



Here is a quick guide to outline what your expectations are as a Guardian ad Litem and what to include in your visit reports using the acronym PLEASE.

Note: Monthly visit reports are uploaded to Optima. Reports written to be filed with the Court (i.e. Judicial review, permanency, disposition, or status reports) must be sent to the CAM (Child Advocate Manager) first. Please contact your CAM for more information on reports.

- Non-Negotiable Expectations for Guardian ad Litem Advocates**
1. Minimum contact with the child(ren) every 30 days
 2. Be available for minimum monthly communication with your CAM
 3. Submit written reports as required by the Court
 4. Accept ownership of the case assigned, and demonstrate commitment and responsibility to the child(ren) represented

P L E A S E

Placement

- Where are the child(ren) placed? (i.e. foster home, relatives, non-relatives, group home etc.)
- Describe the home (i.e. child has own bed, shares room, appropriate toys, food supplies, cleanliness etc.)
- Concerns of the placement
- Child(ren)'s adjustment to placement or progress made while at this placement
- Child(ren)'s appearance
- Child(ren)'s mood/behavior

Likes/Wishes

- What are the child(ren)'s wishes or likes
- You may get this information from the child or caregiver verbally or through observation of the child

Education

- Child(ren)'s school name
- Child(ren)'s grade
- Does the child have an IEP? (if so, a copy of the IEP must be obtained and followed up on for renewal date)
- Educational concerns/needs
- Make it a point to go to the school and obtain grades and attendance at least once a quarter

Advocacy

- Status of visits with parents (mother and father individually) and the last known date
- Status of sibling visitation and last known date
- Recommendation for placement
- Recommendation for visitation
- Recommendation for services
- Recommendation as to goal

Services

- Child(ren)'s services, status, and frequency (i.e. therapy, CBA, family therapy)
- Last medical date/dental appointment and medical concerns
- Medications taken by child (if any)
- Mental health concerns (if any)
- Frequency of services
- Tutoring (if applicable)
- Additional concerns regarding services

Everything Else

- Please add anything else you feel is important, or can give us a clearer picture of the child's situation or needs