



NMD COURT REPORT GUIDELINES

1. NMD court report should be written in collaboration with the young adult.
2. All Court Reports should be a minimum of two pages and a maximum of three pages excluding: the “Case Data Table” and “Persons Contacted” on page one and any children’s photos. All sections of the template must be addressed.
3. Court Reports are **due to your Advocate Supervisor no later than 3 weeks** prior to a scheduled hearing. This allows your supervisor to review your report and make suggestions/ recommendations for additions or changes to your report, prior to final submission.
4. All reports are now electronically submitted to the court and to all parties to the case. Please adhere to the draft submission time frame to ensure all parties receive your report prior to the hearing date. Court reports are distributed to: social worker, NMD’s attorney, county council, and the Dependency Judge for Monterey.
5. If you anticipate difficulties writing your report, contact your supervisor to schedule a time to work on it together, ideally three weeks to one month prior to the scheduled hearing date.
6. Email your report in the CASA of Monterey County Court Report Template (as a Word Doc) directly to your Advocate Supervisor.
7. Using the CASA of Monterey County Court Report Template ‘click’ the header to complete the case data table. If you do not have all of the info required, your supervisor can assist you. Please note, “Total Case Hours” are cumulative and should include all time spent working on your child’s case (not just visits).
8. Recommendations are to focus on the NMD’s needs. Recommendations should be bulleted items and items that the Judge can actually order.
9. Prepare a brief, concise statement using the guidelines listed below for EACH TOPIC. Support all statements with facts.
10. In your narrative report, list the topics provided below to define each segment of the report. Please leave a space between each specific topic.
11. Attach a photo of the NMD taken during an activity for your completed report

I. PERSONS CONTACTED

- List individuals that you've contacted to gather information for your report. Always include the NMD.

II. RECORDS REVIEWED

- Files from: Social Worker, CASA, Dependency Court, Updates/assessments from school, Therapist, CF notes, etc.

III. INTRODUCTION

- State the NMDs name, what they prefer to be called if different from their given name, their age, when they came under the court's jurisdiction, and indicate the date you became their CASA.
- A description of the NMD, including physical, personality, strengths, and interests
- What have you and NMD done together?
 - i.e. Toured Hartnell College
 - Opened a bank account
 - Attended ILP meeting
 - Worked on resume

IV. CURRENT STATUS

NMD Jurisdictional Eligibility

- How is the NMD fulfilling the minimal criteria to stay in dependency under AB12?
 - i.e. working 80 hours/month
 - or in school
 - or working to remove obstacles to employment or education
 - Physical and/or Mental health exemption

Education

- Progress toward high school graduation, GEDM college or vocational program

Housing

- Foster care, relative home, FFA home, SILP, group home or transitional housing.

Employment

- Type of job and hours per month, or employment readiness efforts

Counseling & Medical Needs

- Physical & emotional needs, self-care, and current status

Support System

- Life-long connections to supportive adult(s), status of family ties, and peers

Independent Living Skills

- Money management, use of community resources, transportation, ILP involvement, pro-social activities, participation in clubs, sports, etc.)

Please elaborate using the following questions as a guide:

- Who is their ILP Coordinator?
- Have transitional housing arrangements been made for the NMD
- What is the NMD opinion of their current preparation for independence?
- What are the NMD's interests and/or career choices?
- Has NMD obtained a California Identification and driving classes/license assessed (if eligible)
- Has NMD opened bank account?

V. ASSESSMENT

- Give your opinion based on the observations above.
 - Are the NMD's needs being met?
 - What is going well?
 - What are the obstacles towards meeting his/her/their goals?
 - What plans and resources does the NMD have for overcoming these obstacles?
 - Are pro-social connections being established?

VI. RECOMMENDATIONS

- A list of recommendations for meeting each need of the NMD listed above. These should be short and concrete recommendations for action based on your assessment.
- i.e. CASA to remain on this case to support these recommendations and youth's successful transition to independence