

SUGGESTIONS FOR WRITING REPORTS

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If writing about **Agency Involvement**:

- How did the agency become involved with the family?
- What are the issues that need to be resolved?
- What factors led to the child's placement from the agency perspective?
- What efforts have been made to place the child with extended family?
- How often does the caseworker see the child? The parents?
- What is the plan for the child?
- What services have been provided or are needed?
- How has the family used the services that have been provided?
- What are the current visitation arrangements?
- What is the agency recommendation regarding the pending petition?
- Is there a concurrent plan? If so, what? If not, is one needed?

If writing about **Parents**:

- Name, birthdate, address
- How would each parent describe the child?
- What is the parents' understanding of why their child is in foster care?
- What do the parents want to happen?
- What are the current visitation arrangements?
- What services have been provided to the parents?
- What other services do they need?
- What is the parents' understanding of the case plan?
- What are the parents' plans for their child?
- Describe family and other relationships. What support systems are available?
- Who else is important to the child?
- Describe current living arrangements and source of income

If writing about the **Child**:

- Name, birthdate, placement
- Describe history of caregivers
- What is the child's understanding of why s/he is in foster care?
- What does the child think needs to happen in the family?
- Who are the significant others in the child's life?
- How does everyone get along from the child's perspective?
- How does the child feel about the current situation? What does s/he want?
- Describe the child's interests, friends, school situation, health, demeanor, etc.
- Is there anything that the child is particularly concerned about?
- How does the child feel about the current visitation arrangements?
- What does the child want you to tell the judge?