



### Caseworker Readiness Checklist for New Caseworkers

Instructions: The checklist below is a guide and a record for Caseworker Readiness. As each task is completed, the supervisor or mentor will date and initial in the space indicated. A copy should be provided to the caseworker, the supervisor, and human resources (if applicable).

<b>Area of Readiness</b>	<b>Explanation of Readiness</b>	<b>Date/Initial</b>
APS Laws and Regulations	Caseworker has read through laws and can answer questions about laws. Caseworker has attended the APS Laws and Regulations core class.	
Prioritizing caseload to meet mandates	Caseworker can manage caseload by utilizing their planner/calendar or other tools to prioritize paperwork, calls, and visits to ensure timeliness.	
Accessing the client's home	Caseworker was observed during an initial home visit. He or she was able to access the home and build rapport with the client/family. Initial visit was timely. If client was not available, caseworker made a timely second attempt.	
Interviewing/building rapport	Caseworker was observed interviewing the client. He or she clearly explained the allegation and delivered it from a place of concern. Caseworker asked questions about allegation as well as anything observed while in the home. Caseworker built on questions to gather as much information as possible. Questions were asked in a conversational manner.	
Assessing risk	Risk assessments are well written, detailed and flow with the information in case notes. Caseworker can determine risk based on the specific danger, personal vulnerability, and social vulnerability. Risk assessment completed and submitted for approval within the required timeframe.	
Entering in alleged perpetrators and/or supports in the home	In ODAPS, the caseworker can enter in and link alleged perpetrators and/or supports in the home to the client's case after intake.	
Validating allegation(s)	Based on the cases reviewed by the supervisor, the caseworker is thoroughly investigating the allegation prior to making the determination to validate an allegation or not. Investigation completed within the required timeframe. Validation and alleged perpetrators are linked. Extension was requested if necessary.	
Case Note Writing	Case notes are written in complete sentences. They reflect facts about the case (not opinion). (Case notes should be clear and concise and written so that anyone could read them and have a clear understanding of what happened throughout the investigation.)	



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Person-Centered Case Plans	Case plans are written with the client and his or her family (with client's permission). Caseworker can provide suggestions based on identified risk(s). Services are explained in detail to the client and their family. They understand what risks were identified, services that will support the client, what the services will do, steps that need to be taken to obtain the services and approximately when they will begin (if possible). Identified risks and suggested services/changes are explained in detail in the case notes. All identified services are entered into the case plan with as much detail as the fields allow.	
Working with Community Partners/Services	The caseworker engages with community partners to establish services for the client. Caseworker has an understanding of the county I-Team (purpose/members) and how they can be leveraged when there is a difficult case.	
Protective Service Orders (PSO)	Routine/Emergency/Exparte. The caseworker can detail reasons/situations where a PSO would need to be requested for a client and can demonstrate steps that need to be taken to get a court hearing scheduled to obtain a PSO. Caseworker has completed the steps on their own or with a peer.	
Guardianship	The caseworker can detail reasons/situations where a guardian may be needed and can demonstrate the steps that need to be taken prior to requesting a court hearing for guardianship. Caseworker can network with hospitals/nursing home facilities to get clients admitted while waiting for the hearing. Caseworker has completed the steps on their own or with a peer.	
Conservatorship	The caseworker can detail reasons/situations where a conservatorship is necessary. Caseworker can demonstrate steps that need to be taken to get a court hearing scheduled to obtain for a conservatorship. Caseworker has completed the steps on their own or with a peer.	
Case Closing	The supervisor has observed that the caseworker is fully investigating cases, he or she identifies and contacts resources/family/friends. The closing case note is well written, easy to follow and sums up the case. The ODAPS APS Case Details Screen is filled out correctly and the closing is discussed with the supervisor prior to submitting for approval.	