Record Keeping/Data Management

To maintain the efficiency of the CASA program and uphold its integrity, the director will formally maintain the following:

1. Case assignments records.
2. Up-to-date calendar of court hearings.
3. Monthly case log system.
4. Files and copies of all CASA reports and correspondence concerning the case.
5. Volunteer personnel files.

The CASA Program will collect statistical information regarding the following information:

1. Child Information:
   A. Number of children served per year
   B. Age ranges, race, and gender of children

2. Case Information:
   A. Number of cases assigned to the CASA program
   B. Case outcome
      i. family reunification
      ii. parental rights terminated
      iii. iii. relative placement
      iv. iv. other
   C. Length of time a case is involved in the Court System
   D. Breakdown of types of cases (sexual, physical, neglect, etc.)
   E. Number of cases closed

3. Volunteer Information:
   A. Total number of volunteers
   B. Total number of volunteer hours
   C. Number of active and inactive volunteers
   D. Ethnic background / Gender
   E. Length of stay in the program
   F. Reason for withdrawal from the program
   G. Emergency contact information
   H. Reference documentation
   I. Security check documentation
   J. Automobile insurance verification
   K. Case assignments

4. The statistical information will be collected annually, as well as for the entire length of the program.

5. The CASA Program Director shall compile a year-end report that illustrates the accomplishments of the program. This report will be distributed to the National CASA Association, Michigan CASA Association, the Court, and other interested parties.

6. Case files must be returned to the program director when a volunteer is discharged or the case is closed.

7. Closed case files will be maintained for seven years and then destroyed.

8. Volunteers will have access to their personnel records upon written request to the Program Director. Review of said records will take place in the CASA office. Any additions, deletions, or corrections to the records requested by the volunteer will be promptly reviewed by the Program Director and acted upon appropriately.

9. The Comet software program provided by National CASA will be used to record the above referenced data. Access to the software program and data will be restricted to those designated by the Program Director.

10. Access to records is limited to those designated by the Program Director under the National CASA guidelines.