

Information to Know for  
**ANNUAL REVIEW/REASONABLE EFFORTS HEARING**  
(for Emergency Use Only)

*Court Hearings should be covered only in emergency situations. When this occurs, it must be discussed with the attorney of record prior to the hearing to determine if coverage or a continuance would be the appropriate course of action. The following is a list of questions the covering worker should be able to answer.*

| CASE NAME | WOR | COVERING WORKER | HEARING DATE | ATTORNEY OF RECORD |
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| <p><b>1. WHO HAS BEEN IDENTIFIED AS THE PARENTS?</b></p> <p><b>NAME AND AGE OF CHILDREN?</b></p>  |
| <p><b>2. WHO HOLDS CUSTODY?</b></p> <p><b>WHERE ARE THE CHILDREN PLACED, AND HOW ARE THEY DOING?</b></p>  |
| <p><b>3. HAVE CASE PLAN SERVICES BEEN OFFERED TO THE FAMILY, AND IF SO, WHAT ARE THOSE SERVICES AND WHAT IS THE PROGRESS?</b></p> <p><b>MOM:</b></p><br><br><br><br><br><br><br><br><br><br><p><b>DAD:</b></p><br><br><br><br><br><br><br><br><br><br><p><b>CHILDREN:</b></p> |
| <p><b>4. WHAT IS THE CASE PLAN GOAL?</b></p>  |
| <p><b>5. WHAT ARE THE VISITATION ARRANGEMENTS AND STATUS?</b></p>   |

**6. LIST ANY EXTENUATING CIRCUMSTANCES THAT WOULD BE HELPFUL TO KNOW.**

**7. WHEN DID THE CASE OPEN AND WHEN WAS THE ONGOING WORKER ASSIGNED?**

**8. IS A PARENT INCARCERATED?**

**IF SO, WHERE ARE THEY INCARCERATED AND WHAT IS THE CHARGE AND SENTENCE?**

**9. ARE THERE ANY CDTU SCREENS?**

**IF SO, PLEASES LIST THE DATE, RESULTS AND RECOMMENDATIONS.**

**10. IS CONCURRENT PLANNING OCCURRING?**

**WHAT IS THE BACK-UP PLAN?**

**ARE THERE SCHEDULED REVIEWS WHERE THIS WILL BE DISCUSSED?**

**DO THE PARENTS KNOW?**

**11. DO ANY OF THE CHILDREN HAVE SPECIAL NEEDS?**

**IF SO, HOW ARE THEY BEING ADDRESSED?**

**12. HOW MANY PLACEMENTS HAVE THE CHILDREN BEEN IN SINCE THE CASE OPENED?**

**13. ARE SIBLINGS PLACED TOGETHER?**

**IF NOT, DO THEY VISIT?**

**IF NOT, WHY AREN'T THEY VISITING?**

**WHAT IS BEING DONE TO ENSURE SIBLINGS WHO ARE SPLIT UP ARE SEEING EACH OTHER REGULARLY?**

**14. IS THERE A MOTION BEFORE THE COURT?**

**IF SO, WHAT IS IT?**

**WHAT IS THE AGENCY REQUESTING?**

**15. IS THE CHILD IN SCHOOL AND IF SO, WHAT GRADE?**

**HOW IS THE CHILD DOING IN SCHOOL AND IS THERE ANY TUTORING OR AN IEP?**

*\*Legal Custody Hearings:*

*Caseworker should also be prepared to know what the agency is recommending for the parent's visitation. If one parent is receiving legal custody, what are the other parent's visitation arrangements and who will be supervising?*

*Please note: if DV was ever a concern between parents, one parent should never supervise the other parent's visitation.*