



TMC CASES					
DOCUMENTS	DATE	INITIAL TASKS	DATE	MO.TASKS	Comments
Petition		ADA/MHMR		Copies from CPS/Providers	
CASA App't.		Parent advised/attorney		Confer w/caseworker	
Emerg.Order		Meet cw/review file		Confer w/vol/supervisor	
14 Day Report		Crt.con't. jurisdiction		Visit children	
Adversary Order		Indian Welfare apply?		Therapy reports/confer	
Plan of Actions		Service on parents		School update	
Placement Order		Diligent Search		Observe visits	
Status Order		Advocacy Plan		Confer/rpts from providers	
1st Rev.CPS Rpt.		Ltr to Incarc.Parent		Monitor parents	
CASA Report		Ltr to Unavail.Parent		Confer w/other parties	
1st Rev.Hear.Order		List of relatives, meet			
2nd Rev.CPS Rpt.		Relative Home Assess.			
CASA Rpt.		Child form			
2nd Rev.Hear.Order		Notification to Parties			
3rd Rev.CPS Rpt.		Certif.of Acceptance		PERIODIC TASKS	
CASA Report		CASA Information form		PPT/FGC	
3rd Rev.Hear.Order		All services initiated		Mediations	
Final CPS Report		Paternity resolved		Hearings: Adversary	
CASA Final Rpt.		Review SP w/parents		Status	
Final Order		Fax order to school		1st Rev.	
Relinquishment		ECI involvement		2nd Rev.	
Termination Order		Meet parents		3rd Rev.	
Evaluations-periodic		Meet children		Final	
Service Plans				ARDS	
School Records		CLOSING TASKS		Relinquishments?	
Birth Certificates		Dismissal/file		Reasons for Extensions?	
SS Cards		Case Closure form		Fax order for school change	
Home Studies		Close out Comet			
Affid. Of Status		Case Evaluation			
Affid Inabil to Locate		Notebook in			
Medical Records		PMC or Adopt form			
Dental Records					