

FIELDWORK MATRIX

TASKS	OUTCOME OBJECTIVES— Please notify the Volunteer Trainer when you complete an activity.
<i>To be completed in partnership with Peer Mentor and/or the CAM</i>	<i>Under the guidance of the Peer Mentor and/or CAM, in collaboration with the Dependency Case Manager (DCM), the Guardian ad Litem Volunteer should know and be able to:</i>
1. Court Observation— <u>Non-Case Related</u>	<ol style="list-style-type: none"> 1. Identify each of the parties involved in a case during a dependency hearing 2. Explain the role of <u>each party</u> in a dependency hearing 3. Explain the Judge’s viewpoint and rulings during the hearing observed 4. Please contact Christine.Gornik@gal.fl.gov when completed.
2. Review of the Case File with the Mentor	<ol style="list-style-type: none"> 1. Identify the key/important documents contained in a Case File 2. Explain the importance of access and use of a Case File <u>prior</u> to a Judicial Review 3. Know how to read and explain the components of JRSSR - . Judicial Review Report 4. Explain the process for keeping the Case File current 5. Please contact Christine.Gornik@gal.fl.gov when completed.
3. Case Notes/Documentation	<ol style="list-style-type: none"> 1. Identify the type of case/file documentation required for: Visitation Reports, Judicial Reports, conversations with relevant resources, i.e. school personnel; and other file documentation as required by Guardian ad Litem Standard 6 and the local Circuit Guardian ad Litem Program 2. Explain to the Peer Mentor or CAM the personal documentation system (manual and/or computer) he/she will be using to maintain accurate and complete case notes 3. Please contact Christine.Gornik@gal.fl.gov when completed.
4. First Child Visit & Bio Parent Contact	<ol style="list-style-type: none"> 1. <u>Prior to Visit:</u> Explain the information needed to complete the Guardian ad Litem Visitation Form and explain how this information is obtained 2. <u>During Visit:</u> Establish rapport with child(ren) and current caregivers* 3. <u>After the Visit:</u> Complete Visitation Form correctly 4. Please contact Christine.Gornik@gal.fl.gov when completed. <p>* NOTE: If possible, make contact and establish rapport with the biological parent(s) if the dependent children/youth are not residing with them and document the contact</p>
5. Contacts with Case Resources	<ol style="list-style-type: none"> 1. Obtain updates on the child’s/youth’s progress in school and in behavioral counseling 2. If appropriate to the case, obtain current information on the child’s/youth’s medical and/or dental needs & contact CM to arrange for service referrals if not obtained. 3. Please contact Christine.Gornik@gal.fl.gov when completed.
6. Working with the CBC/DCM	<ol style="list-style-type: none"> 1. Explain difference between the role and responsibilities of a Dependency Case Manager vs Guardian ad Litem 2. Contact his/her Dependency Case Manager to discuss the case & plan for on-going communication 3. Explain options to pursue if difficulty or timeliness is encountered while communicating with the Dependency Case Manager
7. Fieldwork Activities Review, Final Certification Process, Team Meeting	<ol style="list-style-type: none"> 1. After the completion of all Fieldwork Activities, meet with the Peer Mentor or Training Coordinator to review Fieldwork Activities & final certification 2. Please contact Christine.Gornik@gal.fl.gov when completed. <p>*Note: As needed, the Guardian ad Litem will continue to meet with the Peer Mentor or CAM for follow-up discussions and guidance.</p>