARS 8-844(B)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>5. If admission / no contest, did the court determine whether:</b> <b>A. The party understands the rights being waived;</b> <span style="float: right;">(PPH-11, IDH-9)</span> <b>B. The admission / no contest plea made knowingly, intelligently and voluntarily;</b> <span style="float: right;">(PPH-11, IDH-9)</span> <b>C. A factual basis exists to support a finding of dependency? Rule 55(D)(1)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. If parent failed to appear without good cause did the court find they had notice, were properly served and was previously admonished? Rule 55(D)(2) <span style="float: right;">(IDH-12, PTC-5)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>7. If allegations found true or were admitted to / not contested, did the court:</b> <b>A. Adjudicate the child dependent;</b> <span style="float: right;">(PTC-4a)</span> <b>B. Enter orders regarding placement and custody? Rule 55(E)(3,5)</b> <span style="float: right;">(PPH-18)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Did the court advise the parent that the hearings may go forward in their absence and that failure to attend further proceedings w/o good cause shown may result in termination of parental rights or establishment of permanent guardianship? Rule 55(E)(6) <span style="float: right;">(IDH-17, SET-6)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation - Disposition Hearing

Case:	JO:	Date	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Was the hearing held within 30 days or in conjunction with adjudication? Rule 56(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did court order services required to achieve case plan? Rule 56(E)(2) <span style="float: right;">(PPH-20, IDH-21)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court enter orders on placement / custody of the child? Rule 56(E)(2) <span style="float: right;">(PPH-18, ADJ-7B)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did court set a review within 6 months of disposition? Rule 56(E)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. If no reunification efforts to be provided, was this based on a finding that: A. Reasonable search had failed to locate parent; B. Parent's mental illness of such magnitude they would not benefit from reunification efforts; C. Child previously removed/adj dependent twice for physical/sexual abuse w/in last 18 mos; D. Parent conspired or convicted of murder/manslaughter of another of their children; E. Child suffered serious physical/emotional injury (ARS 8-831); F. Parent's rights to another child terminated and parent has not addressed relevant issues; G. After finding of dependency, found that child removed on at least two previous occasions, reunification services were provided upon removal and that the parents were unable to discharge parental responsibilities? ARS 8-846(B)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. If no reunification , court ordered plan of adoption, other permanent plan or concurrent plan? ARS 8-845(C), Rule 56(E)(4)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. If reunification efforts to continue, did the court order the agency to make reasonable efforts to provide reunification services? ARS 8-846(A) <span style="float: right;">(PPH-20, IDH-21)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Did the court address the parent, guardian or Indian custodian and advise them that failure to attend further proceedings without good cause shown and failure to participate in reunification services may result in the termination of parental rights or the establishment of a permanent guardianship of the child? Rule 56(E)(5) <span style="float: right;">(SET-6, ADJ-8a)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. Did the Court inquire as to ICWA and / or make findings pursuant to ICWA standards and burdens of proof? ARS 8-815(A), Rule 56(E)(6) <span style="float: right;">(ADJ-3)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation - Review Hearing

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
<b>1. Are periodic reviews occurring at least once every six months? ARS 8-847(A)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Were all documents provided for court's consideration marked and admitted prior to hearing's conclusion? Rule 58 (D)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court address findings of FCRB on the record? ARS 8-515.03(1), Rule 58(D)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. If court found the child(ren) not to be dependent, did the court dismiss the petition and return the child to the parent, guardian or Indian custodian? Rule 58 (E)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>5. Did court make the finding of fact that child continue to be dependent? Rule 58 (E)(2)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. If continued dependent, did the court enter/reaffirm orders:			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
A. that legal custody remain with ADES;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. regarding placement and visitation? Rule 58(E)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. Did court consider health / safety of the child as a paramount concern? ARS 8-847(C)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. Did court set Permanency Hearing not more than 12 months from removal? Rule 58(E)(5)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. Did court make the specific finding that it advised the parent(s), guardian or Indian custodian of the consequences of failure to attend subsequent proceedings and/or participate in reunification services? Rule 58(E)(6)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. Did court inquire and / or make findings pursuant to ICWA? ARS 8-815(A), Rule 58(E)(7)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation - Permanency Hearing

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
<b>1. The hearing was held: ARS 8-862(A)</b> <b>A. within 30 days of Disposition if no reunification ordered;</b> <b>B. within 12 months after removal;</b> <b>C. if &gt;12mos, made finding within 12 mos reasonable efforts made to finalize perm plan.</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>2. Did the court consider evidence from all parties in the form of testimony, documents entered into evidence, and the final plan prepared by agency? Rule 60(C)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court determine whether termination of parental rights, adoption, permanent guardianship or some other permanent legal status was the most appropriate plan and order that this be accomplished within a certain time frame? ARS 8-862(B)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court set a review within six months? Rule 60(D)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. If termination / guardianship is determined best, did the court: A. Order the petition be filed within ten days and appoint counsel for the parent; Rule 60(E)(3) B. Set the Initial Termination / Guardianship Hearing within 30 days? ARS 8-862			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. Did the court address the parent, guardian or Indian custodian in open court and advise them that failure to attend further court proceedings without good cause shown and failure to participate in reunification services, if appropriate, may result in the termination of parental rights or the establishment of a permanent guardianship of the child? Rule 60(D)(4)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. Did the court inquire regarding and / or make findings pursuant to ICWA standards and burdens of proof? ARS 8-815(A), Rule 60(D)(5) <span style="float: right;">(REV-10)</span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>8. Did the court:</b> <b>A. Determine whether reasonable efforts made to finalize plan; ARS 8-829(A)(3)</b> <b>B. Set forth the factual basis for this determination? ARS 8-829(B)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation - Initial Guardianship Hearing

<b>Case:</b>	<b>JO:</b>	<b>Date:</b>	<b>Observer:</b>
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
<b>1. Held within thirty days of permanency hearing? ARS 8-862(E)(2), Rule 62(B)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court appoint counsel (unless otherwise appointed)? ARS 8-872(D), Rule 62(C)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>3. Did court determine whether service completed / waived? Rule 62(C)(4)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did court determine whether investigation of prospective guardian done? Rule 62(C)(5)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. Did the court advise the parent/guardian/Indian custodian of rights to counsel, to cross examine witnesses, trial and to compel attendance of witnesses? Rule 62(C)(6)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>6. Did court determine whether the parent admits / does not contest or denies the allegations in the motion or petition for guardianship? Rule 62(C)(7)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. If admitted/not contested, did court proceed with Guard Adj Hrg? Rule 62(C)(7)(a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. If denied, did court set the trial within 90 days of permanency hearing? Rule 62(C)(7)(b)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. If the parent failed to appear, did the court find that they: Rule 62(C)(7)(c)			
A. Had notice of hearing;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. Were properly served;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. Were previously admonished regarding the consequences of their failure to appear?			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. Did the court enter findings as to notification and service? Rule 62(D)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
11. Set a continued initial guardianship hearing for those not served/appearing? Rule 67(D)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
12. Did court inquire and / or make findings pursuant to ICWA? ARS 8-815(A), Rule 67(D)(5)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA



## CIP Courtroom Observation - Guardianship Adjudication Hearing

<b>Case:</b>	<b>JO:</b>	<b>Date:</b>	<b>Observer:</b>
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
<b>1. Held within ninety days of permanency hearing? ARS 8-862(E)(2), Rule 63(B)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>2. If the hearing is continued, did the court: Rule 63(B)</b>			
<b>A. Hold the hearing within 120 days of the Permanency Hearing;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>B. Continue the hearing to allow full, fair and proper presentation of the evidence without the best interests of the child being adversely affected;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>C. Make written finding of factual basis for continuance if further delayed?</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>3. In accepting the parent(s) admission or plea of no contest, did the court determine whether:</b>			
<b>A. The party understood the rights being waived;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>B. The admission/plea of no contest was done knowingly, intelligently and voluntarily;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>C. A factual basis existed to support guardianship? Rule 63(D)(1)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>4. If the parent failed to appear, did the court find that they:</b>			
<b>A. Had notice of the hearing</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>B. Were properly served;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>C. Were admonished re consequences of no attendance? Rule 63(D)(2)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>5. Did the court give primary consideration to the physical, mental and emotional needs of the child in determining whether to grant the motion for guardianship? Rule 63(D)(3)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>6. Did court make finding as to its jurisdiction over matter / persons before it? Rule 63(F)(1)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>7. If the party filing guardianship motion/petition has met the burden of proof, did the court:</b>			
<b>A. Make specific findings of fact in support of guardianship and appoint guardian;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>B. Enter appropriate orders governing the powers and duties of the guardian;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>C. Enter appropriate visitation orders;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>D. Set an annual review and order preparation of a report for this review;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>E. Dismiss the dependency action? ARS 8-872(I), Rule 63(F)(2)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>8. If the party filing motion/petition failed to meet the burden of proof, did the court:</b>			
<b>A. Deny the motion/petition for guardianship;</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>B. Set review hearing, order parties to submit revised case plan? Rule 63(F)(3)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>9. Did court inquire and/or make findings pursuant to ICWA? ARS 8-815(A), Rule 63(F)(4) (IGU-12)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
<b>1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation - Initial Termination Hearing

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
<b>1. Was the hearing held:</b> <b>A. Within thirty days of permanency hearing;</b> <b>B. No sooner than 10 days following service of petition? ARS 8-862(D), Rule 65(B)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did court appoint parent counsel (unless otherwise appointed)? Rule 65(C)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did court appoint child counsel (if a GAL has not been appointed)? Rule 65(C)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>4. Did court determine whether service completed or waived? Rule 65(C)(4)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. Did the court advise the parent/guardian/Indian custodian of their trial rights, including their right to a jury trial if properly requested? Rule 65(C)(5)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>6. Did court determine parent's plea as to the allegations in the motion/petition for TPR and, if applicable, whether a jury trial has been properly requested? Rule 65(C)(6)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
7. If admit/no contest, did court proceed with Termination Adjudication? Rule 65(C)(6)(a)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. If parent denies allegations in termination motion or petition, did the court: A. Determine whether a jury trial has been properly requested; B. Set the trial within ninety days of the permanency hearing; C. Schedule a pretrial conference or status conference; D. Admonish the parent that failure to appear at future hearings may result in finding that legal rights, including right to trial by jury, have been waived and may lead to adjudication terminating their parental relationship? ARS 8-825(E), Rule 65			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9. If the parent failed to appear, did the court find that the parent: Rule 65(C)(6)(c) A. Had notice of hearing; B. Was properly served; C. Was previously admonished regarding the consequences of their failure to appear, including the waiver of their right to a trial by jury?			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10. Did court enter findings as to notification and service upon the parties and the court's jurisdiction over the subject matter and persons before it? Rule 65(D)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
11. Did court set continued hearing for party not served and not appearing? Rule 65(D)(2)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
12. Did court inquire regarding and, if applicable, make findings pursuant to the requirements of the ICWA? ARS 8-815(A), Rules 65(C) & 65(D)(4)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

## CIP Courtroom Observation - Termination Adjudication Hearing

Case:	JO:	Date:	Observer:
<b>Parties present:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Mother's Atty <input type="checkbox"/> Father <input type="checkbox"/> Father's Atty <input type="checkbox"/> Child <input type="checkbox"/> Child's Atty <input type="checkbox"/> Case Manager <input type="checkbox"/> AAG <input type="checkbox"/> Guardian <input type="checkbox"/> CASA <input type="checkbox"/> Other			
1. Did the court inquire regarding possible ICWA applicability? ARS 8-815(A)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>2. Did the court:</b> <b>A. Hold the hearing within 90 days of the permanency hearing;</b> <b>B. Continue no &gt; 30 additional days (full, fair, proper presenting of evidence);</b> <b>C. If cont &gt;30 days, found "extraordinary circumstances"? ARS 8-862(D), Rule 66</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. In accepting the parent(s) admission or plea of no contest, did the court determine whether:			
A. The party understands the rights being waived;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. No contest plea made knowingly, intelligently and voluntarily;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. A factual basis existed to support termination? Rule 66(D)(1)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. If parent failed to appear, did the court find that the parent:			
A. Had notice of hearing; <span style="float: right;"><i>(ITE-9a)</i></span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. Was properly served; <span style="float: right;"><i>(ITE-9b)</i></span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
C. Was admonished re consequences of their failure to appear including the waiver of their right to a trial by jury? <span style="float: right;"><i>(ITE-9c)</i></span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
5. If objections to the termination social study, did the court:			
A. Admit into evidence social study after redacting portions where objections sustained;			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
B. Allow the petitioner reasonable opportunity to call additional witnesses to testify regarding the redacted portions of the social study? Rule 66(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6. Did court find jurisdiction over matter/persons before it? Rule 66(F)(1) <span style="float: right;"><i>(ITE-10)</i></span>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>7. If the petitioner or moving party has met its burden of proof, did the court:</b> <b>A. If a jury is the finder of fact, enter the verdict of the jury (pursuant to Rule 66(F), the jury will present a proper verdict form based on the ground(s) for termination stated in the petition and whether TPR is in child(ren)'s best interests;</b> <b>B. If the court is the finder of fact, made specific findings of fact in support of termination and granted the motion for termination of parental rights;</b> <b>C. Appoint a guardian for the child or appoint a guardian for the child and vest legal custody in another person or authorized agency;</b> <b>D. Enter orders for financial support of the child;</b> <b>E. Set or reaffirm the dependency review hearing;</b> <b>F. If ICWA, made findings pursuant to standards including whether placement of the Indian child was in accordance with Section 1915 of the Act or whether there was good cause to deviate from this practice? ARS 8-8538, Rule 66(F)(2)</b>			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
8. If the finder of fact determined that the moving party/petitioner did not meet the burden of proof, did the court deny the termination motion or petition and order the parties to submit a revised case plan prior to the dependency review hearing? Rule 66(F)(3)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<b>Open Court Proceeding</b>			
1. Did the court advise the parent, guardian or Indian custodian of their right to request that a hearing or trial be open to the public? Rule 41(D)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2. Did the court order that the proceeding is open or find good cause for all or part of the proceeding to remain closed? Rule 41(E)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3. Did the court admonish all attendees at the start of the open hearing that they were prohibited by order of the court from disclosing outside the hearing personally identifiable information about the child, siblings, parents, guardians or caregivers and any other mentioned in the hearing? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4. Did the court explain contempt of court to all attendees, including observers, and the possible consequences of violating an order of the court? Rule 41(G)			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

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**Court Improvement Program**  
**FUNDING AGREEMENT**

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County

Fiscal Year 2007

This Agreement is entered into by and between the Arizona Supreme Court, Administrative Office of the Courts, ("AOC"), and Superior Court ("Grantee").

**1. TERM AND PROGRAM REQUIREMENTS**

This Agreement becomes effective upon execution by the parties, and shall remain in effect through June 30, 2007.

**a. Dependency Process Requirements**

The purpose of this agreement is to provide funding to the Grantee to implement the Court Improvement requirements listed below.

1. Preliminary Protective Hearings in every case where the child is removed from the home and a dependency petition is filed shall be held within five (5) to seven (7) business days of removal.
2. Pre-Hearing Conference shall be conducted immediately preceding the in-court Preliminary Protective Hearing.
3. Settlement or mediation conferences shall be held prior to an adjudication in a dependency case, if parents do not submit to the dependency.
4. An adjudication hearing shall be held within ninety (90) days from service of a dependency petition.
5. Disposition shall be determined no later than thirty (30) days after adjudication.
6. A Permanency Hearing shall be held within thirty (30) days of disposition, if no reunification services are offered.
7. A Permanency Hearing shall be held one year from removal, if reunification services are offered.
8. The Court shall make specific and factual findings as to the extraordinary circumstances which brought about the continuance of any dependency hearing.
9. A report and review of hearing shall be held at least once every six (6) months following disposition.
10. If the Court determines that termination of parental rights or guardianship is in the best interest of the child, the Court shall order the department or the child's attorney or guardian ad litem to file within ten (10) days of the Permanency hearing a motion alleging grounds for termination or guardianship. The initial severance or initial guardianship hearing shall be held within thirty (30) days of the Permanency hearing. The timeline remains the same whether the severance is heard by the bench or jury.

## **b. Primary Budget Considerations**

In order to accomplish the time lines and procedures outlined in the Dependency Process Requirements, there are certain personnel and operational considerations that are fundamental and must be a priority for your budget expenditures. They are as follows:

1. You must have sufficient judicial hearing officers to hear all dependency case proceedings.
2. You must have a responsible individual in your county to facilitate the Pre-Hearing Conferences.
3. You must have a responsible individual identified in your county to handle mediations.
4. You must have a Court Improvement team which meets regularly to ensure efficiency in the dependency process.
5. Dependency Juvenile On-Line Tracking System (JOLTS) must be installed in your county and it must be accessible to all court personnel involved in dependency cases (from judges to clerks).
6. Hardware must be available to all court staff who work with dependency JOLTS.
7. You must have an individual identified in your county to collect and input dependency case data.
8. Key individuals involved in the data collection process should participate in quarterly JOLTS Users Group meetings sponsored by the AOC.
9. Collaboration with the county clerk's office should occur to assure that the clerk's office is adequately staffed and equipped to manage its responsibilities in the dependency process.

## **c. JOLTS - Juvenile On-Line Tracking System Requirements**

1. The Grantee shall provide all equipment, hardware and software necessary to enable all court personnel involved with entering dependency data to access JOLTS. The Grantee shall establish a security matrix for use of the JOLTS equipment.
2. Prior to the purchase of any Court Improvement computer and printer equipment, the Grantee shall verify with the County JOLTS Coordinator that the equipment is compatible with JOLTS and will support the network and printing applications.
3. Any equipment purchased by the county that will be used to connect to JOLTS must be "top tier" as defined by the Gartner Group for desktops, printers and laptops. Current Gartner "top tier" desktop brands are Dell, Compaq, IBM, and HP; "top tier" laptops are Compaq, IBM and Toshiba. For subnotebooks, which are not defined by the Gartner Group, acceptable brands are Sony and Toshiba.
4. The Grantee agrees to: (a) utilize JOLTS including, but not limited to, the input of data in a timely and accurate manner and the providing of reports as requested by the AOC; and (b) participate in any applicable outcome studies.
5. Dependency data entry for each month must be entered into JOLTS by the fifth (5<sup>th</sup>) day of the following month.
6. SWQA Dependency Exception Reports will be run by the fifth (5<sup>th</sup>) day of the following month. The exceptions shall be corrected by the end of the same month. If exceptions cannot be corrected, the Grantee will contact the dependency operational reviewer for resolution. This requirement shall become effective January, 2004.

## **2. MODIFICATION AND TERMINATION**

This Agreement may be modified or terminated by the AOC if in its judgment such action is necessary due to: (a) lack of funding; (b) statutory or administrative changes in the program;

(c) Grantee's failure to implement or operate this Funding Agreement; (d) Grantee's non-compliance with this Agreement or other program requirements, (e) Grantee's failure to expend funds in accordance with Addendum A or (f) other circumstances necessitating such action. Either party may terminate this Agreement upon a thirty (30) day written notice to the other party by certified mail.

### **3. FUND ACCOUNTING**

Funds distributed to Grantee shall be deposited in a special revenue account established for the execution of this Agreement. Any interest earned on these monies while in the possession of Grantee shall accrue to the fund for use by Grantee in accordance with this Funding Agreement. Funds disbursed to Grantee for reimbursement of approved expenses do not have to be deposited into a special revenue account.

### **4. EXPENDITURES**

**a. Distribution of Funds.** The AOC may retain all or any portion of the funds allocated to Grantee for the performance of this Funding Agreement and may authorize direct expenditures for the benefit of Grantee. The specific amounts to be retained by the AOC for direct expenditures for the benefit of Grantee and to be disbursed to the Grantee are set forth in the Addendum A to this Agreement. The AOC may periodically modify the distribution of funds contained in the Addendum A based on its determination of Grantee's need for and usage of the funds.

**b. Reporting Requirements.** Grantee shall submit a semi-annual financial/progress reports to the AOC on or before January 15, 2007. Fund disbursements will be made quarterly. A final financial/closing report including an inventory of all equipment purchased with Court Improvement funds, will be due, along with revertment of unexpended funds and interest, on or before August 10, 2007. The forms for the reports will be supplied by the AOC.

**c. Unexpended Funds.** Funds unencumbered as of June 30, 2007 and unexpended as of July 31, 2007, plus all unexpended interest accrued on such funds while in the possession of Grantee, shall be transmitted to the AOC for reversion no later than August 10, 2007. The reversion shall be accompanied by a closing financial report signed by the presiding judge.

**d. Inappropriate Expenditures.** Grantee shall expend funds only for the purposes and uses specified in the Funding Agreement and Addendum A. Grantee agrees to reimburse the AOC for any unauthorized or inappropriate expenditures which are not in compliance with the Addendum A and this Agreement. Funds shall not be used to pay county or city administrative costs for services associated with receipt of those funds including, but not limited to, the cost of: accounting, payroll, data processing, purchasing, personnel, and building use. All equipment purchased solely with AOC funds shall be used solely for purposes outlined in the Funding Agreement unless written permission is received from the AOC.

**e. Budget Modifications.** The Court shall not shift funds from, to, or within budgeted categories described in Addendum A without prior written authorization from the AOC. All budget modifications shall be in accordance with the AOC Budget Modification Policy. Budget modification forms may be acquired from the AOC.

**f. Termination of Funding.** In the event that this Agreement is terminated prior to June 30, 2007, all unexpended funds in the possession of Grantee shall be returned to the AOC within 30 days of such termination, along with, but not limited to: (1) a closing financial statement; (2) a final report outlining the program achievements; and (3) an inventory, including serial numbers, of all equipment purchased with grant funds. If termination is due to failure of Grantee to comply with this Funding Agreement, the AOC may require return of equipment and supplies

purchased with grant funds.

## **5. BOOKS AND RECORDS**

**a. Financial Records and Examination.** Grantee shall maintain and shall require its subcontractors to maintain acceptable accounting systems, records, and documents to properly reflect all funds expended in the performance of this Funding Agreement. All books, records and other documents relevant to this Agreement shall be retained by Grantee and its subcontractors for a period of five (5) years after the final payment has been made, or until after the resolution of any audit questions or contract disputes, whichever is longer. AOC, state, or federal auditors, as applicable, and any other persons duly authorized by the AOC shall have full access to, and the right to examine, audit, copy and make use of any and all said materials. All subcontracts shall include a provision acknowledging the authority of the AOC to conduct such audits or examinations.

**b. Program Records and Evaluation.** The AOC monitors and evaluates the implementation of Arizona Revised Statutes, Title 8, Chapter 10, Articles 2, 3 and 4, known as Court Improvement to determine its effectiveness. As a condition of receipt of grant funds, Grantee and any subcontractor agree to maintain and provide to the AOC such data and statistics as may be required for purposes of evaluation. Grantee further agrees that authorized agents of the AOC shall have the right to conduct on-site visits for purposes of compliance monitoring and program evaluation. All subcontracts shall include a provision acknowledging the authority of the AOC to conduct such inspections and evaluations.

## **6. INVENTORY**

Equipment purchased with funds received pursuant to this Agreement shall become the property of Grantee, and Grantee shall maintain written inventory and property control policies and procedures covering the equipment. Grantee may use its existing inventory system, but must at a minimum maintain the information required by AOC policies and procedures.

## **7. USE, LOSS AND DISPOSITION OF EQUIPMENT**

Equipment must be used as required by this Funding Agreement for three (3) years, unless written permission is given by the AOC. After this time, purchased equipment may be transferred upon approval of the presiding judge. Grantee is responsible for any maintenance, loss or damage to the equipment, and the AOC makes no assurances regarding its repair or replacement. Purchased equipment which is no longer needed or usable shall be placed in surplus as required by this Agreement. If no such requirements are included in the Agreement, then local surplus property procedures may be utilized. Leased equipment will follow the guidelines of the lease.

## **8. SANCTIONS**

In addition to any other remedy available pursuant to this Agreement, Grantee may be placed on financial sanction status for deficiencies including but not limited to, delinquent submissions, delinquent reports, inaccurate reporting of statistics, inaccurate reporting of dependency statistics, untimely and consistently inaccurate input of data into the JOLTS dependency database, untimely and consistently inaccurate correction of identified issues on the quality assurance reports, inadequate records, expenditures outside of the approved budget and non-compliance with this Funding Agreement for this or any other grant. During the period of sanction status, the AOC may take any appropriate action including:

- a. Written warning with request for immediate compliance.

- b. Withholding all or any portion of future program fund or equipment disbursements.
- c. Withholding all disbursements from all program funds.
- d. Requiring monthly submission of expenses prior to disbursement.
- e. Requiring monthly submission of expenses for reimbursement of actual costs incurred.
- f. Recovery of funds or equipment already disbursed.

To receive reimbursement while in sanction status, Grantee shall submit a monthly request to the AOC detailing expenses in funding categories as delineated on Addendum A. State funds shall not be used for any adverse financial costs or interest charged or incurred due to Grantee's financial sanction status.

## **9. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS**

Any reports or information developed during the course of implementing the requirements of this agreement will be the joint property/ownership of the Grantee and the AOC. The Grantee and the AOC shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Agreement.

## **10. PERFORMANCE LIABILITY**

Except as otherwise provided by law, in the performance of this Agreement and Grantee's Funding Agreement both parties hereto are acting in their individual governmental capacities and not as agents, employees, partners, joint venturers, or associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party. Each party is solely responsible for the actions of its employees under this Agreement.

**Juvenile Court  
in County**

**Arizona Supreme Court Administrative  
Office of the Courts**

By: \_\_\_\_\_  
Honorable  
Presiding Juvenile Judge

By: \_\_\_\_\_  
Mike Baumstark, Deputy Director  
Administrative Office of the Courts

Date: \_\_\_\_\_

Date: \_\_\_\_\_



IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
PROGRAM AND FINANCIAL	)	Administrative Order
POLICIES OF THE COURT	)	No. 98-35
IMPROVEMENT PROGRAM	)	
	)	
	)	

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In 1998, the Arizona Legislature enacted Chapter 276 (HB 2645), Section 46 ( C ) and (E) awarding funds to the Supreme Court for implementation of the Court Improvement Program.

It is the desire of this Court to establish policies for the administration of the funds that were awarded, as well as policies for administration of the Court Improvement Program. Further, it is the desire of the Court to authorize the Administrative Director of the Court to execute these policies on behalf of the Court.

Now, therefore, in accordance with the administrative authority vested in the Supreme Court by Arizona Constitution, Article VI, § 3 and § 7, and Chapter 276, 1998 Arizona Laws, 43<sup>rd</sup> Legislative Session,

IT IS ORDERED that the attached Policies for the Financial & Program Administration of the Court Improvement Program and its funding are approved, authorizing the Administrative Director of the Courts to execute these policies on behalf of the Court; and

IT IS FURTHER ORDERED that the attached policies are effective immediately upon the filing of this order with the Clerk of the Arizona Supreme Court.

Dated and entered this 22<sup>nd</sup> day of July, 1998.

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THOMAS A. ZLAKET  
Chief Justice

# **SUPREME COURT OF ARIZONA**

## **Policies for the Financial & Program Administration of the**

### **COURT IMPROVEMENT PROGRAM**

#### **I. PURPOSE**

In the 1998 legislative session, Chapter 276, Laws 1998, was passed. In Sections 46 ( C ) and (E) of this bill, monies were awarded to the Arizona Supreme Court for additional juvenile court judicial and administrative staff to implement the provisions of the act. The legislation also incorporated federal requirements contained in the Adoption and Safe Family Act of 1997 and required juvenile courts to implement new timelines, hearings and procedures that consider the health and safety of children involved in dependency case proceedings. Any juvenile court is eligible to apply for these funds for the purposes of improving timelines and dependency case processing procedures. Monies in the fund shall be expended pursuant to these administrative policies and any other pertinent statutes, rules and administrative policies adopted by the Arizona Supreme Court or the Administrative Director.

#### **II. ADMINISTRATION**

1. The financial and program administration of the Court Improvement Program and its funding shall be executed on behalf of the Supreme Court by the Administrative Director of the Courts. As used in these policies, the term “Administrative Director” means the Director of the Administrative Office of the Courts or their designee(s). The Administrative Director is authorized to develop, implement and adopt policies and procedures necessary for financial and program administration, financial and program monitoring and evaluation, program standards, and all other requirements imposed by law or Supreme Court Order or Administrative Rule.
2. The Administrative Director is authorized to prepare fund projections, recommend and authorize amounts to be awarded each fiscal year, prescribe and adopt policies and procedures for reversion of funds and execute contracts necessary to administer the fund in accordance with this rule.
3. The Administrative Director is authorized to expend funds to implement, evaluate, and administer the Court Improvement Program and its funding. Further, the Director shall administer and monitor the funds and shall have the authority to inspect, audit, or have audited the records of any fund recipient related to the use and expenditure of monies provided through the fund. The Director is also authorized to apply for additional funds to be used expressly for the purpose and within the same parameters as other funds allocated for this program.

4. The Dependent Children's Services Division Director or designee(s) will review all proposals and shall recommend to the Administrative Director approval or disapproval of funding awards. Applicants will be notified in writing of the funding decision.
5. The presiding juvenile court judge in any county that desires to receive funds shall submit a proposed plan and budget request each year. This request shall be for the following fiscal year and submitted to the Administrative Office of the Courts, on forms designated by the Director and according to the prescribed instructions.
6. Plans must be submitted and approved prior to distribution of funds. The plan and any modification shall be consistent with this Order, applicable policies and procedures, and the budget request of the court. The Director is authorized to approve plans and modifications.
7. Upon approval of the plan and the availability of funds, the Director shall enter into a written funding agreement with the submitting court for distribution of the allocated funds on a basis determined by the Director. The Director shall have authority and discretion to amend or terminate the funding agreement, if such action is necessary, due to a lack of funds, a lack of financial need by the court, a failure to comply with the applicable statutes, rules, orders, policies, the approved plan, or other circumstances.
8. Funds received by the juvenile court pursuant to these administrative policies shall be deposited into a separate special revenue fund with the county treasurer established pursuant to the procedures provided in Sections III.B and V.B of the Auditor General's Uniform Accounting Manual for Arizona Counties.
9. Funds distributed to juvenile courts shall be used only for the support and operation of approved plans. Upon agreement with any one or more participating court, the Director may withhold funds allocated to such courts and may authorize direct expenditures for the benefit of such courts. The Director may also reallocate funds during a fiscal year, if circumstances justify such action.
10. No later than sixty (60) days following the end of the funding period, the presiding juvenile court judge of each participating superior court shall return to the Supreme Court, all funds distributed to that superior court that are unencumbered as of the end of the agreed-upon funding period and unexpended as of thirty (30) days following the end of the funding period.
11. Each participating juvenile court shall maintain and provide to the Administrative Office of the Courts such reports, data, and statistics as may be required by the Director, and shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least five (5) years from the close of each funding period.
12. The Administrative Director is authorized to conduct seminars and educational sessions and provide assistance to judges, court staff and other public agencies regarding the purposes and operations of Court Improvement Program initiatives.

### **III. AMENDMENTS**

These administrative policies may be waived or modified as deemed necessary by the Administrative Director.

### **IV. EFFECTIVE DATE**

These administrative policies shall be effective upon the entry of this order.

## Court Improvement – Internet Resources

Resource	Website
Arizona Revised Statutes – Title 8	<a href="http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=8&amp;Heading=Children">http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=8&amp;Heading=Children</a>
Adoption and Safe Families Act	<a href="http://supreme.state.az.us/dcsd/improve/dep/ASFAII.pdf">http://supreme.state.az.us/dcsd/improve/dep/ASFAII.pdf</a>
Indian Child Welfare Act	<a href="http://www4.law.cornell.edu/uscode/html/uscode25/usc_sup_01_25_10_21.html">http://www4.law.cornell.edu/uscode/html/uscode25/usc_sup_01_25_10_21.html</a>
Child Protective Services	<a href="http://www.de.state.az.us/dcyf/cps/">http://www.de.state.az.us/dcyf/cps/</a>
ABA Center on Children and the Law	<a href="http://www.abanet.org/child/">http://www.abanet.org/child/</a>
National Center for State Courts	<a href="http://www.ncsconline.org/">http://www.ncsconline.org/</a>
National Council of Juvenile and Family Court Judges	<a href="http://www.ncjfcj.org/">http://www.ncjfcj.org/</a>
Fostering Results	<a href="http://www.fosteringresults.org/">http://www.fosteringresults.org/</a>
National Association of Counsel for Children	<a href="http://www.naccchildlaw.org/">http://www.naccchildlaw.org/</a>
National Indian Child Welfare Organization	<a href="http://www.nicwa.org/">http://www.nicwa.org/</a>
Child Welfare League of America	<a href="http://www.cwla.org/">http://www.cwla.org/</a>

## CASA Requirements

The requirements listed in the document below have been extracted from the following reference materials:

- ACJA - Arizona Code of Judicial Administration
- Arizona Supreme Court, Court Appointed Special Advocate Program, Administrative Code and Policies Manual, FY05 Revised Edition

General Administration	
ACJA 7-101 (D-11)	1. The state and county program staff shall not solicit donations.
ACJA 7-101 (D-12)	2. All state and county program staff and volunteers shall comply with applicable statutes described in A.R.S. § 8-807, § 41-1959, Arizona Rules of Court, including, but not limited to Rule 123, Rules of the Supreme Court, and administrative rules regarding confidentiality.
Policy (P. 19-5)	3. One county coordinator per county shall attend administrative meetings.
Human Resources Management	
Policy (P. 21-1)	4. Policies and procedures shall be established to address personnel issues. In the absence of county standards, the state standards shall apply
Policy (P. 21-2)	5. The Arizona CASA Program complies with applicable laws and regulations governing fair employment practices.
Policy (P. 21-3)	6. Personnel records of county program staff shall be maintained by the county jurisdiction according to local court or county personnel policies.
Policy (P. 21-4)	7. The CASA Program shall make an effort to ensure that its facility is free of barriers that restrict the employment of or use by physically challenged employees.
Policy (P. 21-5)	8. At least annually, using a standardized evaluation form, the performance of the county program staff shall be evaluated by the designated supervisor. The evaluation shall review performance against established criteria with the county program staff being an active participant. Evaluations shall be consistent with local court and county personnel policies. Evaluations shall include, but are not limited to:
	a. An assessment of job performance in relation to the quality and quantity of work defined in the job description and to the performance objectives established in the most recent evaluation.
	b. Clearly stated objectives for future performance.
	c. Recommendations for further training and skill-building, if applicable.
	d. An opportunity for county program staff self-evaluation.
Policy (P. 21-6)	9. The county program staff is given the opportunity to sign the evaluation report, obtain a copy, and include written comments before the report is entered into the personnel record.
Policy (P. 21-7)	10. All employment concerns shall be referred to the county program staff's immediate supervisor or the appointing authority.
Policy (P. 21-8)	11. Personnel issues involving county program staff shall follow applicable disciplinary procedures, with the ultimate decision made by the presiding juvenile court judge, or designee, and notification made to the state program office.
Program Plan and Financial Management	
ACJA 7-101 (F-1)	1. The county program shall:
	a. Provide to the manager an annual budget request and program plan;
	b. Submit quarterly progress reports to the state program office by the 5 <sup>th</sup> day of the new quarter (October, January, April, and July);

	<p>c. Submit quarterly financial statements to the state program office by the 30<sup>th</sup> day of the new quarter (October, January, and April);</p> <p>d. Submit a closing financial statement (year-end) to the state program office by August 15. Revertment shall be received annually at the state program office by August 31; and</p> <p>e. Provide additional financial reports as directed by the manager (for example, “mid-year vacancy savings report”).</p>
ACJA 7-101 (F-2)	2. The county program staff shall enter all DCATS statistical information on cases and volunteers on at least a monthly basis.
ACJA 7-101 (F-3)	3. The county program staff shall reimburse volunteers for per diem and mileage costs for attending the mandatory initial orientation training, to the extent funds are available and according to state travel policies. The county coordinator may authorize reimbursement for volunteer training and extraordinary travel expenditures if funds are available, and according to state travel policies.
Policy (P. 22-1)	4. The county program shall provide to the Manager an annual Budget Request and Program Plan (Plan) pursuant to the schedule established by the state program office.
Policy (P. 22-3)	<p>5. Funding:</p> <p>a. County program staff shall reimburse volunteers for per diem and mileage costs for attending the mandatory initial Orientation Training, to the extent funds are available and according to state travel policies. The county coordinator may authorize reimbursement for volunteer training and extraordinary travel expenditures if funds are available, and according to state travel policies.</p> <p>b. Funding will be provided on a ratio of 1 supervisor for every 10 county coordinators; 1 county coordinator for 40 volunteers; 1 county support staff for no less than 2 FTE county coordinator positions. The ratio shall be pro-rated for all FTEs lower than one. Distances and multiple offices in a county may be considered for exceptions to this ratio. The total county coordinator FTE shall not exceed 1.0 until the 40 volunteers to 1 county coordinator position ratio is met. The number of volunteers who are active but who are not appointed to cases shall not exceed 10% of the total number of volunteers.</p> <p>c. The supervisor position is responsible for direct reporting of 15 staff (10 county coordinators, 5 county support staff, and 400 volunteers) and shall not be held to the county coordinator to volunteer ratio.</p> <p>d. The supervisor position shall manage at least 15 volunteers until the county program has 10 county coordinator and 5 county support staff.</p> <p>e. The county program shall ensure funds disbursed from the manager are held in a separate revenue account.</p>
<b>County Program Operations</b>	
ACJA 7-101 (G-1)	1. The county program shall give priority to appointment of volunteers in dependency matters over delinquency or incorrigibility matters.
ACJA 7-101 (G-2)	2. The program shall screen every dependency case, and any delinquency case if referred, to determine if the case is appropriate for appointment to a volunteer and to make effective matches of volunteers to cases.
ACJA 7-101 (G-3)	3. An outside individual or agency (for example: DES, attorneys, private parties, law enforcement, etc.) shall not review any volunteer or case files unless a subpoena and an order of the presiding judge or designee has been issued.
ACJA 7-101 (G-4)	4. Upon receipt of a subpoena, the county coordinator shall deliver a complete duplicate of the file to the presiding judge or designee for <i>in camera</i> inspection. The county coordinator shall not permit a file to be viewed without an order.
ACJA 7-101 (G-5)	5. If a CASA volunteer testifies at a hearing before a judge or at a jury trial and uses contact logs or any portion of the volunteer's file that have not been the subject of a subpoena, any disclosure to the parties shall be ordered by the court.

ACJA 7-101 (G-6)	6. If county staff or volunteers suspect the safety and well-being of a child is at risk, they shall report that information immediately to CPS as mandated in A.R.S. § 13-3620.
ACJA 7-101 (G-7)	7. The county coordinator shall ensure that upon voluntarily or involuntarily leaving the program, volunteers return identification badges and all case-related materials.
ACJA 7-101 (G-8)	8. The county coordinator shall not accept appointment as a CASA volunteer.
ACJA 7-101 (G-9)	9. The county program shall review, maintain, and take action regarding MVD records as required by the state program office.
ACJA 7-101 (G-10)	10. The county program shall submit completed applicant fingerprint cards to the DPS for a criminal history records check, pursuant to A.R.S. § 41-1750, 28 CFR, Part 20, and any other applicable federal laws.
ACJA 7-101 (G-11)	11. In the event that definitive fingerprints are not obtainable, the county coordinator shall require the applicant to make a written statement, under oath, that the applicant has not been arrested, charged, indicted, convicted of or pled guilty to any felony or misdemeanor, other than as disclosed on the application, through the interview process, or polygraph exam. The county coordinator has the option to recommend that certification of a volunteer be granted or denied, even if this statement is provided.
ACJA 7-101 (G-12)	12. If a volunteer has a record of conviction of a violation of A.R.S. § 28-1381, § 28-1382, or § 28-1383 driving under the influence (DUI), the county program shall prohibit the volunteer from driving any vehicle to transport children, staff, or any other individuals in the course and scope of CASA duties for a period of no less than five (5) years.
ACJA 7-101 (G-13)	13. All county program staff and volunteers shall adhere to the ACJA § 7-101, the CASA code of conduct attached hereto and incorporated herein as Appendix A, and the program policies.
	a. All county program staff and volunteers shall receive a copy of this code section and CASA program policies and procedures. Each county program staff and volunteer shall sign and date an acknowledgment of receipt and agreement to comply with these documents. The signed acknowledgment shall be placed in the staff member or volunteer's file.
	b. All county program staff and volunteers shall avoid any action which could adversely affect the confidence of the public in the integrity of the CASA program. They shall not conduct themselves in a manner that would reflect adversely on the judiciary, the courts, or other agencies involved in the administration of justice.
ACJA 7-101 (G-14)	14. All county program staff shall immediately notify the county coordinator or supervisor and volunteers shall immediately notify the county coordinator if:
	a. They are the subject of an allegation or investigation in any criminal matter;
	b. They have been arrested or charged in any criminal matter;
	c. It is alleged in a civil, probate, domestic relations, or dependency matter or other court case that they have sexually assaulted, exploited, or physically abused any child or vulnerable adult;
	d. They have been found in any professional licensing disciplinary board's final decision to have sexually or physically abused or exploited any minor, developmentally disabled person, or vulnerable adult;
	e. They have engaged in an act listed in I(2)(a)(d);
	f. They are currently awaiting trial for criminal offenses listed in I(1)(e)(f)(g)(h) and I(2)(b)(c)(e) in this state or in another state or jurisdiction; and
	g. They have been convicted of a criminal offense listed in I(e)(f)(g)(h). They have engaged in any behavior listed in I(1)(h)(i)(j)(k)(l)(m)(n) and (o).
ACJA 7-101 (G-15)	15. Either the county coordinator or supervisor shall immediately notify the state program office if:
	a. They are the subject of any action listed in 14 (a-g) above;



	b. County program staff or volunteers have reported to the county coordinator that they are the subject of an action listed in 14 (a-g) above.
ACJA 7-101 (G-16)	16. County program staff using county computers shall adhere to the ACJA § 1-503; Electronic Communications. CASA volunteers shall not transmit confidential information via home computers unless transmission is through the Administrative Office of the Courts (AOC) secure web server.
Policy (P. 23-1)	17. All screening criteria shall be completed before the applicant is certified as a volunteer in the program, appointed a case, or involved in the program in any way except as allowed in the Arizona Code of Judicial administration, Part 7, Chapter 1, Section 7-101. If any criminal history discloses an offense with no disposition, it shall be the obligation of the county program staff to follow up with the applicant. It is the applicant's obligation to obtain documentation regarding the disposition which is acceptable to the program.
Policy (P. 23-2)	18. Within 30 days after completion of certification, the county coordinator shall assign a new volunteer either specific duties within the program or to serve in a judicial appointment to a case.
Policy (P. 23-3)	19. The county coordinator, or the mentor under the supervision of the county coordinator, shall be responsible for conducting Pre- and Post-Orientation Training to all new volunteers as provided in the statewide training curriculum.
Policy (P. 23-4)	20. A volunteer shall be appointed no more than 2 cases at one time in which to advocate. Additional case assignments shall be at the discretion of the county coordinator.
Policy (P. 23-5)	21. County program staff shall maintain and keep current all program performance manuals.
Policy (P. 23-6)	22. County program staff shall provide ongoing recognition of volunteers. As funding allows, county program staff shall provide at least one annual volunteer recognition event.
Policy (P. 23-7)	23. The county program staff shall enter all DCATS statistical information on cases and volunteers on at least a monthly basis.
Policy (P. 23-8)	24. County program staff and volunteers may accept referral cases over non-referral cases.
Policy (P. 23-9)	25. The CASA Program reflects the community and client interests and advocates for culturally competent service delivery.
<b>Public Relations</b>	
Policy (P. 27-1)	1. The state program office shall provide and inform county program staff prior to distribution of marketing materials (i.e., news clipping services, developing marketing materials, coordinating marketing plans statewide, etc.).
Policy (P. 27-2)	2. The county program shall:
	a. Conduct an ongoing public information and educational program;
	b. Disseminate public information for the purpose of broadcasting awareness of the needs and problems of the children that it serves; and
	c. Make known its role, functions, and capabilities to other agencies, community organizations, government bodies, and corporations, as appropriate to its mission.
Policy (P. 27-3)	3. The CASA Program shall work closely with organizations such as local bar associations, other child advocacy programs, community service and civic groups, and businesses to accomplish its mission.
Policy (P. 27-4)	4. County program staff shall inform the state program office of any recruitment or marketing information not previously approved or prepared by the state program office or the National CASA Association they wish to prepare for distribution in their communities.
	a. The county program office staff shall give the state program office a sample of such material before being distributed.
	b. The state program office shall take no longer than 30 business days to review and approve or disapprove such material.

	c. Once approved, either the state or county program office may produce the material for distribution. If disapproved, appropriate changes shall be made and resubmitted for review.
<b>County Staff Qualifications</b>	
Policy (P. 24-1)	1. County Coordinator Supervisor Qualifications - The presiding judge or designee shall employ a county program supervisor who possesses, at a minimum, specific qualifications:
	a. Bachelor's degree from an accredited college or university, preferably with an emphasis in social work, counseling, or a related field. In an exceptional case, four years' equivalent work experience in a related field with demonstrated ability may be considered.
	b. Two years' experience in the juvenile court and/or child welfare systems.
	c. Two years' experience as a county coordinator.
	d. One year's experience desired using computer software programs including word processing and spreadsheets.
	e. Satisfactory completion of a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit per county requirements.
Policy (P. 24-2)	2. County Coordinator Qualifications - The presiding judge or designee shall employ a county coordinator who possesses, at a minimum, specific qualifications including but not limited to:
	a. A bachelor's degree from an accredited college or university, preferably with an emphasis in social work, counseling, or a related field. In an exceptional case, four years' equivalent work experience in a related field with demonstrated ability may be considered
	b. One year's experience in the juvenile court and/or child welfare systems.
	c. One year's experience desired using computer software programs including word processing and spreadsheets.
	d. Satisfactory completion of a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit per county requirements.
Policy (P. 25-3)	3. County Support Staff Qualifications - The presiding judge or designee shall employ a county support staff who possesses at a minimum, specific qualifications:
	a. One year's experience in a clerical support capacity.
	b. One year's experience desired using computer software programs including word processing and spreadsheets.
	c. The ability to type at least 55 words per minute with minimal errors.
	d. Satisfactory completion of a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit per county requirements.
<b>File Management</b>	
Policy (P. 36-1)	1. The county program office shall maintain copies of all volunteer reports, correspondence, and notes from telephone or in-person consultations concerning the case.
Policy (P. 36)	2. The county coordinator, or volunteer mentor under the county coordinator's supervision, shall initially screen and periodically review any referred dependency, guardianship, termination, delinquency, or incorrigibility cases to determine if they are appropriate for volunteer appointments.
	3. Information about cases shall be shared only with parties designated by the court.

	4. County program staff shall develop and maintain duplicate case files; one shall be given to the appointed volunteer and another shall be located in the county program office so staff has access to files whenever needed.
	5. Case Files - The following documents shall be maintained and kept current in case files or in the county program office:
	a. Court Order of Appointment, the Rescinding Order of Appointment, and/or the minute entry dismissing all parties involved in the case.
	b. A copy of the Legal Party Memorandum advising parties of volunteer appointment.
	c. Pertinent court documents, such as the CPS Initial Report and any prior reports, psychological reports, FCRB reports, court orders/minute entries, correspondence, etc.
	d. The volunteer's Contact Logs/Journals.
	e. Volunteer reports to the court.
	f. Documentation of the returned program files and/or noted items not returned.
	g. After a case has been dismissed, the volunteer's appointment is rescinded, or the volunteer is dismissed from a case, all CASA-related documentation from the case file shall be retained for a period of five years from the date of dismissal and shall be maintained in a confidential and secure area. All other information in the case file shall be shredded by the county program office staff.
	h. Required case file information on cases established before May 1994 shall be waived from program compliance.
Policy (P. 37-3)	6. Volunteer files - The following documents shall be maintained and kept current in the county program office:
	a. A completed, signed, and dated volunteer application.
	b. Identifying information and emergency contacts.
	c. A signed and dated acknowledgment of volunteer compliance with all appropriate Arizona statutes, Rules of Procedure for the Juvenile Court, Administrative Order, Rules, ACJA, and policies and procedures.
	d. A signed and dated Pre-screening Criteria form.
	e. Documentation of a personal interview with the county coordinator.
	f. Three personal non-relative character references.
	g. Results of the state and national background checks.
	h. Written statement under oath if definitive fingerprints are unobtainable.
	i. Volunteer performance assessment.
	j. In-service training documentation.
	k. Polygraph examination.
	l. When a volunteer leaves the program, the file shall be retained for a period of five years from the volunteer's exit date and shall be maintained in a confidential and secure area.
	m. Required volunteer information on files established before May 1994 shall be waived from program compliance.
<b>Initial Certification and Application Process</b>	
ACJA 7-101 (H-1)	1. Qualifications of the Volunteer. A volunteer shall meet the following qualifications:
	a. U.S. citizen or legal resident;

	<p>b. Not employed by DES, the juvenile court, or child welfare agencies, unless specifically authorized by the juvenile court judge; and</p> <p>c. At least twenty-one years of age.</p>
ACJA 7-101 (H-2)	<p>2. Volunteer Application Process. A volunteer shall complete the following application process within ninety (90) days of the application date unless a good cause extension is obtained from the county coordinator:</p> <p>a. Complete an application.</p> <p>b. Provide the program with a readable fingerprint card or a notarized criminal disclosure statement as provided in subsection (G)(11) if definitive fingerprints are not obtainable. If the criminal history results do not show a disposition, it is the applicant's obligation to obtain documentation regarding the disposition which is acceptable to the program;</p> <p>c. Complete a personal interview with the county coordinator;</p> <p>d. Provide three non-relative personal references;</p> <p>e. Complete a polygraph examination;</p> <p>f. Sign and date a statement indicating the volunteer has read, understands, and shall comply with all statutes, Arizona Rules of Court, this code, administrative orders, and policies and procedures of the CASA program;</p> <p>g. Sign and date a pre-screening criteria form;</p> <p>h. Attend 30 hours of initial Orientation Training (OT); and</p> <p>i. Authorize the CASA program to secure a criminal history record check, MVD record check, and DES central registry information check as permitted by state and federal laws.</p>
ACJA 7-101 (H-3)	<p>3. The CASA program shall reject the applicant if the applicant refuses to authorize a release of information to complete background checks.</p>
ACJA 7-101 (H-4)	<p>4. Notification of Certification. The county coordinator shall promptly notify the applicant accepted for certification in accordance with this code section.</p>
ACJA 7-101 (H-5)	<p>5. Volunteers who have been certified to enter the program and who transport children shall at all times maintain current automobile coverage. Volunteers shall provide proof of automobile insurance and any additional requirements set by the AOC to the county program office on an annual basis.</p>
ACJA 7-101 (H-6)	<p>6. Access to records of applicants and volunteers. Unless otherwise provided by law, the following shall apply to applicant and volunteer records:</p> <p>a. Program records regarding applicants and volunteers shall not be open to applicants, volunteers, or the public. This includes, but is not limited to, the application, polygraph examination, interview notes, criminal history record information, DES central registry information check, personal references, and MVD record check.</p> <p>b. Upon request, the county program shall provide an applicant or volunteer with a copy of the applicant's or volunteer's individual application. Notes or work product of county staff shall be redacted.</p> <p>c. The county coordinator shall notify applicants or volunteers of the general facts regarding a finding without providing specific information on the following:</p> <p>i. Criminal record;</p> <p>ii. Negative MVD record; or</p> <p>iii. Record in the DES central registry.</p>
<b>Denial of Certification</b>	
ACJA 7-101(I-1)	<p>1. The county coordinator shall deny certification if any of the following conditions exist:</p>

	a. The applicant has not completed any aspect of the application process;
	b. The applicant has not been fingerprinted, the county coordinator has not received the criminal background check, MVD records check, or the DES central registry information check;
	c. The applicant has not completed the training requirements;
	d. The applicant materially misrepresented facts or committed fraud in the application process;
	e. The applicant has been convicted of any of the following criminal offenses as an adult:
	i. Sexual abuse of a minor
	ii. Incest
	iii. First or second degree murder
	iv. Kidnapping
	v. Arson
	vi. Sexual assault
	vii. Sexual exploitation of a minor
	viii. Felony offenses involving contributing to the delinquency of a minor
	ix. Commercial sexual exploitation of a minor
	x. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell or distribute marijuana, dangerous drugs or narcotic drugs
	xi. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs
	xii. Burglary
	xiii. Aggravated or armed robbery
	xiv. Robbery
	xv. A dangerous crime against children as defined in §13-604.01
	xvi. Child Abuse
	xvii. Sexual conduct with a minor
	xviii. Molestation of a child
	xix. Manslaughter
	xx. Assault or aggravated assault
	xxi. Exploitation of minors involving drug offenses
	xxii. Offenses involving domestic violence
	xxiii. Sexual abuse of a vulnerable adult
	f. The applicant has charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children served by the CASA program and the program's credibility.
	g. The applicant has been found to have been convicted of a felony or misdemeanor involving a sex offense, child abuse, neglect, related acts or any other crimes against children.
	h. The applicant has been found in any civil probate, domestic relations, dependency or other court matter to have:
	i. Sexually abused or assaulted;

	ii. Physically abused or assaulted; or
	iii. Financially exploited any child or vulnerable adult.
	i. The applicant has been found in any professional licensing disciplinary board's final decision to have:
	i. Sexually abused or assaulted;
	ii. Physically abused or assaulted; or
	iii. Financially exploited any child or vulnerable adult.
	j. The applicant is currently a waiting trial for criminal offenses in this state or in another state or jurisdiction as listed in subsections I(1)(e)(f)(g)(h) and I(2)(b)(c)(e).
	k. The applicant is currently using or has used within the past two (2) years any non-prescribed controlled substances and/or illegal drugs, including marijuana.
	l. The applicant is the parent or guardian of a child currently in the dependency process or adjudicated to be dependent.
	m. The applicant or volunteer has a record in DES central registry of substantiated acts of abuse or neglect.
ACJA 7-101 (I-2)	2. The county coordinator may deny or recommend denial of certification if one or more of the following is found:
	a. The applicant has a record of any act constituting dishonesty or fraud;
	b. The applicant has a record of conviction by final judgment of any felony;
	c. The applicant has a record of conviction by final judgment of a misdemeanor involving moral turpitude;
	d. The applicant has been found civilly liable in an action involving fraud, misrepresentation, material omission, misappropriation, or conversion;
	e. Applicant has been convicted of a violation of A.R.S. § 28-1381, § 28-1382, § 28-1383; and
	f. In determining whether to allow an applicant with the conduct or convictions listed in subsections (I)(2)(a-e) above to be certified, the county coordinator shall consider the following:
	i. The extent of the person's criminal or conduct record;
	ii. The length of time that has elapsed since the offence or conduct was committed;
	iii. The nature of the offense or conduct;
	iv. Any applicable mitigating circumstances;
	v. The degree to which the person participated in the offense or conduct;
	vi. The extent of the person's rehabilitation, including:
	a) Completion of probation, parole or community supervision;
	b) Whether the person paid restitution or other compensation for the offense or conduct;
	c) Evidence of positive action to change the conduct or criminal behavior, such as completion of a drug treatment program or counseling; and
	d) Personal references attesting to the person's rehabilitation.
ACJA 7-101 (I-3)	3. Notification of Denial.
	a. The county coordinator shall promptly notify the applicant denied certification in accordance with this code section. If the applicant is denied, only general reasons shall be given for the denial. If denial is due to a positive criminal history, that general fact may be disclosed.

	b. The applicant shall be advised that if the volunteer application is denied, the applicant may have the decision reviewed by the presiding juvenile court judge upon request.
<b>Volunteer Status</b>	
ACJA 7-101 (J-1)	1. A volunteer serves at the pleasure of the court. The court may terminate the services of a volunteer without cause. The county coordinator shall take action toward any volunteer not adhering to the minimum performance standards of the CASA program, which may include limitations on types of cases, suspension, or termination.
ACJA 7-101 (J-2)	2. A volunteer shall have access to documents and information pursuant to A.R.S. § 8-522(F): <i>A special advocate shall have access to all documents and information regarding the child and the child's family without obtaining prior approval of the child, the child's family or the court. All records and information the special advocate acquires, reviews or products may only be disclosed as provided for in §41-1959.</i>
ACJA 7-101 (J-3)	3. A.R.S. § 8-522(G) provides for notice to the CASA volunteer as follows: <i>The special advocate shall receive notice of all hearings, staffings, investigations and other matters concerning the child. The special advocate shall have a right to participate in the formulation of any agreement, stipulation or case plan entered into regarding the child.</i>
ACJA 7-101 (J-4)	4. A volunteer shall be on active status if the volunteer engages in any of the following activities:
	a. Appointed to a dependency or juvenile probation case;
	b. Involved in the administrative aspect of the county program office;
	c. Serving as a mentor to other volunteers; or
	d. Otherwise regularly involved with the county program.
ACJA 7-101 (J-5)	5. Volunteers who are active but not assigned cases, shall provide a minimum of three hours per month in organized program activities and shall document those activities monthly.
ACJA 7-101 (J-6)	6. A volunteer may be placed on inactive status if all of the following conditions are met:
	a. Approved by the county coordinator, for no longer than six months;
	b. Not currently appointed to a dependency or juvenile probation case;
	c. Not involved in the administrative aspect of the county program office;
	d. Not a mentor to other volunteers; and
	e. Not otherwise regularly involved with the county program.
ACJA 7-101 (J-7)	7. While on inactive status, the volunteer shall:
	a. Provide performance-based assessment reviews.
	b. Comply with the required in-service training each calendar year.
<b>Volunteer Recruitment and Retention</b>	
Policy (P. 26-1)	1. The county program shall have written plans for recruiting and selecting volunteers. A standardized packet of information shall be given to each applicant which contains, but is not limited to:
	a. The purpose and role of the CASA volunteer;
	b. Details about the qualifications for becoming a volunteer; and
	c. Minimum time commitment requirement.
Policy (P. 26-2)	2. The county program's recruitment plan shall include targeted strategies to attract volunteers from diverse cultural, ethnic, and socio-economic backgrounds. The program shall also seek age diversity.

Policy (P. 26-3)	3. The county program's strategies for recruitment of volunteers shall include but not be limited to community outreach.
<b>Volunteer Minimum Performance Standards</b>	
ACJA 7-101 (K-1)	1. The volunteer shall perform functions set out in A.R.S. § 8-522(E) and in state and local policies. A.R.S. § 8-522(E) provides that a special advocate: <ul style="list-style-type: none"> <li>a. Meet with the child.</li> <li>b. Advocate for the child's safety as the first priority</li> <li>c. Gather and provide independent, factual information to aid the court in making its decision regarding what is in the child's best interest and in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with the child's family.</li> <li>d. Provide advocacy to ensure that appropriate case planning and services are provided for the child.</li> <li>e. Perform other duties prescribed by the supreme court by rule.</li> </ul>
ACJA 7-101 (K-2)	2. A volunteer shall accept appointments in dependency, guardianship, termination, delinquency, and incorrigibility actions pursuant to Rule 3, Rules of Procedure for the Juvenile Court and A.R.S. § 8-522(A).
ACJA 7-101 (K-3)	3. A volunteer shall accept appointments as guardians ad litem pursuant to A.R.S. § 8-221(I) and Rule 40, Rules of Procedure for the Juvenile Court and A.R.S. § 8-522(A).
ACJA 7-101 (K-4)	4. A volunteer shall comply with Arizona statutes, Arizona Rules of Court, Rules of Procedure for the Juvenile Court, administrative orders, rules, this code, and program policies and procedures.
ACJA 7-101 (K-5)	5. A.R.S. § 8-522(H) provides: "A special advocate is immune from civil or criminal liability for the advocate's acts or omissions in connection with the authorized responsibilities the special advocate performs in good faith."
ACJA 7-101 (K-6)	6. A volunteer shall comply with state program policies regarding training requirements.
ACJA 7-101 (K-7)	7. A volunteer shall comply with state program policies regarding performance-based assessment reviews.
Policy (Pp.28-30)	8. Volunteers shall maintain the following minimum performance standards: <ul style="list-style-type: none"> <li>a. Perform only authorized responsibilities pursuant to A.R.S. § 8-522(E). Those responsibilities include: <ul style="list-style-type: none"> <li>i. Meet with the child;</li> <li>ii. Advocate for the child's safety as the first priority.</li> <li>iii. Gather and provide independent, factual information to aid the court in making its decision regarding what is in the child's best interest and in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with the child's family;</li> <li>iv. Provide advocacy to ensure that appropriate case planning and services are provided for the child;</li> </ul> </li> <li>b. Maintain confidentiality in handling program issues, case, and volunteer information.</li> <li>c. Review case records and interview the child and other appropriate parties involved in the case.</li> <li>d. Develop and maintain a relationship with the appointed child including contact with the child on at least a monthly basis.</li> <li>e. Maintain an accurate and complete Contact Log/Journal on the case and provide the documentation on at least a monthly basis to the county program office. Maintain records about the case, including appointments, interviews, and information gathered about the child and the child's life circumstances</li> <li>f. Communicate with caregivers about the child's behavior and relationships.</li> </ul>



	g. Participate as a member of the case management team.
	h. Participate in the formulation of any agreement, stipulation, or case plan entered into regarding the child and provide input to subsequent revisions.
	i. Advocate for the best interest of the child, identify service needs, and make recommendations to the court regarding timely placement of the child.
	j. Monitor the child's placement to observe the child's behavior in the home and to assess problems or the child's needs.
	k. Assist the responsible parties to ensure that the child's educational needs are being met.
	l. Report to the appropriate authority's significant changes in family situations or violations of court orders.
	m. Consult at least monthly with the county coordinator in case/program discussion, and document the discussion in the Contact Log/Journal.
	n. Discuss all recommendations concerning the case with the county coordinator prior to submitting recommendations to the court.
	o. Submit a written, objective, and concise court report with recommendations to the court on what placement and services are best for the child. The volunteer shall also gather and provide information to aid the court in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with the child's family. The volunteer shall deliver the court report to the county program office two weeks prior to the court hearing.
	p. Submit court reports at review and permanency hearings unless required otherwise.
	q. Submit addenda at all other hearings not listed in item #P as determined by the volunteer in consultation with the county coordinator.
	r. Attend all court hearings pertaining to the appointed case and provide oral testimony to the court when requested. Attend a jury trial if one is requested, and provide oral testimony to the court and jury if called as a witness. If unable to attend a court hearing, the volunteer shall inform the county coordinator who will attend for the volunteer. If the volunteer and coordinator are not available, a volunteer mentor may attend.
	s. Assist the court in exploring alternative placements for the child.
	t. Make recommendations at Foster Care Review Board (FCRB) meetings.
	u. Remain appointed to the dependency case through all phases of the court process up to the time of permanent guardianship or adoption, unless otherwise directed by the court.
	v. Provide and document an annual performance-based assessment of the Arizona CASA Program.
	w. Maintain contact with the county coordinator to alert or to discuss high profile cases or problems as they arise. Report developments as directed by the county coordinator.
	x. Provide to the county program office all case-related correspondence as directed by the county coordinator.
	y. Comply with Arizona statutes, Rules of Procedure for the Juvenile Court, Administrative Order, Rules, ACJA, and policies and procedures. A special advocate is immune from civil or criminal liability for the advocate's acts or omissions in connection with the authorized responsibilities the special advocate performs in good faith.
	z. Comply with the state program training requirements.

	aa. Volunteers shall notify insurance carriers that their CASA volunteer work may involve transporting children.
Policy (P. 30-2)	9. Volunteers shall consult with their insurance providers to determine the minimum liability coverage under Arizona law and the recommended coverage for volunteers and their family in light of the fact that they may be transporting children.
Policy (P. 30-3)	10. Volunteers who transport children shall at all times maintain current automobile insurance coverage.
Policy (P. 30-4)	11. Volunteers shall provide proof of insurance to the county program office on an annual basis.
Policy (P. 30-5)	12. A volunteer may receive authority for additional responsibilities set forth below.
	a. With prior approval by the county coordinator, the volunteer may observe visits between the appointed child and the parent, and/or assist in arranging visits with siblings and other relatives.
	b. Allowing the appointed child to visit the volunteer's home or stay overnight with the volunteer unless specifically ordered by the court with prior approval by the CPS supervisor, CPS case manager, and county coordinator.
	c. A volunteer may be appointed as a Courtesy CASA.
	d. A volunteer may be given additional or other assigned duties such as a mentor volunteer, recruiting assistant, and office worker.
Policy (P. 31-6)	13. A volunteer <i>shall not</i> allow the appointed child to visit the volunteer's home or stay overnight with the volunteer unless specifically ordered by the court with prior approval of the CPS supervisor, CPS case manager, and county coordinator.
Policy (P. 31-7)	14. Volunteer Mentor Qualifications - The county coordinator may assign a volunteer to the role of a volunteer mentor who possesses, at a minimum, specific qualifications.
	a. At least one year's experience as a CASA volunteer and been appointed to at least one dependency case.
	b. A working knowledge of CPS and juvenile court proceedings including, but not limited to dependency, delinquency, severance, and adoption.
	c. Meeting and/or exceeding minimum performance standards.
	d. Effective skills in organization, oral and written communication, leadership, and advocacy.
	e. Received additional mentor training required by the state program office.
Policy (Pp. 31-32)	15. Volunteer Mentor Minimum Performance Standards - The volunteer mentor shall maintain the following minimum performance standards:
	a. Comply with Arizona Statutes, Rules of Procedure for the Juvenile Court, Administrative Order, Rules, Arizona Code of Judicial Administration, and policies and procedures.
	b. Assist the county coordinator by providing ongoing support to volunteers.
	c. Assist volunteers in the development of advocacy skills; e.g., negotiation, interviewing parties to the case, conflict resolution, effective communication, and providing court testimony to a judge or jury.
	d. Provide ongoing assistance to volunteers regarding documentation (Contact Log/Journal), report writing, and case management.
	e. Maintain contact with assigned volunteers as directed by the county coordinator.
	f. Maintain contact with the county coordinator to alert or to discuss high profile cases or problems as they arise. Report developments as directed by the county coordinator.
	g. Educate assigned volunteers on how to establish working relationships with parties to the case.
	h. Provide additional information to assigned volunteers regarding available community resources.

	i. Attend staffings, FCRB meetings, and court hearings at the direction and supervision of the county coordinator.
	j. Facilitate volunteer support groups at the direction and supervision of the county coordinator.
	k. Consult at least monthly with the county coordinator regarding case activity and assigned volunteers.
	l. Under the supervision of the county coordinator, may screen dependency cases for appropriateness of assignment, and organize and/or facilitate Pre- and Post-Orientation Training.
<b>Recertification Process</b>	
ACJA 7-101 (L)	1. If a volunteer leaves the CASA program for up to one year and is eligible for return, the volunteer shall, at a minimum, attend the initial orientation training. If a volunteer leaves the program for more than one year and is eligible for return, the volunteer shall repeat the application process.
<b>Ongoing Requirements for Continuing Certification</b>	
ACJA 7-101 (M-1)	1. By December 31st every other calendar year starting with 2005 volunteers shall:
	a. Sign a statement under oath that the volunteer has not been arrested, charged, indicted, convicted of, or pled guilty to, any felony or misdemeanor since the volunteer's last certification;
	b. Sign a statement that the volunteer has not engaged in any conduct that would be grounds to deny certification.
	c. Authorize the CASA program to secure a criminal history records check, MVD records check, and DES central registry information check as permitted by state and federal laws; and
	d. Provide proof of automobile insurance and any additional requirements set by the AOC if the volunteer is driving any vehicle to transport children, staff, or any other individuals in the course and scope of CASA duties.
ACJA 7-101 (M-2)	2. The county coordinator may recommend the volunteer's certification continue based on the volunteer statement provided in compliance with M(1)(a-d).
<b>Training</b>	
Policy (P. 34-1) Policy (Pp.34-35)	1. New county program staff shall:
	a. Attend New Staff Orientation Training provided by the state program office.
	b. Attend the initial volunteer Orientation Training.
	c. Observe a Pre-hearing Conference, Preliminary Protective Hearing, and a Review Hearing.
	d. Observe a Foster Care Review Board (FCRB) meeting unless one is not scheduled during the training period.
	e. Attend a case management staffing with CPS (county coordinator position only).
	f. Attend a Pre- and Post-OT unless one is not scheduled during the training period.
	g. Receive the training required by the state program office for handling ethical issues and confidential material.
	h. Complete Committee on Judicial Education and Training (COJET) requirements annually. Credit for training hours shall be consistent with COJET guidelines.
	i. Complete the Arizona Criminal Justice Information Systems (ACJIS) training video.
	2. Before appointment to a dependency case, a volunteer shall complete 30 hours of training. Training shall include, but not be limited to:
	a. Reading designated <i>Resource Guide</i> materials to include program policies and procedures.
	b. Attending the initial Orientation Training.

	c. Attending Pre- and Post-Orientation Training.
	d. Observing a dependency hearing unless one is not scheduled during the training period prior to case assignment.
	e. Observing a Foster Care Review Board (FCRB) meeting unless one is not scheduled during the training period prior to case assignment.
	f. Discussing the case with the county coordinator before appointment.
	g. Reviewing case files to become familiar with file contents.
	h. Attending support group meetings unless one is not scheduled during the training period prior to case appointment.
	i. Attending additional applicable training as designated by the county coordinator.
Policy (P.35-3)	3. Volunteers shall participate in and document 12 hours of in-service training per calendar year. The first year, Orientation Training shall fulfill the requirement for that calendar year.
Policy (P. 35-4)	4. All requests by volunteers for training not provided or organized by county program staff must be pre-approved by the county coordinator before training hours are credited.
Policy (P. 35-5)	5. County program staff shall organize or provide sufficient in-service training to allow volunteers to complete the required 12 hours of in-service training per calendar year.
<b>Personal Liability</b>	
Policy (P. 33-1)	1. Arizona Revised Statutes (A.R.S.) §§ 8-522(H), 8-523 (C), address liability for the Arizona CASA Program.
Policy (P. 33-2)	2. County coordinators shall ensure that applicants and volunteers:
	a. Are made aware of liability and risk management laws and regulations including those pertaining to automobile usage;
	b. Are provided the Arizona Code Of Judicial Administration (ACJA) and program policies pertaining to liability and risk management; and
	c. Provide proof of insurance to the county program office on an annual basis.
<b>Complaint Process</b>	
ACJA 7-101 (N-1)	1. The structure of the CASA program allows complaints to come in at three different levels. Complaints may be made to the manager, presiding judge or designee, or the county coordinator.
ACJA 7-101 (N-2)	2. All judicial officers and state and county program staff shall, and any person may, notify the county coordinator if it appears that a volunteer has violated Arizona statutes, Rules of Court, including Rules of Procedure of the Juvenile Court, this code, administrative orders, rules, or program policies.
ACJA 7-101 (N-3)	3. All complaints shall be in writing with sufficient specificity to warrant further investigation. The name and telephone number of the complainant shall also be provided.
ACJA 7-101 (N-4)	4. Investigations may be conducted at any of the three levels designated in N(1) and may be for the following purposes:
	a. To determine whether a volunteer has violated this code section or other applicable statutes, rules, and policies;
	b. To determine whether a complaint is valid; or
	c. To secure information useful in the administration of the program or this code section.
ACJA 7-101 (N-5)	5. While an investigation is pending, the county coordinator may seek a temporary order from the assigned judge, the presiding juvenile court judge, or designee, suspending the volunteer from duties as a CASA volunteer.

ACJA 7-101 (N-6)	6. Any investigation under this provision shall be reported to all three levels designated in N(1).
ACJA 7-101 (N-7)	7. Upon review of all evidence, the investigator shall make a report and recommendation to the presiding judge or designee for resolution of the complaint. The investigator, upon receiving judicial resolution of the complaint, shall inform the parties designated in N(1).
ACJA 7-101 (N-8)	8. The county coordinator shall document any complaints in the volunteer's file and send a copy to the state program office. Information and documentation shall be confidential and available only for use in considering volunteer's continuing certification for review by the manager.
ACJA 7-101 (N-9)	9. If the complaint involves alleged criminal activity as listed in, but not limited to, this code section, or immediate or potential danger to a child, the investigator shall promptly forward the written complaint and all other investigative progress reports to the parties designated in N(1).
<b>Dismissal from Case or Termination of a Volunteer from Program</b>	
ACJA 7-101 (O-1)	1. Upon completion of the complaint process, the county coordinator shall refer any recommendation regarding discipline to the presiding judge or designee. The presiding judge or designee shall take action up to and including dismissal from the program.
ACJA 7-101 (O-2)	2. Grounds for dismissal or termination of a volunteer from the program include but are not limited to:
	a. Taking action that endangers the child or is outside the role of the statutory authority of the CASA program;
	b. Failing to adhere to Arizona statutes, Rules of Court including the Procedures of the Juvenile Court, ACJA, administrative orders, rules, and program policies;
	c. Failing to demonstrate an ability to effectively carry out assigned duties;
	d. Falsifying the application or misrepresenting facts during the screening process;
	e. A finding against the volunteer of child abuse or neglect by a court or any authorized governmental agency;
	f. Existing conflict of interest which cannot be resolved;
	g. Allowing the appointed child to visit the volunteer's home or stay overnight with the volunteer unless specifically ordered by the court; and
ACJA 7-101 (O-3)	h. Any action that would have required initial denial of certification as a CASA volunteer.
	3. A volunteer shall be suspended immediately following an allegation of existing child abuse and neglect against the volunteer.
	a. A volunteer shall be suspended immediately pending a determination of alleged child abuse or neglect.
	b. A volunteer shall be suspended immediately pending an investigation of an allegation of conduct that would be grounds for mandatory or discretionary denial of certification.
ACJA 7-101 (O-4)	4. A volunteer shall be dismissed immediately if there has been a judicial or administrative determination of abuse or neglect.
ACJA 7-101 (O-5)	5. A volunteer shall be dismissed immediately if the volunteer uses illegal drugs or alcohol while performing CASA duties.
<b>Volunteer Code of Conduct</b>	
ACJA 7-101 (P. 16)	1. The volunteer shall perform only authorized responsibilities pursuant to A.R.S. § 8-522(e). Those responsibilities include:
	a. Meet with the child;
	b. Advocate for the child's safety as the first priority;

	c. Gather and provide independent, factual information to aid the court in making its decision regarding what is in the child's best interest and in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with the child's family;
	d. Provide advocacy to ensure that appropriate case planning and services are provided for the child.
ACJA 7-101 (P. 16)	2. The volunteer who performs activities other than those authorized in (1)(a-d) above, shall only do so pursuant to supreme court rule.
ACJA 7-101 (P. 16-3)	3. The volunteer shall consult with the county coordinator to resolve any ethical issues that arise.
ACJA 7-101 (P. 16-4)	4. The volunteer shall serve and respond to requests without bias of race, religion, sex, age, national origin, or physical impairment.
ACJA 7-101 (P. 16-5)	5. Before appointment to a case the volunteer shall disclose to the county coordinator or court any pre-existing relationship with a child or the child's family that could be perceived as a conflict of interest.
ACJA 7-101 (P. 16-6)	6. The volunteer shall, at all times, perform authorized functions in a professional and impartial manner.
ACJA 7-101 (P. 16-7)	7. The volunteer shall not use or attempt to use the volunteer's official position to secure unwarranted privileges or exemptions.
ACJA 7-101 (P. 16-8)	8. The volunteer shall not request or accept any fee or compensation in the course of CASA volunteer service.
ACJA 7-101 (P. 17-9)	9. The volunteer shall use public resources, property, and funds under the volunteer's control responsibly and for the purpose intended by law and not for any private use.
ACJA 7-101 (P. 17-10)	10. The volunteer shall comply with applicable statutes described in A.R.S. § 8 707. § 41-1959, Arizona Rules of Court; including, but not limited to Rule 123, Rules of the Supreme Court, and Administrative Rules regarding confidentiality.
ACJA 7-101 (P. 17-11)	11. The volunteer shall not allow the appointed child to visit the volunteer's home or stay overnight with the volunteer unless specifically ordered by the court with prior approval of the CPS supervisor, CPS case manager, & county coordinator.
ACJA 7-101 (P.17-12)	12. The volunteer shall not be related to any parties involved in the case or be employed in a position/or agency that might result in a conflict of interest.
ACJA 7-101 (P. 17-13)	13. The volunteer shall not engage in the following activities:
	a. Give legal or medical advice;
	b. Provide therapeutic counseling;
	c. Provide health care services;
	d. Make placement arrangements for the child;
	e. Give money or gifts of value over \$10 to the child or family;
	f. Solitary excursions to isolated places involving only the CASA volunteer and the appointed child; and
	g. Perform home studies for out-of-state or in-state agencies.

## CASA CASE FILE TOOL

County	Name	JD#	Date	Reviewer

Volunteer	Date Appointed	Date Dismissed	LPM Present in File
			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

### Contact Logs

Volunteer	# Present	# Required	Dates of Logs Present	Dates of Missing logs

Documents pertinent to the case (CPS/DDD reports, FCRB Recs, evaluations) in file.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A
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### Court Reports

Volunteer:	Date of Report:	Date of Hearing:	
Gathered and provided independent, factual information to aid the court in making its decision regarding what is in the child's best interest and in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with their family.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Advocated for the child's safety as the first priority.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Provided advocacy to ensure that appropriate case planning and services were provided for the child.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Reviewed case records, maintained confidentiality, interviewed parties involved in case.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Provided recommendations to the court on placement and services.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

Volunteer:	Date of Report:	Date of Hearing:	
Gathered and provided independent, factual information to aid the court in making its decision regarding what is in the child's best interest and in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with their family.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Advocated for the child's safety as the first priority.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Provided advocacy to ensure that appropriate case planning and services were provided for the child.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Reviewed case records, maintained confidentiality, interviewed parties involved in case.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Provided recommendations to the court on placement and services.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

Volunteer:	Date of Report:	Date of Hearing:	
Gathered and provided independent, factual information to aid the court in making its decision regarding what is in the child's best interest and in determining if reasonable efforts have been made to prevent removal of the child from the child's home or to reunite the child with their family.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Advocated for the child's safety as the first priority.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Provided advocacy to ensure that appropriate case planning and services were provided for the child.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Reviewed case records, maintained confidentiality, interviewed parties involved in case.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Provided recommendations to the court on placement and services.			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

## CASA VOLUNTEER FILE TOOL

County	Volunteer	Date	Reviewer	
1	Date of completed, signed application.			
2	Are all the sections of the application completed including the criminal background section?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
3	Did the applicant provide identifying information and emergency contacts?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
4	Is the applicant a U.S. citizen or legal resident?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
5	Did the applicant state that they were not employed by ADES, the juvenile court, or a child welfare agency, unless specifically authorized by the juvenile court judge?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
6	If the applicant completed the new application form, did they provide proof of insurance?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
7	Was the applicant at least twenty-one years of age?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
8	Did the applicant complete a personal interview with the county coordinator?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
9	Did the applicant provide three non-relative personal references?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
10	Did the applicant sign and date the Acknowledgment Form?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
11	Date the applicant completed the polygraph exam.			
12	Date that the state background check results were received or the date of the notarized criminal disclosure statement if definitive fingerprints were unobtainable. <b>(original and recertification dates)</b>	Original		
		Re-cert		
		CDS		
13	Date that the federal background check results were received or the date of the notarized criminal disclosure statement if definitive fingerprints were unobtainable. <b>(original and recertification dates)</b>	Original		
		Re-cert		
		CDS		
14	<b>Re-Certification:</b> By 12/05, every CASA Volunteer had to be recertified who has been in the program longer than two years. After 12/05, CASA volunteers should be recertified every two years.			
	a. Sign a notarized statement under oath that the volunteer has not been arrested, charged, indicted, convicted of, or pled guilty to, any felony or misdemeanor since the volunteer's last certification.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
	b. Sign a statement that the volunteer has not engaged in any conduct that would be grounds to deny certification.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
	c. Authorize the CASA program to secure a criminal history records check, MVD records check, and DES central registry information check as permitted by state and federal laws.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
	d. Provide proof of automobile insurance and any additional requirements set by the AOC if the volunteer is driving any vehicle to transport children, staff, or any other individuals in the course and scope of CASA duties. <b>(Need to provide annually)</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		
15	For CY____ how many training hours did the volunteer complete?*			
16	For CY____ how many training hours did the volunteer complete?*			
17	Date of initial assignment.*			
	Total number of training hours completed prior to first assignment.*			

\* - Checked in DCATS.



**Arizona Supreme Court  
Administrative Office of the Courts**

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**FUNDING AGREEMENT**

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Fiscal Year 2006–2007

This Agreement is entered into by and between the Arizona Supreme Court, Administrative Office of the Courts (“AOC”), and the Superior Court in (“Grantee”).

**1. TERM**

This Agreement becomes effective on July 1, 2006, and shall remain in effect through June 30, 2007.

**2. MODIFICATION AND TERMINATION**

This Agreement may be modified or terminated by the AOC if in its judgment such action is necessary due to: (a) lack of funding; (b) statutory changes in the program; (c) Grantee’s failure to implement or operate the approved plan; (d) Grantee’s noncompliance with this Agreement or other program requirements; or (e) other circumstances necessitating such action. Either party may terminate this Agreement upon thirty (30) days written notice to the other party by certified mail.

**3. FUNDING RATIO**

- a. Funding will be provided on a ratio of 1 supervisor for every 10 county coordinators; 1 county coordinator for 40 volunteers; 1 county support staff for no less than 2 FTE county coordinator positions. The ratio shall be pro-rated for all FTEs lower than one. Distances and multiple offices in a county may be considered for exceptions to this ratio. The total county coordinator FTE shall not exceed 1.0 until the 40 volunteers to 1 county coordinator position ratio is met.

The number of volunteers who are active but who are not appointed to cases shall not exceed 10% of the total number of volunteers.

- b. The supervisor position is responsible for direct reporting of 15 staff (10 county coordinators, 5 county support staff, and 400 volunteers) and shall not be held to the county coordinator to volunteer ratio.

- c. The supervisor position shall manage at least 15 volunteers until the county program has 10 county coordinators and 5 county support staff.
- d. The county program shall ensure funds disbursed from the manager are held in a separate revenue account.

#### **4. FUND ACCOUNTING**

Funds distributed to Grantee shall be deposited in a Special Revenue Fund established for the execution of this Agreement. Any interest earned on these monies while in the possession of Grantee shall accrue to the fund for use by Grantee in accordance with its approved plan. Funds disbursed to Grantee for reimbursement of approved expenses do not have to be deposited into a Special Revenue account.

#### **5. EXPENDITURES**

- a. **Distribution of Funds.** The AOC may retain all or any portion of the funds allocated to Grantee for the performance of its approved plan and may authorize direct expenditures for the benefit of Grantee. The specific amounts to be retained by the AOC for direct expenditures for the benefit of Grantee and to be disbursed to the Grantee are set forth in Addendum A to this Agreement. The AOC may periodically modify the distribution of funds contained in Addendum A based on its determination of Grantee's need for and usage of the funds.
- b. **Reimbursement.** All county program staff shall reimburse volunteers for per diem and mileage costs for attending the mandatory initial Orientation Training, to the extent funds are available and according to state travel policies. The county coordinator may authorize reimbursement for volunteer training and extraordinary travel expenditures if funds are available, and according to state travel policies.
- c. **Reporting Requirements.** Unless some other reporting schedule is specified, Grantee shall submit quarterly progress reports to the AOC five days after the end of each quarter. Quarters begin July 1, October 1, January 1, and April 1. For example, the first quarter of the fiscal year begins July 1 and ends September 30, and the first quarter progress report is due October 5. The first progress report shall be submitted no later than the first reporting date after funding begins. A final report is due no later than five days after the end of funding cycle.

Unless some other reporting schedule is specified, Grantee shall submit quarterly financial statements, including an inventory with serial numbers of all equipment and office furnishings purchased with grant funds during the reporting quarter, to the AOC 30 days after the end of each quarter. Quarters begin July 1, October 1, January 1, and April 1. For example, the first quarter of the fiscal year begins July 1 and ends September 30, and the first quarter financial statement is due October 30. A final report is due no later than 45 days (August 15) after the fiscal year ends and shall include any unexpended funds and interest in accordance with paragraph 4.C of this Agreement.

- d. Unexpended Funds.** Funds unencumbered as of June 30, and unexpended as of July 31, plus all unexpended interest accrued on such funds while in the possession of Grantee, shall be transmitted to the AOC for reversion no later than August 31 of the same year. The reversion shall be accompanied by a closing financial statement signed by the Presiding Judge or appropriate Division/Department head if this Agreement is between the AOC and an organization other than an Arizona court.
- e. Inappropriate Expenditures.** Grantee shall expend funds only for the purposes and uses specified in the approved plan and budget. Grantee agrees to reimburse the AOC for any unauthorized or inappropriate expenditures which are not in compliance with the approved plan and budget and this Agreement. Funds shall not be used to pay county or city administrative costs for services associated with receipt of those funds including, but not limited to, the cost of: accounting, payroll, data processing, purchasing, personnel, and building use. All equipment purchased solely with AOC funds shall be used solely for purposes in the approved plan unless written permission is received from the AOC.
- f. Budget Modifications.** Funds shall not be moved to or from any budget category without prior written approval from the AOC. All budget modifications shall be in accordance with the AOC's Budget Modification Policy.
- g. Termination of Funding.** In the event that this Agreement is terminated prior to June 30, all unexpended funds in the possession of Grantee shall be returned to the AOC within 30 days of such termination, along with, but not limited to: (1) a closing financial statement; (2) a final report outlining the program achievements; and (3) an inventory, including serial numbers, of all equipment purchased with grant funds. If termination is due to failure of Grantee to comply with the approved plan, the AOC may require return of equipment and supplies purchased with grant funds.

## **6. BOOKS AND RECORDS**

- a. Financial Records and Examination.** Grantee shall maintain and shall require its subcontractors to maintain acceptable accounting systems, records, and documents to properly reflect all funds expended in the performance of the approved plan. All books, records and other documents relevant to this Agreement shall be retained by Grantee and its subcontractors for a period of five (5) years after the final payment has been made, or until after the resolution of any audit questions or contract disputes, whichever is longer. AOC, state, or federal auditors, as applicable, and any other persons duly authorized by the AOC shall have full access to, and the right to examine, audit, copy and make use of any and all said materials. All subcontracts shall include a provision acknowledging the authority of the AOC to conduct such audits or examinations.
- b. Program Records and Evaluation.** The AOC may monitor and evaluate the local plan to determine its effectiveness. As a condition of receipt of grant funds, Grantee agrees to maintain and provide to the AOC such data and statistics as may be required for purposes of evaluation. Grantee further agrees that authorized agents of the AOC shall have the right to conduct on-site visits for purposes of compliance monitoring and program evaluation. All subcontracts shall include a provision acknowledging the authority of the AOC to conduct such inspections and evaluations.

## **7. INVENTORY**

Equipment purchased with funds received pursuant to this Agreement shall become the property of Grantee, and Grantee shall maintain written inventory and property control policies and procedures covering the equipment. Grantee may use its existing inventory system, but must at a minimum maintain the information required by AOC policies and procedures.

## **8. USE, LOSS AND DISPOSITION OF EQUIPMENT**

Equipment must be used as required by the approved plan for three years, unless written permission is given by the AOC. After this time, the equipment may be transferred upon approval of the presiding judge. Grantee is responsible for any maintenance, loss or damage to the equipment, and the AOC makes no assurances regarding its repair or replacement.

Equipment

which is no longer needed or usable shall be held in surplus as required by this Agreement. If no such requirements are included in the Agreement, then local surplus property procedures may be utilized.

## 9. SANCTIONS

In addition to any other remedy available pursuant to this Agreement, Grantee may be placed in financial sanction status for deficiencies including but not limited to, delinquent submissions, delinquent reports, inaccurate reporting of statistics, inadequate records, expenditures outside of the approved budget, and noncompliance with the approved plan for this or any other grant. During the period of sanction status, the AOC may take any appropriate action including:

- a. Written warning with request for immediate compliance.
- b. Withholding all or any portion of future program funds or equipment disbursements.
- c. Withholding all disbursements from all program funds.
- d. Requiring monthly submission of expenses prior to disbursement.
- e. Requiring monthly submission of expenses for reimbursement of actual costs incurred.
- f. Recovery of funds or equipment already disbursed.

To receive reimbursement while in sanction status, Grantee shall submit a monthly request to the AOC detailing expenses in funding categories as delineated on Addendum A. State funds shall not be used for any adverse financial costs or interest charged or incurred due to Grantee's financial sanction status.

## 10. PERFORMANCE LIABILITY

Except as otherwise provided by law, in the performance of this Agreement and Grantee's approved plan both parties hereto are acting in their individual governmental capacities and not as agents, employees, partners, joint venturers, or associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party. Each party is solely responsible for the actions of its employees under this Agreement.

**JUVENILE COURT IN**

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE  
COURTS**

By \_\_\_\_\_

By \_\_\_\_\_

Honorable \_\_\_\_\_

Mike Baumstark \_\_\_\_\_

\_\_\_\_\_

Deputy Administrative Director \_\_\_\_\_

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
COURT APPOINTED SPECIAL	)	Administrative Order
ADVOCATE PROGRAM	)	No. 99-47
ADMINISTRATIVE REQUIREMENTS	)	(Replacing Administrative
	)	Order No. 94-32)
	)	

In accordance with the administrative authority vested in the Supreme Court by Arizona Constitution, Article VI, Section 3 and A.R.S. § 8-523, and to provide trained volunteers to advocate for the best interests of children under the juvenile court’s jurisdiction,

To revise paragraph (C)(3) of the administrative requirements adopted by Administrative Order No. 94-32 to allow legal residents to serve as a court appointed special advocates.

IT IS ORDERED that the attached requirements governing the administration of the Court Appointed Special Advocate Program are adopted.

Dated this 18<sup>th</sup> day of August, 1999.

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THOMAS A. ZLAKET  
Chief Justice

## **COURT APPOINTED SPECIAL ADVOCATE PROGRAM ADMINISTRATIVE REQUIREMENTS**

### **A. Preamble**

As required by A.R.S. § 8-523, the Arizona Supreme Court administers the Court Appointed Special Advocate (CASA) Program. Administration of the CASA Program, the CASA Program Fund, and the training and monitoring process for the CASA Program shall be under the direction of the Director of the Administrative Office of the Courts. The Director is authorized to establish policies, procedures, minimum performance standards, training, record keeping, forms, and reports necessary to administer the CASA Program.

### **B. Administration**

1. The Director shall prepare fiscal projections and create a budget based upon those projections for the purpose of administering the CASA Program.
2. The Director is authorized to allocate and expend funds pursuant to A.R.S. § 8-524(A) for administrative costs and projects associated with the CASA Program.
3. The Director is authorized to adopt policies regarding the qualification standards and appointment of special advocates pursuant to A.R.S. § 8-522(B); the establishment of minimum performance standards for local programs pursuant to A.R.S. § 8-523(A); and program plan and funding requests from courts for monies from the CASA account pursuant to A.R.S. § 8-524(A).

### **C. County CASA Program Administration**

#### **1. Plans and Funding**

- (a) The presiding juvenile court judge in any county wishing to maintain a CASA Program shall submit each year a proposed plan and budget request for the following fiscal year to the Administrative Office of the Courts on forms and according to instructions prescribed by the Director.
- (b) Plans must be submitted and approved prior to distribution of funds. The plan and any modification shall be consistent with this Order, applicable policies, and the court's budget request. The Director is authorized to approve those plans and modifications that are believed to be consistent with the applicable laws, this Order, and policies.
- (c) Upon approval of the plan and the availability of funds, the Director shall enter into a written funding agreement with the submitting court for distribution of the allocated funds on a basis determined by the Director. The Director shall have authority and discretion to amend or terminate the funding agreement if such action is necessary due to a lack of funds, a lack of financial need by the court, a failure to comply with the applicable statutes, rules, orders, policies, the approved plan, or other circumstances.

- (d) Funds received by the juvenile court pursuant to these administrative requirements shall be deposited into a separate special revenue fund with the county treasurer established pursuant to the procedures provided in Sections III.B and V.B of the Auditor General's Uniform Accounting Manual for Arizona Counties.
- (e) Funds distributed to juvenile courts shall be used only for the support and operation of approved CASA programs. Upon agreement with any one or more participating court, the Director may withhold funds allocated to such courts and may authorize direct expenditures for the benefit of such courts. The Director may also reallocate funds during a fiscal year, if circumstances justify such action.
- (f) The presiding juvenile court judge of each participating superior court shall return to the Supreme Court no later than sixty (60) days following the end of the funding period, all CASA Program funds distributed to that superior court that are unencumbered as of the end of the agreed-upon funding period and unexpended as of thirty (30) days following the end of the funding period.
- (g) Each participating juvenile court shall maintain and provide to the Administrative Office of the Courts such reports, data, and statistics as may be required by the Director, and shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least five (5) years from the close of each funding period.

**2. CASA Coordinator Standards.** The presiding juvenile court judge shall designate a coordinator to administer the county plan and supervise CASA volunteers. Minimum qualifications shall be:

- A bachelor's degree from an accredited college or university, preferably with an emphasis in social work, counseling, or a related field;
- Knowledge of the child welfare systems;
- Satisfactory completion of a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit; and
- Ability to travel in the performance of duties.

**3. CASA Volunteer Standards**

- (a) CASA's are non-paid volunteers. They:
  - (1) Must be legal residents of the U.S.;
  - (2) May not be employees of the Department of Economic Security (DES), the juvenile court or child welfare agencies, unless specifically authorized by the juvenile court judge;
  - (3) Must be at least twenty-one (21) years of age;
  - (4) Must successfully complete screening procedures including criminal records check and polygraph examination;
  - (5) Must complete an educational training program approved by the Director;



(6) May perform other duties related to the case plan when specifically approved by the county program coordinator and/or judge.

(b) Standards of conduct

- (1) A CASA volunteer shall perform duties in a professional manner that will maintain the integrity, standards, and credibility of the Arizona CASA Program;
- (2) CASA volunteers shall adhere to the Codes of Conduct, Ethics and Confidentiality approved by the Director;
- (3) CASA volunteers may be disciplined by the local juvenile court judge pursuant to state or local program personnel policies.

(c) Duties of CASA volunteers

- (1) Perform the functions set out in A.R.S. § 8-522 (E) and in state and local policies;
- (2) Accept appointments in neglect, dependency, delinquency, and incorrigibility actions pursuant to Rule 22.1, Rules of Procedure for the Juvenile Court, and A.R.S. § 8-522(A);
- (3) Accept appointments as guardians ad litem pursuant to A.R.S. § 8-225(1) and Rule 22, Rules of Procedure for the Juvenile Court; and A.R.S. § 8-522(A).

**D. Amendments**

These administrative requirements are subject to such amendments as the Director deems necessary.

**E. Effective Date**

This Administrative Order supersedes Administrative Order Number 94-32, which is hereby rescinded.

The provisions of this order shall be effective from and after September 1, 1999

## Foster Care Review Board Compliance Requirements

Area	Requirement	Reference
Establishment of Local Boards	The presiding judge of the juvenile court in each county shall establish local foster care review boards for the review of cases of children who are in out-of-home placement and who are the subject of a dependency action to assist in the review required pursuant to section 8-862. The judge shall establish one board for each one hundred children, or fraction of that number. The judge may decide not to create an additional review board if the number of children assigned to a review board exceeds one hundred by fewer than fifty children.	ARS §8-515.01(A)
	Each local board shall meet, at a place designated by the juvenile court, as often as it deems necessary to carry out the duties of the local board. A local board shall not meet less than twice annually.	ARS §8-515.01(G)
Volunteer Appointment	The boards shall consist of at least five regular members.	ARS §8-515.01(A)
	The judge may appoint one alternate member for each board if deemed necessary.	ARS §8-515.01(A)
	Persons appointed to a review board shall take an oath of office pursuant to ARS §38-231.	Rule 7, Rules of Procedure
	When a vacancy exists on a review board the presiding judge shall appoint a replacement to that review board within 45 days from the date the judge was notified of the vacancy.	Rule 2, Rules of Procedure
	The presiding judge shall not appoint a person employed by the division, any child welfare agency or the juvenile court to a local board.	ARS §8-515.01(B)
	All subsequent local board members, including alternate members, shall serve for a term of three years, except if a member has been appointed to fill a vacancy occasioned other than by the expiration of a full term in office. The term of each member shall expire on the third Monday in January of the appropriate year.	ARS §8-515.01(C)
	Each local board shall elect a chairperson and a vice-chairperson and other officers as it deems necessary. Local chairpersons and vice-chairpersons are elected for one year. Elections will be held at the first meeting of the local boards following the third Monday in January of each year. In the event that all board positions are not filled at that time, the board may vote to postpone the election until their next meeting. Local chairperson and vice-chairpersons may be re-elected.	ARS §8-515.01(C) Rule 1, Supp. Rules
Volunteer Participation and Training	Review board members who are foster parents may not participate as board members in the review of children who are in their own care.	Rule 8(a), Rules of Procedure
	Any review member who, in the course of their past or present employment has made recommendations or approved recommendations regarding a child subject to review may not participate as a board member in the review of that child.	Rule 8(b), Rules of Procedure
	A person shall not remain on a local board unless the person participates in the training established pursuant to ARS §8-515.04.	ARS §8-515.01(D)

Area	Requirement	Reference
	<p>Pursuant to ARS §8-515.04(E), the State FCRB established training programs for local Board members and the Continuing Education Committee (CEC) of the State Board has established that all persons appointed to a local Board shall:</p> <ul style="list-style-type: none"> <li>• receive orientation within 90 days of appointment;</li> <li>• participate on a yearly basis in skills training;</li> <li>• complete minimum of four hours of approved educational offerings or, when available, a six-hour minimum educational conference sponsored by the CEC.</li> </ul>	Volunteer Manual Section V, Page 4
	<p>Regarding an individual Board member's attendance at local reviews, the following guidelines determine inadequate attendance and may constitute grounds for rescission of appointment:</p> <ul style="list-style-type: none"> <li>• three consecutive meetings are missed; OR</li> <li>• a total of four meetings or an equivalent thereof are missed in any consecutive twelve month period; OR</li> <li>• four or more rural Board meetings are missed in any consecutive twelve month period, for boards with four or more meetings.</li> </ul>	Volunteer Manual, Section V, Page 1
Local Case Reviews	<p>Review within six months of placement and at least once every six months thereafter the case of each child who remains in out-of-home placement and who is subject to a dependency action. The review period for out of home placement included time that a child is in voluntary placement pursuant to section 8-806.</p>	ARS §8-515.03(1)
	<p>A review will be conducted with no less than three review board members, unless circumstances prevent three review board members from being present, and postponement of the case would cause undue hardship for interested parties or delays in court proceedings, then a review can continue with two review board members with the permission of the program manager and the review board chairperson. In no case may a review be conducted with less than two review board members present. A member of a local review board may serve as a substitute member on any local review board.</p>	Rule 1, Rules of Procedure
	<p>In the event that the chairperson of a review board is unable to attend a review or to perform his duties at any particular time, the vice chairperson will exercise the duties of the chairperson until such time as the chairperson can resume them. If neither the chairperson nor the vice chairperson is present, the chairperson or vice chairperson when acting as chairperson shall designate a member as acting chairperson.</p>	Rule 5(c), Rules of Procedure
	<p>Review any case assigned by the juvenile court for early review of the case plan within sixty days after the removal of a child from that child's home.</p>	ARS §8-515.03(3)
	<p>The actions of a review board shall be decided by a majority vote.</p>	Rule 6, Rules of Procedure
	<p>Submit to the juvenile court within thirty days following the review its findings and recommendations regarding the efforts and progress made by the division and agency to carry out the case plan, together with any other recommendations it chooses to make regarding the child.</p>	ARS §8-515.03(4)
	<p>The Board's findings and recommendations shall include the date of the next review.</p>	ARS §8-515.03(4)
	<p>A copy of such findings and recommendations shall be sent to the division or the agency, if the juvenile court has awarded custody of the child to the agency, and to such other interested parties as the court may require.</p>	ARS §8-515.03(4)

Area	Requirement	Reference
Case Review Procedures	<p>Administrative Business:</p> <ul style="list-style-type: none"> <li>• PS provides some form of an update regarding State Board, training opportunities, changes in practice or organizational issues for the day;</li> <li>• PS provides Board members with updated information (if applicable);</li> <li>• PS discusses other pertinent information regarding the cases to be reviewed.</li> </ul>	Volunteer Manual, Chapter 10, Page 12
	<p>Case Introduction:</p> <ul style="list-style-type: none"> <li>• Lead questioner asks if any Board members have a conflict of interest in the case;</li> <li>• Lead questioner presents a summary of the case including the reason the child came into care, the last FCRB recommendations and any questions he/she has for the case;</li> <li>• Lead questioner asks other Board members if they have additional questions;</li> <li>• If needed, PS adds any questions, issues or concerns;</li> <li>• Lead questioner/chairperson discusses whether presence or participation of any Board member may impede communication for the case;</li> <li>• Lead questioner addresses confidentiality issues, no contact orders or other issues regarding the full participation of all interested parties (and, if necessary, PS acts upon Board's discussion/decision);</li> <li>• PS greets the interested parties and ushers them into review;</li> <li>• PS introduces interested parties to the Board;</li> <li>• Lead questioner clarifies whether there are any parties before the Board for the first time and, if necessary, briefly explains the review process.</li> </ul>	Volunteer Manual, Chapter 10, Pages 13-15
	<p>Case management update and interested party statements:</p> <ul style="list-style-type: none"> <li>• PS to record statements left for the Board;</li> <li>• Lead questioner asks children, biological parents or foster parents for their statements prior to the case manager;</li> <li>• Lead questioner asks the case manager to provide any additional information since the last progress report;</li> <li>• Lead questioner poses any questions that may remain unanswered after the case manager's verbal report;</li> <li>• Lead questioner prompts the remaining interested parties to share their statements;</li> <li>• PS records and then reads back the statements of those in attendance.</li> </ul>	Volunteer Manual, Chapter 10, Page 16
	The lead questioner, chairperson or PS will read the findings aloud and the Board will respond accordingly, at which time the PS will record the Board's response.	Volunteer Manual, Chapter 10, Page 17
	The Board identifies any barriers to permanency planning.	Volunteer Manual, Chapter 10, Page 17
	The Board identifies any areas of concern and provides recommendations for remediation of each concern. The Board may also commend desired parties during this time.	Volunteer Manual, Chapter 10, Page 17

Area	Requirement	Reference
Board Member Packets	The standard Board member packet will consist of the following materials: <ul style="list-style-type: none"> <li>• schedule of cases with board member assignment to specific cases;</li> <li>• initial permanency report and most recent progress report(s) from the agency;</li> <li>• the last FCRB Findings and Recommendations report;</li> <li>• minute entries from court hearings that have occurred since the most recent FCRB review;</li> <li>• case preparation guides.</li> </ul>	Volunteer Manual, Chapter 9, Page 7
	The packet is to be sent by mail to the Board members one week prior to the scheduled review meeting.	Volunteer Manual, Chapter 9, Page 7

“ARS” refers to Arizona Revised Statutes. Title 8 of Arizona Revised Statutes addresses children's issues.

“Rules of Procedure” refers to Arizona Court Rules of Procedure for the Foster Care Review Board.

“Supp. Rules” refers to Arizona Court Supplemental Rules of the Foster Care Review Board.

“Volunteer Manual” refers to the Foster Care Review Board Volunteer Board Member Manual, 11<sup>th</sup> Printing, April 2000.

## Dependency Glossary

Abandonment	The failure of a parent to provide reasonable support and to maintain regular contact with the child, including providing normal supervision, when such failure is accompanied by an intention on the part of the parent to permit such conditions to continue for any indefinite period of time in the future. Abandonment includes a judicial finding that a parent has made only minimal efforts to support and communicate with the child. Failure to maintain a normal parental relationship with the child without just cause for a period of six months constitutes a legal evidence of abandonment (ARS § 8-201(I)).
Abuse	Infliction or allowing of physical injury, impairment of bodily function or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or aggressive behavior and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to ARS § 8-821, and which is caused by the acts or omission of an individual having care, custody, and control of a child.
Active Volunteer	A CASA volunteer who is appointed to a case or active in the program in other ways.
Addendum	A report or information that is added to an initial report or information; a list or section consisting of added material.
Addict	Any person who regularly uses any habit-forming narcotic drug so as to endanger the public morality, health, safety, or welfare, or who is or has been addicted to the use of such habit-forming drugs as to have lost the power of self-control with reference to the addiction.
Addiction	A state of utter dependence on a drug or alcohol for a sense of physical and mental well-being. Addiction includes habituation.
Adjudicated	A determination of legal status by the juvenile court.
Adjudication Hearing	The trial stage at which the court determines whether allegations of dependency, abuse, or neglect concerning a child are sustained by the evidence and, if so, are legally sufficient to support state intervention on behalf of the child. It provides the basis for state intervention into a family, as opposed to the disposition hearing which concerns the nature of such intervention. This also applies to the delinquency case process.
Administration for Children, Youth, and Families (ACYF)	ACYF is a part of the Department of Economic Security (DES). Child Protective Services (CPS) is one of the programs under ACYF.

## Dependency Glossary

Administrative Office of the Courts (AOC)	The administrative arm of the Arizona Supreme Court.
Adoption Hearings	Judicial proceedings in which a relationship is legally established between adult individuals and a dependent child.
Adoptive Parent	The adult person with whom a relationship is legally established to a child. Under the adoptive relationship, the child becomes the heir and is entitled to all other privileges belonging to a natural child of the adoptive parent.
Aged Out	Youth who reaches 18 years of age and is no longer considered a Ward of the Court.
Aid to Families with Dependent Children (AFDC)	AFDC provides assistance to parents or specified relatives in providing proper care for minor children when it is impossible for the family to do so by its own efforts. The assistance is considered a temporary means of support until the family can become self-supporting.
AKA (Alias)	Any name used for an official purpose that is different from a person's legal name. The word Alias is also used in the same manner.
Allegation	An assertion, declaration, or statement of a party to an action, made in a pleading, setting out what he/she expects to prove.
Alternative Residential Care Facilities	Facilities licensed by DHS with 16 or fewer beds. They include crisis stabilization facilities, psychiatric health facilities, residential detoxification facilities, therapeutic group homes, and therapeutic foster homes. Services provided may be eligible for Title XIX reimbursement; room and board fees are not reimbursable by Title XIX.
Appeals	A legal proceeding by which a case is brought from a lower to a higher court for reviewing.
Appellate	A judicial tribunal that reviews cases from lower tribunals, acting without a jury and is primarily interested in correcting errors in procedures or in the interpretation of law by the lower courts.
Applicant	An individual in the community who has submitted to the county program office a completed application. This starts the screening process to become a volunteer with the Arizona CASA Program.
Applicant Exit	This is a status change for any applicant who has completed all screening requirements (including Pre- and Post-OT), and the applicant leaves the program before being assigned to a case. This information is used in the DCATS database system.
Applicant Screening	The process of determining eligibility for becoming a CASA volunteer.

## Dependency Glossary

Arizona Department of Corrections (ADC or DOC)	See Department of Corrections.
Arizona Department of Education/Special Education Section (ADE/SES)	The state agency that oversees special education programs and issues special education vouchers.
Arizona Health Care Cost Containment System (AHCCCS)	Arizona Health Care Cost Containment System is Arizona's version of the national Medicaid program. Medical services for the poor or near-poor (indigent) can be obtained through a formal application process.
Assault	A demonstration of an unlawful attempt by one person to inflict immediate injury on the person of another.
Assault and Battery	The unlawful touching of a person with the intent and purpose of actually doing physical injury, with a reasonable ability to carry the intention into execution.
Assigned Counsel	An attorney, not regularly employed by a government agency, assigned by the court to represent a particular person in a particular judicial proceeding.
Attorney	An individual trained in the law, admitted to practice before the bar of a given jurisdiction, and authorized to advise, represent, and act for the other persons in legal proceedings.
Attorney for Child	The attorney who presents to the judge the stated wishes of the child client.
Attorney General (AG)	Attorney and legal counsel for the Department of Economic Security and Child Protective Services.
Award Amount	The dollar amount awarded to each county by the state program office to fund the county program office for the year.
Bailiff	A court attendant entrusted with a variety of duties, such as the custody of prisoners under arraignment, the protection of jurors, and the maintenance of order in the courtroom during a trial.
Bankruptcy Court	A Federal Court capable of hearing bankruptcy cases within a state.
Bench	Judge or judges composing a court.



## Dependency Glossary

CASA	A Court Appointed Special Advocate (CASA) is a specially screened and trained community volunteer, appointed by the court, who conducts an independent research of child abuse, neglect, dependency or delinquency matters. The CASA volunteer submits a formal report offering objective and factual information with specific recommendations as to the best interests of the child.
Case Closed	This term is used as it pertains to the DCATS database system. When a CASA volunteer is dismissed from the case, the case is closed from the program's perspective. As long as one child remains connected to the Arizona CASA program, the case remains open. However, the dependency might still be open as far as the local court is concerned, even though it is no longer a part of the Arizona CASA Program.
Case Conference	A documented meeting between a DES employee and at least one other person. Case conferences may be more frequent and informal than case plan staffings.
Case Flow Management	Administrative and Judicial processes designed to reduce delays in litigation; processes that assist the court in monitoring child welfare agencies to make sure dependency cases are moved diligently and decisively toward completion.
Case Management	The planning and coordination of all services to a client by an individual who, working with members of a service team, provides assessment, identifies and obtains services, monitors, evaluates, records progress and terminates services in accordance with established time frames.
Case Manager/ CaseWorker	A trained professional employed by DES or by an agency under contract with the DES. The case manager manages the development of the plan for services for the child and the family, and arranges for and monitors services to see that the needs of the child and/or family are met.
Case Plan	A plan developed by the case manager regarding placement of a child including services, placement, and visitation for the child and to include the requirements of the parents with deadlines for completion and case plan goal of adoption, family reunification, guardianship, or independent living.
Case Plan Goal	Team objective for the family including family reunification, adoption by a relative or non-relative, guardianship, or independent living.

## Dependency Glossary

Case Plan Staffing	A planned, scheduled, and documented meeting arranged to share information, develop and/or review the case plan, and evaluates services and case progress. The staffing includes the case manager, the family, and members of the service team.
Case Screening	The process used by county coordinators to determine the appropriateness of assignment of a specific case to a specific volunteer.
Case/Child	A case is made up of all children in a family. Some county program office staff assigns the same court number to every child in the case while others assign a different court number to each child in the case.
Chambers	A judge's office where he conducts business not requiring a jury.
Child Abuse	To hurt or injure a child by maltreatment. As defined by statutes in the majority of states, generally limited to maltreatment that causes or threatens to cause lasting harm to a child.
Child Custody	Legal authority to determine the care, supervision, and discipline of a child; when assigned to an individual or couple, includes physical care and supervision. Includes guardianship of the person of a minor such as may be awarded by a probate court.
Child Molesting	The handling, fondling, or other contacts of a sexual nature with a child.
Child Neglect	Failure to give proper attention to a child; to deprive a child; to allow a lapse in care and supervision that causes or threatens to cause lasting harm to a child.
Child Protective Services (CPS)	The division of Administration for Children, Youth, and Family Services. That accepts and investigates referrals about child abuse or neglect.
Child, Youth, Minor, or Juvenile	Any person under eighteen years of age.
Children's Information Library and Data Source (CHILDS)	The automated Child Welfare recordkeeping of ACYF.
Chronic Offender	A juvenile who on at least two prior separate occasions has been adjudicated delinquent for conduct that would constitute a historical prior felony conviction if the juvenile had been tried as an adult.

## Dependency Glossary

Clerk of the Court	An elected or appointed court officer responsible for maintaining the written records of the court and supervising or performing the clerical tasks necessary for conducting judicial business; also, any employee of a court whose principle duties are to assist the court clerk.
Clerk's Office	The office having the responsibility of maintaining court records and seals, and certifying the accuracy of those records.
Co-CASA Volunteer	A volunteer who is appointed to a case with another volunteer, but is not the "primary" person.
Commissioner	A judicial officer who is responsible to hear all juvenile matters except contested dependency cases.
Compliance; Volunteer Procedures	CASA volunteers are required to comply with policies and procedures or the program will be considered out of compliance by the state program office.
Comprehensive Medical Dental Plan (CMDP)	The Comprehensive Medical Dental Plan is the basic medical insurance provided to all children under DES supervision and officially placed outside of their home. Physical exams, medications, surgery, supplies, and even baby formula can be obtained for foster children through CMDP. The case manager obtains a CMDP card for the child to be used throughout the duration of time in foster care, residential treatment, or other placement.
Confidentiality	All county coordinators, program staff, and CASA volunteers keep confidential all information obtained concerning any child under the jurisdiction of the juvenile court in order to maintain the integrity, standards, and credibility of the Arizona CASA Program. For more information, refer to Arizona Revised Statutes § 41-1959.
Contested	A position taken on a case that implies a disagreement of relevant issues.
Continuation	A hearing that is re-scheduled to a later date. Any party in the case can request a continuance, but only the court may grant such a request.

## Dependency Glossary

Contracted Provider	The State of Arizona and its Department of Economic Security cannot provide all types of services to all of the citizens in need of them. Therefore, the state lets out contracts to private agencies and individuals who provide a needed service (e.g., counseling). The employees of the provider agency are not state employees, but their work must fall within the guidelines of the formal contract. All contracted providers are required to report progress of the client family to the case manager.
County Attorney	Responsible for prosecuting criminal cases within a county.
County Budget Request	A form supplied every year by the state program office to all county office programs for use in requesting annual funding.
County Coordinator	A person hired at the county level to coordinate the activities of the CASA county program.
County of Jurisdiction	The county where the child has been adjudicated dependent, delinquent, or incorrigible.
Court	An officially designated place where justice is administered. A court is presided over by a judge, who is sometimes referred to as the Court.
Court Calendar	List of cases for trial or appellate argument, prepared for a given period of time such as a week, month, or even the term of the sitting court.
Court Case Number	The number assigned by the juvenile court to a case/child.
Court Improvement Program (CIP)	An Arizona initiative funded by the Federal Department of Health and Human Services designed to re-engineer the handling of dependency cases in Arizona. Project aspects include implementation of the new dependency laws and process that went into effect January 1, 1999; development and implementation of a statewide dependency data tracking system; training of Judicial Officers new to the dependency bench; and a dependency process operational review.
Court Order	A legal document originating with a judicial officer ordering something to occur on a case.
Court Report	A formal document written by a CASA volunteer on the volunteer's appointed case.

## Dependency Glossary

Courtesy CASA	If a child is placed outside the county of jurisdiction, the county program where the child resides may allow one of their volunteers to be appointed a "Courtesy" CASA volunteer. The Courtesy CASA gathers information, visits the child and reports to the Primary CASA. The Primary CASA volunteer will continue to be appointed to the case and has the responsibility of creating the court report.
Criminal Court	The criminal division of the Superior Court when exercising its jurisdiction over criminal matters.
Custody	The full authority to determine care, supervision and discipline of a child.
Database	Statistical information related to volunteers and cases which county program staff is required to submit to the state program office.
Default	The failure of a party to appear in court after proper service, resulting in a ruling against the party.
Delinquent	The term used to describe the legal status of a child who has committed an offense that is unlawful and would be punishable by law if the child were an adult.
Delinquent Act or Offense	An act by a child that, if committed by an adult, would be considered a criminal offense.
Department of Corrections (DOC)	The state organization whose mission is to serve and protect the people of the state by imprisoning those offenders legally committed to DOC.
Department of Developmental Disabilities (DDD)	The State agency within DES that provides services for both adults and children who have certain conditions that limit their ability to fully participate in society. These services are provided only after formal application and assessment is obtained.
Department of Economic Security (DES)	The state agency created to provide an integration of direct services to people to promote safety, well being, and self sufficiency of children, adults, and families. Besides ACYF, the agency includes other divisions such as Adult and Aging, Arizona Industries for the Blind, Child Support Enforcement, and Unemployment Benefits.
Department of Health Services (DHS)	The state agency that assesses and assures the physical and behavioral health of all Arizonans through education, intervention, prevention, delivery of services, and the advancement of public policies. It also addresses current and emerging health issues in a manner that demonstrates efficiency, effectiveness, integrity, and leadership.

## Dependency Glossary

Dependency Petition	A formal notice to a court that a child is in need of proper parental care/control and there is no parent willing or able to care for the child. The petition itself contains allegations that tell the court exactly what statutes have been broken and/or why a child is believed to be dependent. It is the formal written pleading that asks the court to find a child dependent and enter appropriate orders.
Dependency Review	See Review Hearing.
Dependency Screening	All county coordinators are required to screen every dependency case at the initial hearing, or when the petition for dependency is filed. Screening assesses whether or not the case is appropriate for a CASA volunteer assignment. See “Case Screening”
Dependent Child	A person under 18 years of age subject to the jurisdiction of the court because of child abuse or neglect.
Dependent Children Automated Tracking System (DCATS)	A statewide database used by CASA program staff to track information on CASA volunteers and the dependency cases to which they are assigned.
Depravity	Morally bad or evil.
Destitute	Without money to maintain support; a person abandoned by those responsible for supporting him or her.
Detention	The legally authorized temporary holding in confinement of a person subject to criminal or family court proceedings, until the point of commitment to a correctional facility or release; The legally authorized temporary holding of children in confinement or licensed open, non-secure settings while awaiting completion of juvenile or family court action. This includes custody while awaiting execution of a court order.
Diagnosis	The determination by qualified professionals (usually medical doctors or certified psychologists) that a person displays symptoms that fit a known condition. The diagnosis allows professionals to communicate more effectively with others in the treatment or documentation of many problems or conditions. The diagnosis may change over time or from doctor to doctor.

## Dependency Glossary

Direct Calendaring	An administrative scheduling system used by the courts in which child abuse and neglect cases involving a single family are assigned to a single judge or judicial officer at the time the case is first filed, and for the duration of government involvement with a specific family. The initially-assigned judge conducts all subsequent hearings, conferences, and trials.
Discretionary Travel	Funds to be used at the county coordinator's discretion for reimbursement of mileage to volunteers on whom traveling long distances for court hearings and visiting CASA children creates hardship.
Dismissal; Case/Child	A dismissal means that the court no longer has jurisdiction over a case. However, an individual child in a case may be dismissed without the case being closed by the juvenile court. A child may be dismissed from the CASA Program without the case being closed by the juvenile court.
Disposition Hearing	The stage of the juvenile court process in which, after finding that a child is within jurisdiction of the court, the court determines who shall have custody and control of a child; elicits judicial decision as to whether to continue out-of-home placement or to remove a child from home.
Dispute Resolution	A legal process available to state agency directors when disagreements cannot be resolved at the local level.
Diversion Programs	Community-based services designed to prevent the necessity of child abuse, neglect, or other dependency matters coming before the court. A method of avoiding prosecution of a juvenile offender. It's a way to avoid a formal court process allowing the juvenile to admit to the allegations and receive a consequence for their actions.
Drug Court	Is a means by which a judge can monitor substance abuse offenders in a hands-on, therapeutic fashion. This is done in cooperation with an established team of providers reporting the progress of the offender in becoming a substance-free individual.
Educable Mentally Handicapped (EMH)	This term is used by many schools to describe a child who may not learn at the same pace as others due to any number of conditions that impair learning. However, these children can still learn if given special educational supports.

## Dependency Glossary

Educationally Disabled or Impaired Child	A child, age 3 through 21, who due to a disability is unable to benefit from regular education without special education services. A child may have a disability but not be in need of special education services.
Eligibility	The requirements that an individual meets to receive services funded by the department.
Employment Related Expenses (ERE)	Expenses that are associated with social security, state and federal taxes, and retirement benefits, etc; benefits effect employees who work at least 20 or more hours per week.
Exit	The status used in the DCATS database system to indicate a volunteer has exited the program.
Extension in Receiving Home Placement	A hearing called by the court whenever a child under the court's supervision has remained in a shelter or receiving home for longer than three weeks. The purpose of the hearing is twofold: to explain why the child has remained in the shelter and to help speed the process of finding placement.
Facilitator	One person who is responsible for conducting a meeting of the courts. Responsible for assuring appropriate issues are addressed.
Failure to Thrive (FTT)	Failure-to-thrive in essence refers to a child whose weight is significantly below the weight of peers. For example, out of 100 children the failure-to-thrive child may be one of the three lowest weight children. There are two general conditions under this category: organic FTT and non-organic FTT.
Family	Persons, including at least one child, related by blood or law, or who are legal guardians of a child, or who reside in the same household. Where persons related by blood or law do not reside in the same household and where adults other than spouses reside together, each may be considered a separate family when it is to the benefit of the child.
Family Foster Home	See the definition of Foster Care Facility. This includes a home having the care of high school students less than 2 years old for whom the cost of care is provided pursuant to ARS §46-134(14).
First Offender	An individual who violates the law and is prosecuted for the first time.
First Offense	An action by an individual violating the law for the first time.



## Dependency Glossary

Fiscal Year (FY)	The time period for which the Legislature provides funding. In Arizona, is the fiscal year is July 1 through June 30 annually.
Formal Mediation	Structured negotiations involving parents, social service agencies, and independent third-party representatives involved in reaching joint solutions in matters before the court.
Foster Care	Temporary residential care provided to a child placed pursuant to a dependency hearing; can include care by a non-biological foster family, group care, residential care, or institutional care.
Foster Care Facility	A setting licensed to provide out-of-home care to children, including licensed relative placements, foster homes, group homes, and child welfare agencies.
Foster Care Provider	Any person or agency licensed to provide out-of-home care for children.
Foster Care Review Board (FCRB)	A panel of specially trained volunteers appointed by the presiding juvenile judge to review every six months the case of each dependent child in out-of-home placement. The Board hears from parties to the case to determine progress and applicability of the case plan toward the case plan goal. The Board submits a report to the court making recommendations to further assist the court in the decision-making process.
Foster Family Care	Placement of a child with a biological or non-biological family that is approved and supervised by the state.
Foster Parent	Any individual(s) maintaining a licensed foster home.
Full-time Equivalency (FTE)	Staff is paid based on whether they are full time (1 FTE=40 hours per week), part time (.5 FTE=20 hours a week), or any mixture of hours in between.
Full-Time Equivalent (FTE)	State and county equals one FTE 40 hours FTE per week.
Garnishment	A proceeding whereby property, money, or credits of a debtor in possession of another (the garnishee) are applied to the payment.
Group Foster Home	A foster home specially licensed for more than five but not more than 10 children. Group homes may look like any other house, or they may be incorporated into a larger treatment facility's program. The children may be under the supervision of foster parents or counselors assigned to a particular shift during the day or night.

## Dependency Glossary

Guardian ad Litem	In certain dependency matters, a person with formal legal training is appointed by a judge to represent the best interests of an allegedly abused or neglected child; differs from the legal advocate for the child who specifically represents the child's wishes before the court. See Legal advocate for the child. A recruited, screened and trained citizen volunteer without formal training, appointed by a judge to represent the best interests of an alleged abused or neglected child. See Court Appointed Special Advocate (CASA). Guardians ad Litem are sometimes appointed to parents with serious mental illness or limited capacities.
Guardianship	A relationship established by the Probate Court, pursuant to Title 14, between the child and an adult who is appointed to provide for the child and exercise the rights of the legal custodian. Also a legally established relationship between a child and adult who is appointed to protect the child's best interests and to provide the child's care, welfare, education, discipline, maintenance, and support. Where guardianship is awarded to an individual or couple, it includes that right to physical possession of the child. In many states, guardianship of this type is awarded by the probate court. Therefore, appointing a guardian for a foster child may require the action of two courts: the court hearing the abuse or neglect (e.g., the juvenile or family court) and probate court.
Halfway House	A non-conforming residential facility for adjudicated adults or juveniles, or those subject to criminal or juvenile proceedings, intended to provide an alternative to confinement for persons not suitable for probation, or needing a period of readjustment to the community after confinement.
Health Service Provider	A practitioner licensed by the State of Arizona to provide physical or mental health services.
Home Resource Aide (HRA)	The HRA worker, usually an employee of the Department of Economic Security, is designed to assist in certain cases in which the family needs direct assistance in the home or community with the maintenance of basic daily functions. These workers are prepared to go into the home and assist with a variety of needs, such as meal planning, basic hygiene, locating suitable housing, and follow-up on medical care. The HRA worker is obtained through the case manager and is usually referred to as a parent aide.

## Dependency Glossary

Home School District	For educational voucher purposes, the local school district, also called the Local Educational Agency (LEA), where the parent resides. For adjudicated children, it is the school district where the child last attended, or, if there is no identifiable school, the school district where the child is physically located at the time of the voucher application.
Inactive Volunteer	A CASA volunteer who is not appointed to a case and is not active in some other way with the program.
Incarceration	The term used for the confinement in prison, penitentiary, or jail of a defendant or probationer.
Incorrigible	Unmanageable; uncontrollable, such as a perpetual criminal or a habitually delinquent minor.
Independent Professional Review Team (IPRT)	A team composed of psychologist, psychiatrist, social worker, and other professionals as needed; to assist the case manager with what may be seen as the more difficult case situation. The case of any child who may be in need of in-patient evaluation, placement into a residential treatment center or other special service is brought before the team. Conversely, this team can help with the exit process-the removal of a child from a treatment setting so the child can be placed into a less restrictive environment.
Indian Child Welfare Act (ICWA)	The Act is in effect throughout all 50 states. It returns to Native Americans the primary responsibility or opportunity for involvement for any Indian child who comes to the attention of an Arizona social service agency.
Indigent	The inability to support oneself: poor; needy.
Individual Education Plan (IEP)	A written statement for providing special education services to a child with a disability under IDEA and is required for initiation and termination of special education services. It includes the child's present levels of educational performance, annual goals, short-term measurable objectives for evaluation, progress toward those goals, specific special education and related services to be provided in the least restrictive environment, and exit criteria. It must be developed by a team of persons, including the parent, who are knowledgeable about the child, at a meeting convened by the parent or the public school district. A CASA volunteer may serve as a surrogate parent and sign an IEP.

## Dependency Glossary

Individuals with Disabilities Education Act (IDEA)	A federal law which mandates a free appropriate public education in the least restrictive environment for children with disabilities. It outlines services (including IEPs) and procedural safeguards for children needing special education.
Initial Dependency Hearing	This hearing is held only for parents or guardians who did not appear at the preliminary protective hearing, and must be held within 21 days after service is complete.
Initial Short-Term Out of Home Placement	The placement subsequent to removal from a child's parental home, which meets the child's temporary needs while an assessment is made of the placement needs of the child.
In-Patient	A term referring to the treatment, evaluation, or placement of a person at a facility for periods of time greater than 24 hours. Usually used in the context of hospital treatment, including psychiatric evaluation. Consequently, if the person does not remain at the facility overnight, the treatment may be referred to as out-patient or day treatment. The law does not distinguish between procedures that can be done on an out-patient basis versus those that are done in-patient.
In-Patient Psychiatric Facilities	Joint Commission on Accreditation of Health Care Organizations (JCAHO) accredited psychiatric facilities, in RTC or hospital settings, providing structured treatment settings with 24-hour supervision and intensive treatment programs for the most severely impaired persons. These are reimbursable by Title XIX funds.
In-service Training	Volunteers are required to have 12 hours of appropriate in-service training per calendar year. This training is to be of related topics and pre-approved by the county coordinator.
Interested Party	A person granted the right to notice of and participation in any review or hearing concerning the child, such as therapists, foster parents, relatives, and friends, etc. An interested party is not to be confused with a legal party.
Interim Education Voucher	The name of a document that is required for placement of a child in special education classes in a private residential school when the current IEP authorizes special education services in a public school setting. This voucher must be replaced by a permanent special education voucher within 60 days, unless the child is to attend public school.

## Dependency Glossary

Interstate Compact on The Placement of Children (ICPC)	This compact facilitates the interstate movement or placement of children involved with court and social service agencies. Its purpose is to ensure that a child is not moved out of one setting and into another that may not be appropriate or adequate (e.g., a sending state has a child in foster care and wants to place the child with grandparents in another state). Before any such move can take place by the courts, the receiving state must agree with the plan. Typically, home visits and evaluations take place with a compact administrator either approving or rejecting the move. If the move is approved, a child can remain a ward of the court in the sending state, even though he/she resides elsewhere. In most instances, the state agencies have worked out supervision/treatment services for the child.
Judge	One who conducts or presides over a court of justice and resolves controversies between parties. The term also encompasses persons serving in an appointive capacity whose decisions are subject to review by a judge, including associative judges, magistrates, referees, special masters, hearing officers, and commissioners.
Judicial Officer	Person who serves in an appointive capacity at the pleasure of an appointing judge, and whose decisions are subject to review by the judge, referred to in some jurisdictions as associate judges, magistrates, referees, special masters, hearing officers, or commissioners.
Judicially Supervised Settlement Conference	A judicially-mandated meeting in which the judge is present, involving all attorneys and parties to a proceeding. The meeting typically occurs at a fixed time and place at least 10 days before a trial, and provides identification of issues to be tried, experts to be called, necessary reports, and witness availability.
Justice of the Peace (JP)	Courts of limited jurisdiction, usually in a specific geographic area, presided over by a Justice of the Peace.
Juvenile Court	The Juvenile Division of the Superior Court which has jurisdiction over proceeding relating to delinquency, dependency, or incorrigibility involving children under the age of 18.

## Dependency Glossary

Juvenile Dependency Number (JD#)	Juvenile Dependency numbering system for dependency court.
Juvenile Intensive Probation Supervision (JIPS)	Probation department that monitors the seriously delinquent minors. This is their last chance prior to being committed to the Department of Corrections. The minors are monitored 24-hours per day, 7 days per week with in-home detention, and must perform 32 of community service/work/education.
Juvenile Judge	A judge of the Superior Court authorized to preside over, hear, and determine all cases in a court of law involving juvenile court matters.
Juvenile Justice System	A network of services related to the apprehension, investigation, supervision, adjudication, care or confinement of juveniles whose conduct or condition has brought or could bring them within the jurisdiction of a family court or the criminal justice system.
Juvenile On-Line Tracking System (JOLTS)	A statewide database used by juvenile court staff to track information on dependency and delinquency cases of juveniles.
Juvenile On-Line Tracking System (JOLTS)	A statewide database used by juvenile court staff to track information on dependency and delinquency cases of juveniles.
Juvenile Probation Office (JPO)	An office established within the juvenile court to supervise juveniles who have been referred for delinquent or incorrigible offenses.
Knowingly	Consciously; with awareness; with knowledge; intentionally.
Least Restrictive Environment (LRE)	A setting that offers the most family-like atmosphere that is compatible with the needs for care of the child.
Legal Advocate for the Child	In certain dependency matters, a person with formal training appointed by a juvenile or family court to specifically represent the wishes of an allegedly abused or neglected child under the court's jurisdiction; differs from a Guardian ad Litem appointed to represent the best interests of a child before the court. See Guardian ad Litem.

## Dependency Glossary

Legal Custody	Having the legal authority to have physical possession of the child; to determine the care, supervision, and discipline of the child; the responsibility to provide the child with adequate food, clothing, shelter, education and medical care, provided that such rights and responsibilities shall be exercised subject to the powers, rights, duties and responsibilities of the guardian of the person and subject to the residual parental rights and responsibilities if they have not been terminated by judicial decree. Includes guardianship of the person of a minor such as may be awarded by a probate court.
Legal File	File maintained in the Office of the Clerk of the Court that contains all original or certified copies of original documents. All documents will contain an official Clerk of the Court stamp.
Legal Parent	The parent who is entitled to have legal custody of the child.
Legal Party	Only those parties involved in a dependency case that are listed in the court's minute entry. Parties include CPS case manager, attorneys for parents, etc., and these parties shall legally receive copies of CASA court reports and minute entries.
Legal Status	The courts definition of adjudication of a child. A status could be: dependent, delinquent, incorrigible, dependent-delinquent (dually adjudicated), or dependent-incorrigible (dually-adjudicated).
Licensing Specialist	A person designated by the department or agency to perform specific work activities and functions related to licensing, supervision, support, and monitoring of foster or group homes.
Locked (secured) Residential Treatment Center	A residential treatment center, Level I facility, licensed to care for children and provide behavioral health services, on a 24- hour basis, which utilizes secure settings or mechanical restraints. A court order for in-patient treatment is required for placement of a dependent child within such a facility.
Long-term Foster Care	Extended residential care provided to a child placed pursuant to neglect or dependency hearing; can include care by a non-biological foster family, group care, residential care, or institutional care.
Managed Care/Medical Model	The provision of services through a protocol that authorizes treatment for medical reasons.

## Dependency Glossary

Master Calendaring	An administrative scheduling system used by the courts in which child abuse and neglect cases may be reassigned to a different judge at different stages of the case.
Meals and Incidental Expenses (M & IE)	Mileage, lodging, and meals when traveling for the Arizona CASA Program.
Mediation	A process by which a neutral mediator assists all of the parties in voluntarily reaching consensual agreements; a process of facilitated communication between parties designed to resolve issues and agree upon a plan of action.
Mediator	A neutral person who conducts the mediation designed to bring agreement to the parties of record.
Memorandum	A form that accompanies a court order defining minimum performance standards of a CASA volunteer.
Mental Health Specialist	A district level mental health coordinator who works as a liaison to the DHS Regional Behavioral Health Authorities (RBHA) for mental health and substance abuse services.
Mentor	Experienced volunteers who assist in the training, guidance, and support of other volunteers. With the supervision by the county coordinator, mentors may also attend court hearings, screen cases for appropriateness of assignment, etc.
Minute Entry	The official summary of the activity and court decisions that took place on a particular date, at a particular time, concerning a particular case. The document will detail any orders of the court and describe what is to happen next regarding the case (e.g., when the next court hearing is to take place, by what date certain tasks are to be accomplished, etc.).
Misdemeanor	An offense, other than a traffic infraction, for which a sentence to a term of imprisonment not to exceed one year, to be served in a jail, may be imposed.
Motion	An application to a court made in reference to a pending action, addressed to a matter within the discretion of a judge.
Multi-disciplinary Team (MDT)	An advisory group composed of a variety of professional, Para-professional, and/or lay community members. Teams, by way of their diverse perspective, often enhance case planning and decision making.



## Dependency Glossary

Municipal Court	Courts of limited jurisdiction, usually within a municipality, presided over by municipal judges.
Neglect	The inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter, or medical care if that inability or unwillingness causes substantial risk of harm to the child's health or welfare, unless that inability of a parent or guardian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services (ARS §§ 8-201(21); 8-531(11)).
Non-Custodial Parent	With respect to a dependent child, a parent who does not reside with that child and, if there has been a determination of legal custody with respect to the dependent child, does not have legal custody of the child.
Non-special Education Voucher	The document required for placement of a child in a regular, not special, education program in a private residential school, when: 1) the child is placed for reasons of treatment, care, and safety, and 2) the home school district has ruled out special education needs, or 3) the child has no history of special education, at least within the past 12 months, and needs placement prior to determination of eligibility for special education services.
Notification	This term usually pertains to the mandated procedures involving the notification of a parent or other party in the case of an upcoming court date.
Office of Court Appointed Counsel (OCAC)	This board-appointed department provides legal representation to indigent defendants (usually parents). May also be counsel for the child when the Legal/Public Defender's Offices are unable.
Office of the Legal Defender	Generally provides legal representation to the custodial parent as identified in dependency petition.
Ongoing Case Manager	A DES case manager assigned to a unit, usually in Child Protective Services, who works with families after the initial investigation is completed. Such work may entail months or years of involvement with the family.

## Dependency Glossary

Operational Review	A comprehensive audit of all county program offices based on statutes, juvenile court rules, the administrative order, program policies and procedures.
Order of Appointment	A legal document created by the county program office, signed by a judicial officer, appointing a volunteer to a specific case/child. A copy of this order is given to all legal parties in the case. This is also referred to as a Court Order.
Orientation Training	The two day training volunteers must attend before being assigned a case or considered active in the Arizona CASA Program.
Out-of-Home Placement/Care	The placement of a child with an individual or agency other than the child's parent or legal guardian.
Parent	The birth, putative, or adoptive parent of a child.
Parent Aide	An employee of the Department of Economic Security who, at the case manager's request, assists families. This assistance includes, but is not limited to, transporting to various appointments, and monitoring visits with a child and family. See "Home Resource Aide".
Parent Therapist Foster Home Care	A foster family-based model that provides an intensive system of supportive and clinical services to special needs children/youth for whom a family environment is the appropriate placement setting. Therapeutic foster homes licensed by DHS as alternative care facilities may receive Title XIX reimbursement for therapeutic services.
Parental Involvement	Emphasis of parental participation throughout all phases of case planning.
Parole	A method of prisoner release on the basis of individual response and progress within the correctional institution, providing the necessary controls and guidance while serving the remainder of their sentences within the free community.
Permanency Planning Hearing	A special type of post-dispositional proceeding designed to reach a decision concerning the permanent placement of a child; the time of the hearing represents a deadline within which the final direction of a case is to be determined. It is to be held no more than 12 months after removal.

## Dependency Glossary

Permanent Guardianship	Unlike the guardianship established by the probate court, which can be revoked by a parent or guardian, a permanent guardianship is established by the Juvenile Court and cannot be revoked without court order.
Perpetrator	The chief actor in the commission of a crime; i.e., the person who directly commits the criminal act.
Personnel Request Summary	A listing of all county program staff positions, FTEs, salaries, and ERE costs.
Petition/Pleading	A formal, written request for a certain thing to be done.
Physical Abuse	Infliction of non-accidental physical injury, impairment of bodily functions, or disfigurement by another person.
Physical Custody	The physical care and supervision of a child.
Placement	A facility or location where a child resides while living away from home.
Pre-hearing Conference	A conference held before a Preliminary Protective Hearing (PPH) to maximize the opportunity for non-adversarial resolution of issues. It is facilitated by a person designated by the court. Primary issues discussed at this conference are temporary custody and placement, visitation, if appropriate, and the provision of services to the child and family. Agreements reached by the parties at the PHC are presented to the court at the PPH.
Preliminary Protective Hearing (PPH)	A hearing scheduled within five to seven days of the child's removal from home. The issues required to be addressed are placement, services, and visitation.
Presiding Judge	A judge of the superior court appointed by the chief justice responsible for county administrative duties as well as court actions.
Pro Tempore	A judicial officer assigned to perform the duties of a judge on a temporary basis. This officer hears all juvenile matters except contested dependency cases.
Probable Cause	A set of facts and circumstances that would induce a reasonably intelligent and prudent person to believe that an accused person had committed a specific crime.

## Dependency Glossary

Probate Court	Various state courts having jurisdiction in the matter of proving wills, appointing executors and administrators, and supervising the administration of estates.
Program Plan and Budget Request	Forms used annually to request county program funds from the state program office.
Prospective Applicant	A community person who requests information on the Arizona CASA Program. When the application is returned to the county program office, the person is considered an applicant and the screening process may begin.
Psychiatrist	A medical doctor whose specialty is in the area of mental disorders. Depending on the individual psychiatrist's orientation, the psychiatrist may have admitting privileges at a hospital and the ability to prescribe medication.
Psycho-Educational Evaluation	A psychological evaluation with an educational component performed by a psychologist with specialized training. It is a part of the comprehensive evaluation required for determining special education eligibility and is acceptable for up to three years.
Psychological Evaluation	A specific assessment conducted by a licensed psychologist to determine and address behavioral health problems, and may include treatment recommendations or advice mentioned for certain interventions. Psychological assessments shall include a review of referral materials, assessment of the individual's readiness for testing, a clinical interview, and may include intellectual testing, personality testing, educational testing, projective testing, and specialized testing for specific disabilities. Neuropsychological assessments will also delineate between the neurologically-based causes for behavior and an emotional dysfunction.
Psychologist	A professional trained in the assessment, evaluation, and treatment of various social/emotional dysfunctions. Like psychiatrists, the psychologist is referred to as a doctor but is not a medical doctor and cannot hospitalize or prescribe medications. Many psychologists are skilled in the administration and interpretation of various "instruments" and tests with which a person may be evaluated.
Public Defender	A lawyer appointed by the court to defend, advise, and counsel an individual who is not financially able to pay for the services.

## Dependency Glossary

Putative Father	The alleged or supposed male parent; the person alleged to have fathered a child whose parentage is at issue.
Reasonable Doubt	The standard used to determine the guilt or innocence of a person criminally charged. To be guilty of a crime, one must be proven guilty “beyond a reasonable doubt.” Reasonable doubt, which will justify acquittal, is doubt based on reason and arising from evidence or lack of evidence, and it is that which a reasonable person might entertain.
Reasonable Efforts	Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, requires that "reasonable efforts" be made to prevent or eliminate the need for the removal of a dependent, neglected, or abused child from the child's home and to reunify the family if the child is removed. The reasonable efforts requirement of the federal law is designed to ensure that families are provided with services to prevent their disruption and to respond to the problems of unnecessary disruption of families and foster care drift. To enforce this provision, the juvenile court must determine, in each case where federal reimbursement is sought, whether the agency has made the required reasonable efforts.
Receiving Foster Home	Another name for a shelter home, emergency shelter home, etc. Usually a receiving home is a private residence located in the community. These homes are licensed and prepared on a 24-hour basis to receive children needing immediate placement and care.
Recidivism	In its broadest context, recidivism refers to the multiple occurrences of any of the following key events in the overall criminal justice process: commission of a crime, arrest, charge, conviction, sentencing, and incarceration.
Recommendation	A written statement advising a course of action, submitted as part of any investigation report, for disposing of a current case.
Regional Behavioral Health Authority (RBHA)	Separate organizations under contract with DHS to implement, coordinate, maintain, and monitor the delivery of a unified system of mental health and substance abuse services for a geographic area.
Rehabilitation	An approach to punishment that attempts to change the offender's criminal behavior through appropriate treatment.

## Dependency Glossary

Relative	The child's grandparent, great grandparent, brother, or sister of whole or half blood, aunt, uncle, or first cousin for purposes of placement pursuant to ARS § 8-514.02.(A) as provided in DES 5-55-21.
Remanded	Returned to custody, or sent back to court (or agency) for further action.
Report to the Court on Placement of Child (RCPC)	This special report is for potential adoptive cases only. The RCPC informs the court of the status of a child who has been placed into an adoptive home.
Rescinding Order of Appointment	The legal document that dismisses a CASA volunteer from the assigned dependency or delinquency case.
Residential Care	A form of foster care involving placement in group or congregate care.
Residential Treatment Center (RTC)	A licensed treatment facility where children receive care, treatment, and supervision on a 24-hour basis. The child actually lives in residence at the center where a treatment team assists the child and family in working through difficult behavioral, emotional, social, or psychological problems. Such treatment is very expensive and is reserved for children who cannot be cared for in a less restrictive setting.
Resource	Any service within the department or the community that is available and of potential benefit to the client.
Resource Unit	A special unit of DES to help case managers locate appropriate placements for children in need of out-of-home care. This unit tracks the various openings in the foster care system.
Respite Foster Care	The provision of substitute care to a foster child to relieve the foster family of the child's care for short, specified periods of time. Respite care is a type of foster care and is provided by a licensed provider.
Restitution	A requirement by the court as a condition of a revocable sentence, or earlier in the criminal justice process, that the offender replaces the loss imposed by his/her offenses; money received from a probationer for payment of damages.

## Dependency Glossary

Review Hearing Or Report and Review Hearing	Court proceedings take place after disposition in which the court comprehensively reviews the status of a case, examines progress made by the parties since the conclusion of the disposition hearing, provides for correction and revision of the case plan, and makes sure that cases progress and children spend as short a time as possible in temporary placement.
Rules of Court	Various orders established by a court for the purpose of regulating the conduct of business of the court such as civil, criminal or appellate procedures.
Screening Applicant	The process of determining whether or not an applicant meets all screening requirements to become certified as a volunteer.
Screening Process	All applicants must complete screening requirements such as an interview, taking a polygraph exam, criminal background information, etc., before being certified as a volunteer.
Self-Contained Classroom	Any child who cannot be maintained in a regular school classroom setting due various problems may be placed into a self-contained class. Such classes are set up so the child remains in the same room throughout the day, without rotating through teachers or locations. Such placements usually require that an Individual Educational Plan (IEP) be completed by the school.
Service Plan/Service Team Individual Service Plan (ISP)	A specific written plan developed by a RBHA, in concert with a DES case manager, describing specific services to address mental health or substance abuse needs of a specific client.
Service Team	Individuals directly involved in the provision of services to a family that may include the case manager and respective supervisor, other department staff, foster parents, and contract personnel. Provision of services may also include others involved with the family, such as physicians, psychologists, school personnel, law enforcement personnel, attorneys, and CASA volunteers.
Settlement Conference	A meeting or hearing of attorneys and interested parties for the purpose of negotiating an agreement on dependency allegations. A judicial officer oversees this action.

## Dependency Glossary

Severance	The termination of a parent-child relationship. A severance is not an adoption or dependency action. The severance of a child does not automatically mean that any form of adoption is going to take place. The statutes set out a limited number of grounds (reasons) for a severance action.
Shelter or Shelter Home	A receiving home or group shelter home. Some shelters are for certain groups: young children only, battered women only, or combinations of adults and children. A facility contracted to provide temporary, non-secure emergency care for juveniles pending hearing.
Special Education	The adjusting of environmental factors, modifying of the course of study, and adapting of teaching methods, materials, and techniques to provide education for children who are unable to benefit from regular education without specially-designed instruction to meet their individual and unique learning needs.
Staff	The Arizona CASA Program staff consists of state and county employees. State employees administer the program statewide. County employees coordinate the program in each county.
Staffing	This term refers to the bringing together of the treatment team and any other person with relevant information about a family's status. The agenda at a staffing may vary, but the usual outcome is a plan or special guidance concerning a particular case situation. CASAs may be involved with staffings.
State Placing Agency	A state agency responsible for the care and placement of children, and for the submission of the special education voucher application when residential placement is necessary. DES/CPS, DES/DDD, AOC (Juvenile Probation, JPO), Department of Juvenile Corrections (DJC), and DHS are the state placing agencies.
State Program Office	By statute the office is responsible for administering the Arizona CASA Program statewide.
Status Offender	A juvenile charged with an act or action which would not be considered unlawful if the juvenile was an adult. Examples would be: incorrigibility, runaway, truancy, drinking under age, or curfew violations, etc.
Statute	A law enacted by a legislative branch of government.



## Dependency Glossary

Stipulation	An agreement, admission, or concession made by parties in judicial proceedings or by their attorneys, relating to business before the court.
Subpoena	A written order issued by a judicial officer requiring a specified person to appear at a designated court at a specified time in order to serve as a witness in a case under the jurisdiction of that court, or to bring material to that court.
Summons	A written order issued by a judicial officer requiring a person accused of a criminal offense to appear in a designated court at a specified time to answer the charge(s).
Superior Court	The court of general jurisdiction, usually geographically associated with counties, that can be divided in different divisions.
Supreme Court	The court of highest jurisdiction in the state, hears all appeals of lower courts, all sentences where capital punishment is imposed and has administrative responsibility.
Surrogate Parent	A qualified, trained person who is court-appointed by a juvenile court judge. The parent substitute is to represent the interests of a child requiring special education services on behalf of the parent unwilling or unable to do so. By law, DES case managers and other DES employees and subcontractors cannot be surrogate parents.
Teen Court	A program by which juveniles who admit delinquent/incorrigible acts, are given consequences by their specially-trained peers in a court-like setting.
Temporary Custody Notice (TCN)	A written notice by the department or law enforcement to parents, guardians, or custodians outlining reasons why the child has been taken into temporary custody, and advising them of their rights to petition the court within 72 hours (excluding weekends and holidays) of receipt of the written notice, for a hearing. The hearing reviews temporary custody, or to advise the parent or guardian of the date, time, and location of a Preliminary Protective Hearing held within five to seven days.

## Dependency Glossary

Temporary Orders	A dependency petition will usually request that the court issue temporary orders regarding the placement and care of the child. Before issuing such orders, the court must review the petition and the affidavit to determine if the facts alleged support a finding that "reasonable grounds exist to believe that temporary custody is clearly necessary to protect the child from suffering abuse or neglect."
Temporary Ward of the Court	This term refers to the legal status of a child after a petition has been made to the court. In reality, there is very little difference between a temporary ward and a "full" ward of the court. Both can receive essentially the same types of service and supervision. A child can remain a temporary ward for months or years, if the situation warrants.
Terminated Volunteer	Any volunteer who has left the Arizona CASA Program.
Termination of Parental Rights Hearing	A formal proceeding usually sought by a state agency at the conclusion of dependency proceedings, in which severance of all legal ties between child and parents is sought against the will of one or both parents, and in which the burden of proof must be by clear and convincing evidence; the most heavily litigated and appealed stage of dependency proceedings.
Therapeutic Foster Placement	Specially-trained family foster placement that provides care for children with emotional/behavioral needs that are even greater than the needs of a child in a regular foster placement. Most children eventually leave a therapeutic placement and are placed in a regular foster placement or are returned home. Some children may require an even more restricted living environment than a therapeutic foster placement can provide.
Therapist	A designated professional who is responsible to do some type of therapy on parents and/or children.
Title XIX	The Medicaid section of the federal Social Security Act that includes the provision of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) of the physical and mental health status of Title XIX eligible children.
Title XIX Eligible Child	An individual under the age of 21 determined eligible for AHCCCS/Medicaid services.
Title XIX Provider/Facility	A person, clinic, or residential facility licensed DHS that meets the AHCCCS requirements for receiving federal Title XIX reimbursement.

<b>Dependency Glossary</b>	
Transitional Short-term Out-of-Home Care	A placement that is temporary in nature and occurs between ongoing out-of-home placements.
Travel Request	A listing of travel expense requests to include mileage for recruitment and attending Orientation Training.
Unassigned Volunteer	A CASA volunteer who is temporarily not assigned to a case.
Unit	The location where the DES case manager, worker, or social worker is assigned. Usually five to seven workers are assigned to a unit.
Urine Analysis (UA)	Drug testing from a person's urine for the presence of alcohol or illegal substances contained in the bloodstream.
Vacate	To annul, to set aside, to cancel or rescind, to render an act void; as to vacate an entry of record, a judgment, or a hearing date.
Victim	A person who has suffered death, physical or mental suffering, or loss of property, as the result of an actual or attempted criminal offense committed by another person.
Visitation	Face-to-face contact between a child in out-of-home care and the parent/caretaker, significant family member, or sibling.
Visitation Facilitator	Any person who is designated by the case manager to monitor a visit between a child in out-of-home placement and the parent/caretaker, sibling or other relative. This may include a parent aide, transportation worker, volunteer, psychologist, therapist, out-of-home care provider, extended family member or other party.
Voluntary Agreement for Care	Arrangement with a public child protection agency for the temporary placement of a child into foster care, entered into prior to court involvement, and typically used in cases in which short-term placement is necessary for a defined purpose such as when a parent enters in-patient hospital care; a method of immediately placing a child in foster care with parental consent prior to initiating court involvement, thereby avoiding the need to petition the court for emergency removal.
Voluntary Placement	An arrangement between CPS and the parents without court involvement allowing for out-of-home placement for up to 90 days.

## Dependency Glossary

Volunteer	An applicant who completes the screening process and is certified to be a volunteer. This person may be appointed to a case or active in the program in other ways.
Ward/Ward of the Court	This term applies to a child determined by the court to be dependent or delinquent. It is the formal declaration that the child's welfare is now under the direct supervision of the court. To be a ward of the court means that the court determines where the child will live, who will care for the child, and directs any other special services the child or family may need. The parental rights are not severed or taken away by wardship. In fact, as a ward of the court, the child can be placed in the physical custody of the parent or guardian.

# DEPENDENCY ACRONYMS

## A

ACJA	Arizona Code of Judicial Administration
ACYF	Administration for Children, Youth, and Families
ADC	Arizona Department of Corrections (aka DOC)
ADE/SES	Arizona Department of Education, Special Education Section
AFDC	Aid to Families with Dependent Children
AG	Attorney General
AHCCCS	Arizona Health Care Cost Containment System
AJC	Arizona Judicial Council
AKA	Alias or Also Known As
AOC	Administrative Office of the Courts
ARS	Arizona Revised Statutes

## C

CASA	Court Appointed Special Advocate
CHILDS	Children's Information Library and Data Source
CIP	Court Improvement Program
CMDP	Comprehensive Medical Dental Plan
CPS	Child Protective Services

## D

DCATS	Dependent Children Automated Tracking System
DDD	Department of Developmental Disabilities
DES	Department of Economic Security
DHS	Department of Health Services
DJC	Department of Juvenile Corrections
DOC	Department of Corrections

## E

EMH	Educable Mentally Handicapped
EPSDT	Early and Periodic Screening, Diagnosis, and Treatment
ERE	Employment Related Expenses

## F

FCRB	Foster Care Review Board
FTE	Full-time Equivalency
FTT	Failure to Thrive
FY	Fiscal Year

## G

GAL	Guardian ad Litem
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## H

HRA Home Resource Aide

## I

ICPC Interstate Compact on The Placement of Children

ICWA Indian Child Welfare Act

IDEA Individuals with Disabilities Education Act

IEP Individual Education Plan

IPRT Independent Professional Review Team

ISP Individual Service Plan

## J

JAA Judicial Administrative Assistant

JCAHO Joint Commission on Accreditation of Health Care Organizations

JD# Juvenile Dependency Number

JIPS Juvenile Intensive Probation Supervision

JOLTS Juvenile On-line Tracking System

JP Justice of the Peace

JPO Juvenile Probation Office

## L

LEA Local Educational Agency

LRE Least Restrictive Environment

## M

M & IE	Meals and Incidental Expenses
MDT	Multi-disciplinary Team

## O

OCAC	Office of Court Appointed Counsel
OT	Orientation Training

## P

PHC	Pre-hearing Conference
PPH	Preliminary Protective Hearing

## R

R & R	Report and Review
RBHA	Regional Behavioral Health Authority
RCPC	Report to the Court on Placement of Child
RTC	Residential Treatment Center

## T

TCN	Temporary Custody Notice
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## U

UA	Urine Analysis
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