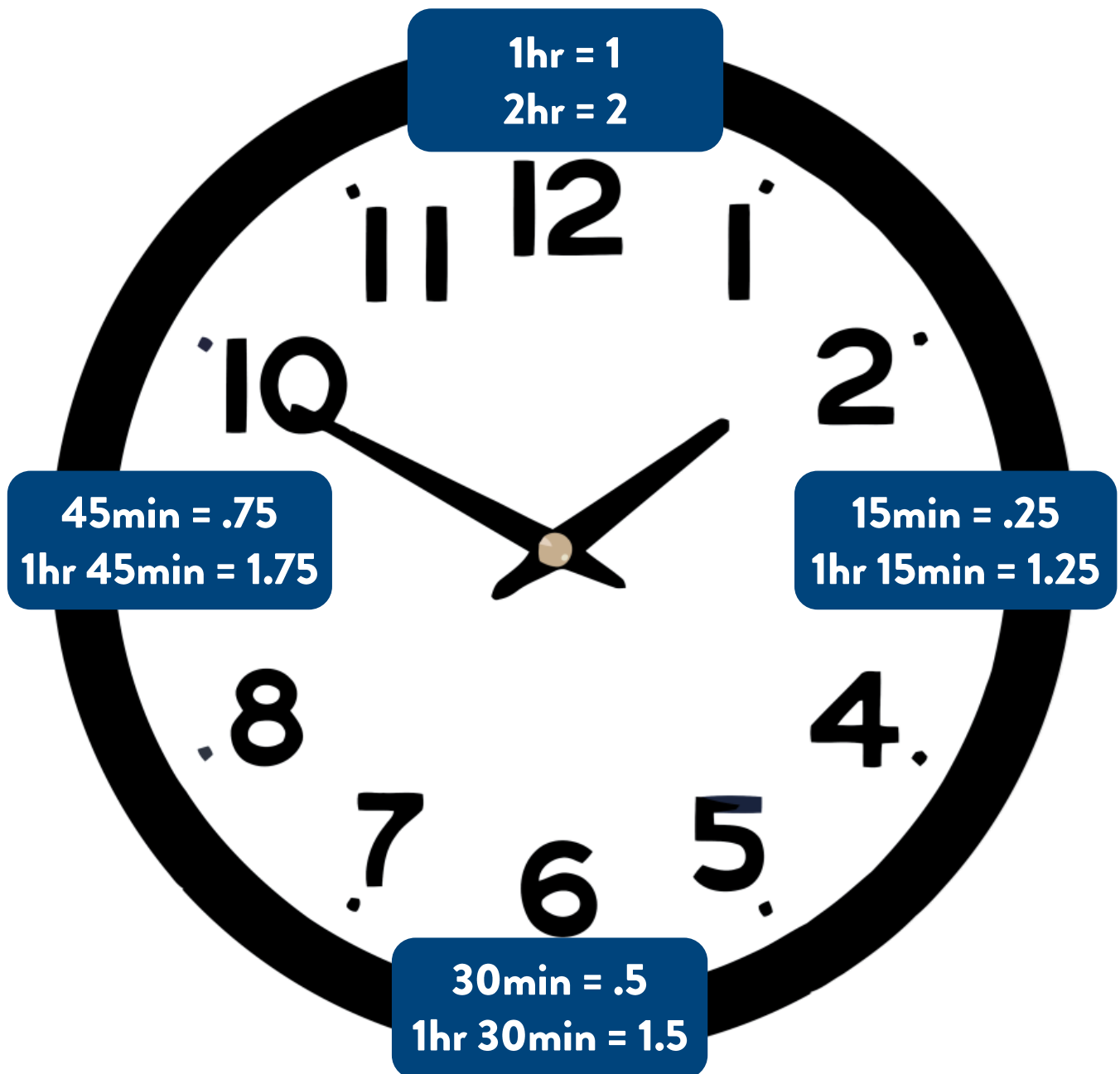


Optima Case Notes Time Management



Important Reminders

1. Always round to the nearest 15th. If you spent 7min on the phone. Round up to 15min = .25. If you spent 38min at a visit round up to 45min = .75.
2. Always include your travel time. If you visited your CASA child for 1 hour = 1 and traveled 15 minutes to and from visit, you should record your time as 1hr 30min = 1.5.
3. You can record time for multiple purposes
4. Case staffing with CASA Supervisor
5. Child and Family Team Meeting (CFTM)
6. Contact with individuals involved in case
7. Writing your case note
8. Travel
9. Time spent in court

