CASA of Washington County Indiana Newsletter

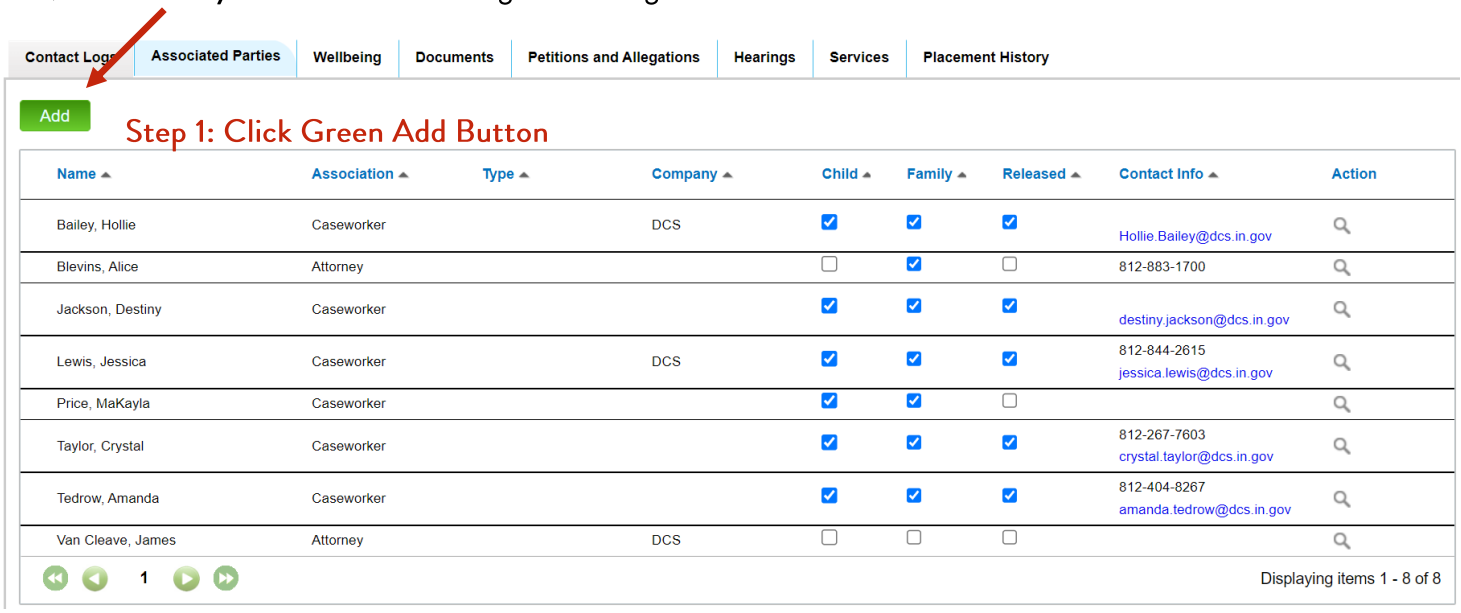
CASA
Court Appointed Special Advocates
FOR CHILDREN
CASA OF WASHINGTON COUNTY INDIANA

OPTIMA REFRESH

To end the year, I would like to highlight a few Optima operations that **volunteers** can perform to streamline your experience with using Optima and also keep your case information up to date.

ADDING ASSOCIATED PARTIES

Associated parties can include anyone associated with your case that is NOT a family member. For example: attorneys, DCS Family Case Managers, other interested parties such as foster parents, caseworkers from outside agencies, etc. It is important to keep your associated parties list up to date because this list automatically populates in your contact log form, which saves **you** time when entering contact logs.



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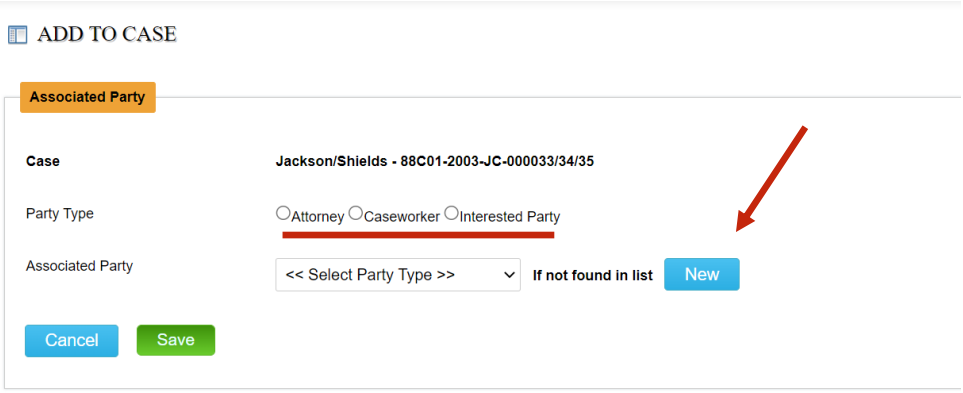
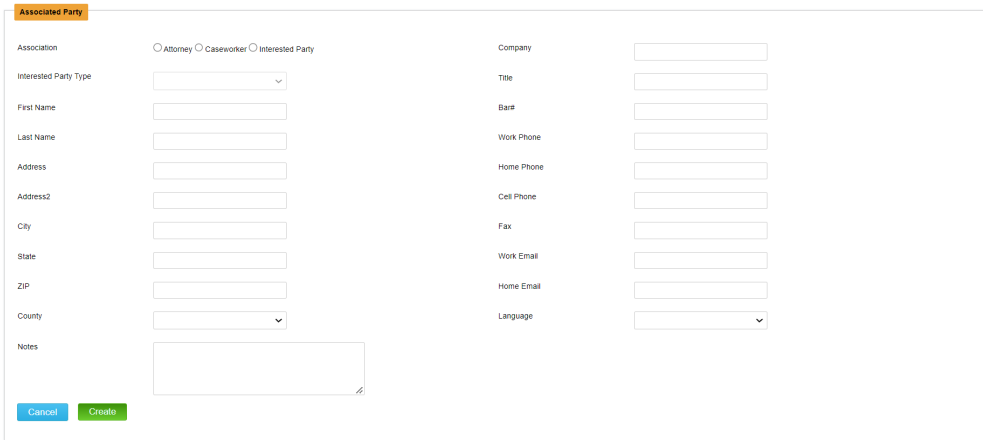
Step 2: Select the type of associated party: attorney, caseworker (can be either Family Case Manager OR from outside agency, or interested party (foster parent or other interested person who is NOT Mother or Father)



Step 2 Continued: A list of parties *who are already stored in Optima* will populate. Select the party from the auto-populated list.

IF YOU DO NOT SEE THE PARTY LISTED CLICK THE BLUE "NEW" BUTTON.

Step 2 Continued: If you selected NEW on the previous screen, this screen will then appear. Select the type of party (attorney, caseworker, or interested party), choose the Interested Party Type from the drop down menu, then fill in as much information as you know about the party. Click the green "Create" button.



Select	Pertains to	Party Type
☐	Alice Blevins	Attorney
☐	James Van Cleave	Attorney
☐	Jessica Lewis	Caseworker
☐	MaKayla Price	Caseworker
☐	Destiny Shields	Child
☐	Amanda Jackson	Family Member
☐	Dean Kniffin	Family Member
☐	James Jackson	Family Member
☐	Brenda Castueras	Vol/Supv/Atty
☐	Courtney Williams	Vol/Supv/Atty
☐	Gli Castueras	Vol/Supv/Atty

Others Contacted:

First Name

Last Name

Relationship

CONTACT LOGS

When your Associated Parties list is up to date, all people associated with your case will appear in the contact log screen so you can easily select them when they are relevant to your contact log. This saves **you** time from having to fill in their information each time in the "Others Contacted" section of the Contact Log screen.

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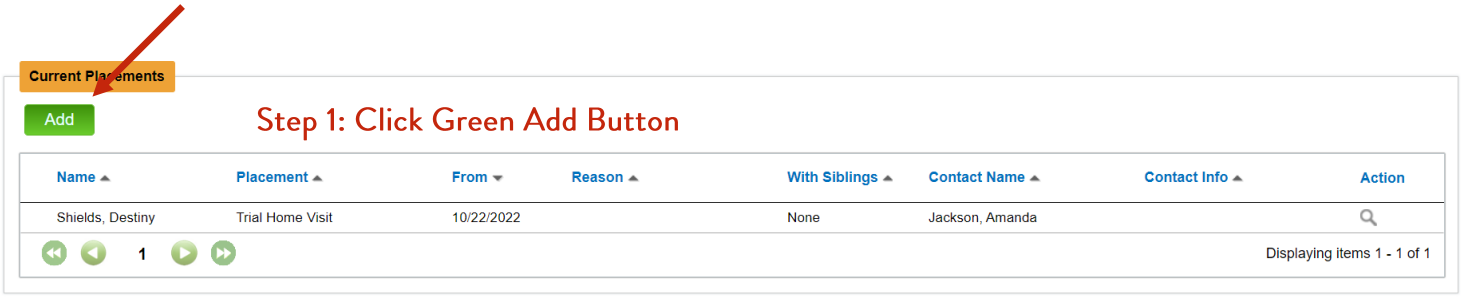
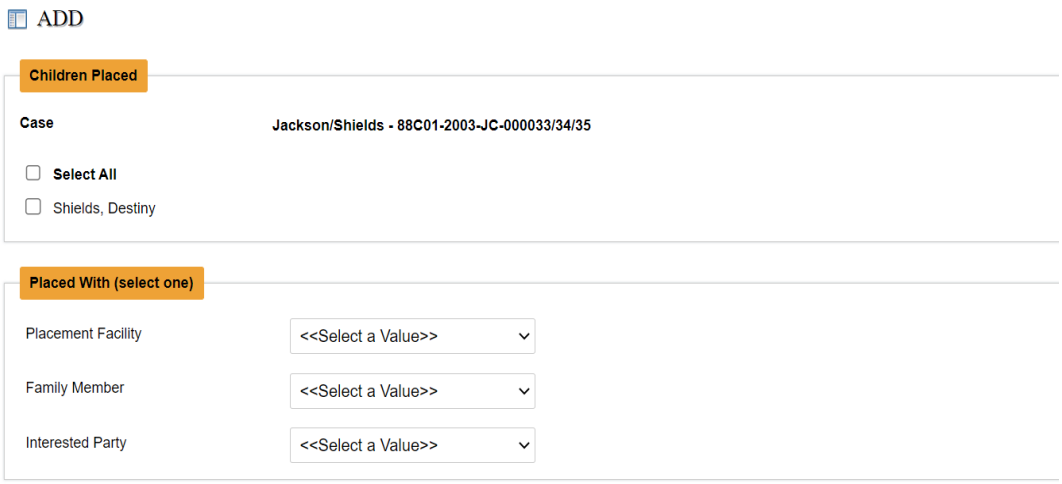
UPDATING PLACEMENT INFORMATION

Keeping Placement Information up to date is extremely important. CASA is responsible for reporting accurate placement information, length, and history to the Court, the State of Indiana, National CASA, and other potential funders and interested persons. As we all know, some children change placements often, and **volunteers** are able to update this important information to keep their case up to date.



Step 2: Select which child or children for whom you are adding placement information.

Step 3: Select which Placement Facility, Family Member, or Interested Party the child is placed with. *If the placement facility is not listed please let Courtney know. Only those with an Admin role can add placement facilities.*



Step 3 Continued: Family Members and Interested Parties can also be added by volunteers from the main page if they are not auto-populating in the drop down menu.

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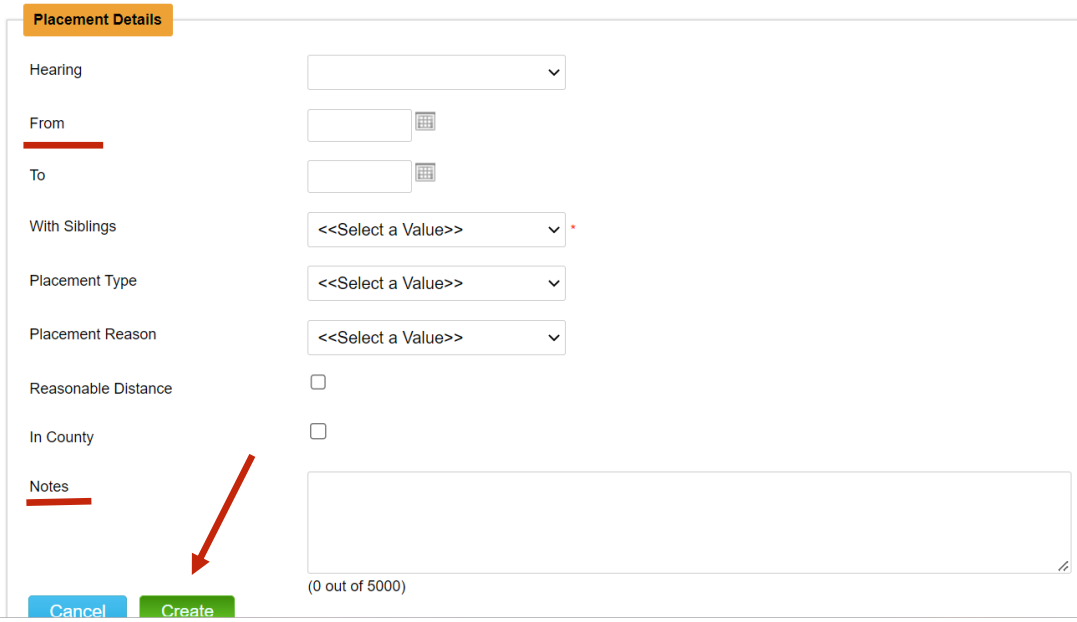
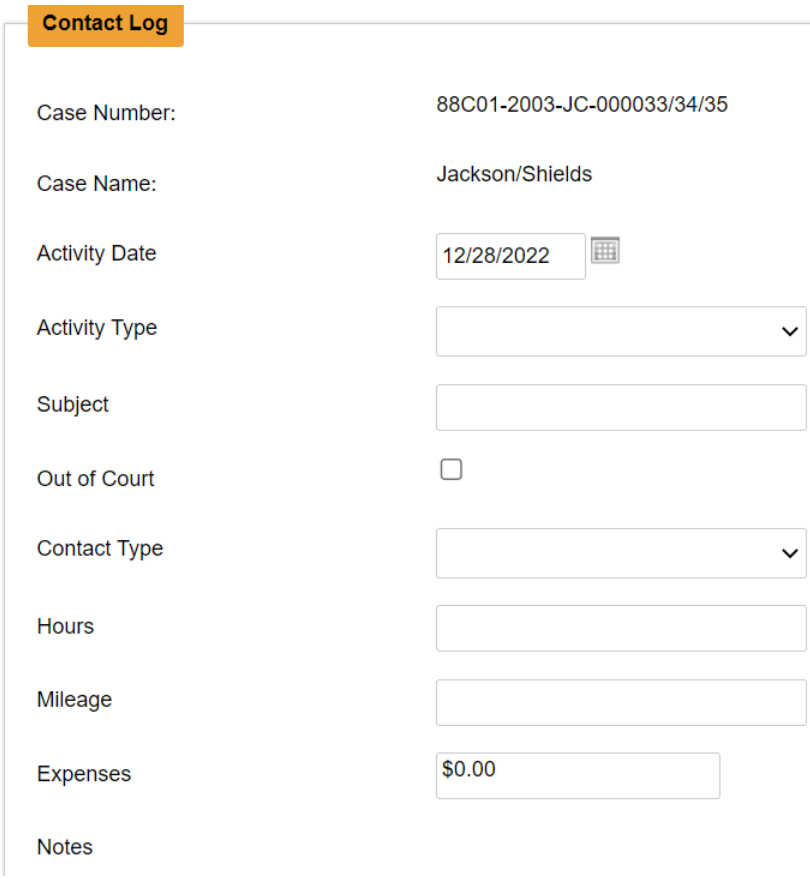
Step 4: Add all placement details, including which date the child/ren were placed in this home/facility in the "From" category. Please include all details you know about the placement, and add any additional details in the "Notes" section. Click "Create".



VOLUNTEER HOURS AND MILEAGE



In 2023 CASA of Washington County and State of Indiana CASA are going to look more closely at Volunteer Hours and Volunteer Mileage. These figures can be compelling when compiled across all cases and may be useful to us in obtaining future funding. **Please make sure you are accurately tracking all case hours in your contact logs. Also, please begin logging your mileage in your contact logs, whether driving to court, to a visit, to a CFTM, etc. mileage adds up and can be used to our advantage for funding. If you spend more than 30 minutes traveling for a case activity, please choose "Travel Time" in the "Activity Type" drop down menu and create a separate contact log FOR YOUR TRAVEL ONLY.**

2023 will bring some changes to CASA of Washington County, specifically to the Board of Directors. Leaving the CASA of Washington County Board are Dr. Mindy Gunn, Tom Scifres, Lana Hamilton, and Deidra Gottbrath Roell. CASA of Washington County would like to thank them for their service and leadership and wishes them all the best! Brent Minton, Greg Hopkins, and Dr. Chad Richards will remain on the Board.

CASA of Washington County is excited to welcome 3 new Board members:

Dean Dekemper, Nathan Bills, and Amber Colwell!

Dean Dekemper

Nathan Bills

Amber Colwell

Birthdays and Anniversaries

12/1—Sandy Smith (5 years as a CASA volunteer)

12/9— Lana Hamilton (Board Treasurer—Birthday)

12/11—Tracy Purkhiser (Birthday)

12/20—Brenda Castueras (Birthday)

12/30—Mindy Gunn (Board President—Birthday)

All training hours and contact logs for the ENTIRETY OF 2022 should be put into Optima NO LATER THAN JANUARY 6, 2023. Every single action you take working on a case MUST be entered into Optima.

This includes time spent in court, time spent talking to service providers, FCM, CASA staff (including wellbeing assessments if Heather reaches out to you), time spent writing court reports, travel time if over 30 minutes, and any other activity you engage in while working on your case. This includes any contact about the case via phone, email, or text. Accurately tracking hours is vital to our funding and telling the story of the impact CASA makes.