

**Child and Family Services Policy Manual: Reference Information
Case Checklists – Initial Placement Through Finalized Adoption**

**Case Opening
Checklists**

The Case Opening Checklist is designed to aid child protection specialists and supervisors in tracking the many tasks that must be accomplished in the course of opening a case.

Use of the Case Opening checklist is mandatory. The checklist shall be included in every case file under “Case Notes/Recordings.” As each task is completed, its completion should be dated and initialed on the checklist. It is the responsibility of the supervisor to make sure that all tasks are completed.

Other Checklists

Checklists for ICPC, Case Closure, Reunification and Adoption may be utilized when one of these activities occurs in a case. Although use of these checklists is optional, completion of all of the tasks on the checklists is required when the activity is applicable to the case.