



## Introduction Worksheet – Case Manager to Complete

Child(ren) name(s): (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_

**CASE MANAGEMENT AGENCY** \_\_\_\_\_ **CM Schedule is below:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

<u>Case Manager Contact Information</u>	<u>Supervisor Contact Information</u>
<b>Name:</b>	<b>Name:</b>
<b>Office Number:</b>	<b>Office Number:</b>
<b>Cell Phone:</b>	<b>Cell Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>
<b>Best way to contact me:</b>	

<u>Guardian Ad Litem:</u> <b>Name:</b>	<u>CLS Attorney:</u> <b>Name:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>E Mail:</b>	<b>E Mail:</b>
<b>DCF QPI Support</b> <b>Trudy Petkovich</b> <b>Cell: 305-308-0106</b> <b>Email: SNR.FS.HowCanWeHelp@myflfamilies.com</b>	<b>Agency on Call Number</b> _____  <b>Other important agency names and number(s):</b> _____
<b>Mobile Crisis Unit – 305-774-3616</b> <b>Our Kids Nurse Case Manager – 305-608-5962</b> <b>Our Kids Placement After hours – 305-810-1004</b>	<b>MDCFAPA – Shamele Jenkins, 305-469-1157</b> <b>SFFAPA – Denise Sasiain, 786-281-7720</b>
<b>Missing Person Contact:</b> <b>Agency</b> _____ <b>On Call #</b> _____	<b>Our Kids QPI – Orlando Gonzalez, 305-498-9331</b> <b>Our Kids Advocate – Mildred Lugo, 305-799-6930</b>

**Previously scheduled appointments:**

Medical/Dental \_\_\_\_\_  
Family Visits (Type of contact): \_\_\_\_\_

**Expectations of the foster parent & the case manager**

- Please allow me \_\_\_\_\_ hours to contact you back after you leave a message.
- Please contact me first and if you do not hear back from me within \_\_\_\_\_ hours contact my supervisor.
- Take the children to their doctor, dentist, therapy and visitation in partnership with the CM.
- Take the children to school and recreation activities, as agreed under the Normalcy policy.
- Contact me if you need to cancel a visit or need transportation assistance.
- I will advise as soon as possible when visitations are cancelled or times changed.
- Partnership and professionalism through communication, respect, empowerment, support and trust...

*Together we can make a difference!*