Nebraska Programs CASA Manager Back to Basics Training Agenda
Monday, Oct. 26 2015
10:00 AM – 4:00 PM

10:00 AM – 12:00 PM
Agenda Overview

Welcome

Participants will be invited to enter a "mock case" throughout the training day. A sample case will be provided, however, participants are invited to bring a sample case (while protecting confidentiality) to use throughout the day's activities.

Overview of CASA Manager Database
- **Review basics of navigation**
- **Understanding Viewing Modes**
- **Status and Dates in CASA Manager**
- **"Purple" Fields**

12:00 PM – 1:00 PM Lunch – On Your Own

1:00 PM – 3:00 PM

Using the CASA Manager Database – Practical Application
- **Entering Data**
- **Searching for records**
- **Assigning Volunteers**

Practice
- **Participants will have an opportunity to enter data into CASA Manager at individual workstations**

3:00 PM – 4:00 PM

Q&A
- **Time for questions and hands on practice**

Nebraska Programs CASA Manager Case Management Training Agenda
Tuesday, Oct. 27 2015
9:00 AM – 5:00 PM

9:00 AM – 12:00 PM
Agenda Overview – Handout including Review of Basics (status and dates)

Welcome
Participants are invited to enter data from a "mock case" used during the previous Back to Basics training session. This session will allow participants to focus on more advanced and complex data entry elements beyond the Back to Basics session. A sample case will be provided, however, participants are invited to bring a sample case (while protecting confidentiality) to use throughout the day's activities.

Case Management Data Entry – Ensuring Accurate and Consistent Data
- **Child module – focus on tracking outcomes, permanency planning & concerns, multiple hearings, re-abuse, multiple petitions**
- **Volunteer module – training history**

Customization of CASA Manager
- **Basic to Advanced**
- **Fields**
- **Letters & notifications – Thank you letters, training certificates, in-service compliance, etc.**

12:00 PM – 1:00 PM **Lunch – On Your Own**

1:00 PM to 3:00 PM

Troubleshooting – Strategies for finding missing or inaccurate data
- **Errors in data/COMET clean up**
- **Duplicate data entries (children, volunteers)**
- **Closed cases – missing data: options for fixes**

Volunteer Management Reports
- **Most useful for in-service, training, active volunteers, wait listed children**

Best Practices
- **Sharing between programs**

3:00 PM – 5:00 PM
- **Practice and Q & A**

Nebraska Programs CASA Manager Managing Reports Training Agenda
Wednesday Oct. 28, 2015
9:00 AM – 3:00 PM

9:00 AM – 12:00 PM
Agenda Overview Handout including Review of Basics (status and dates)

Participants are invited to bring sample data for the creation of a customized report during this session. Sample data will also be provided to allow participants to work within the database throughout the training session.

<u>**Welcome**</u>

Overview
- **Quick review of Status and Dates definitions in CASA Manager**
- **Review CASA Manager Report Functionality**
- **CASA Connect – What benefits CASA Connect provides to local programs**
- **How CASA Manager Reporting works "under the hood" – a peek behind the scenes (help explain how one report can be run on two different days and get two different numbers and why are there different numbers for seemingly similar reports).**

12:00 PM – 1:00 PM **Lunch – On your own**

1:00 PM to 3:00 PM

Reporting
- **Customizing reports for specific grant funds**
- **Mix & Match Reports – adding fields to Mix & Match reports**
- **Reports found most helpful by other VA CASA programs (participants to share experiences)**

Practice
- **Create a customized report based on your local program's data requirements**
- **Come prepared with a report your program would like to create**

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