

## **CASA KANE COUNTY**

### **Entering In Case Management Hour: Probate**

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Optima has a multitude of beneficial uses, the least of which is the user's ability to enter in their case related hours. From your mileage to visit youth, hours spent writing a report and all that is listed below should be recorded into Optima. The information to track and report this data is vitally important to the health of the organization.

Please find a list of activities to assist you, the CASA/GAL volunteer that will assure you accurately are representing and entering the time well spent advocating for the youth on your case.

#### **ADMINISTRATIVE:**

- Report writing and editing
- Optima entries and review
- Phone calls
- Reviewing Reports
- Case related visits
- Miles traveled to and from visits & trainings
- Minutes/hours spent completing above activities

#### **INTERVIEWS:**

- Interviews with:
  - School Officials
  - Case Worker
  - Foster Parents
  - Parents
  - Interested Parties
  - Counselors
  - Employers
  - Others

#### **MEETINGS:**

- Mediation
- Court Hearings
- Team/Supervisor Meetings

