



# Criminal Justice Case Management Checklist Template

 Show only Checklist

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Default 

## Intake & Assessment


Initial data collection, risk assessment, and needs identification.

### Client Name

Write something...

### Date of Intake

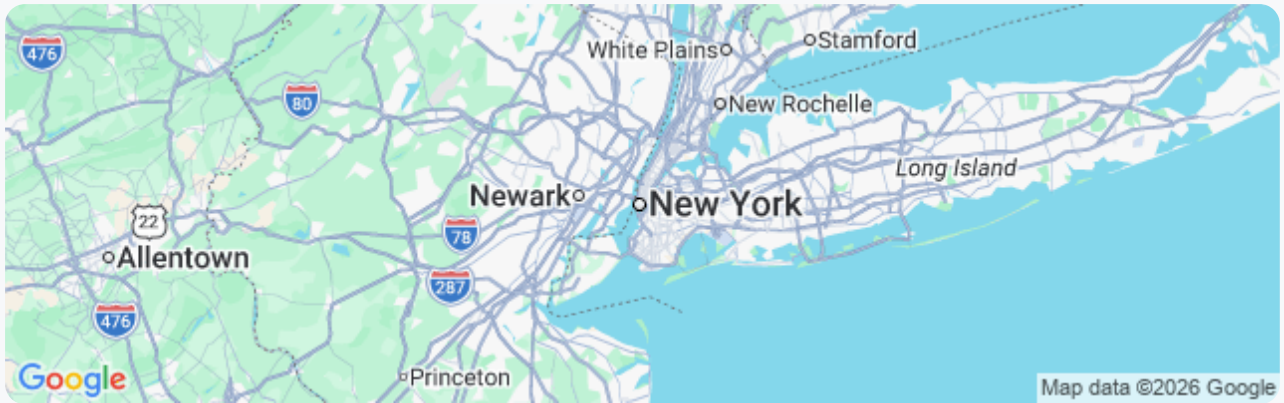
Enter date...

Hi there, need help? 



## Location of Incident (if applicable)

 [Set My Current Location](#)



## Age

Enter a number...

## Reason for Referral

- Self-Referral
- Law Enforcement
- Court Order
- Agency Referral

Hi there, need help?

## Presenting Concerns/Summary

Write something...

## Risk Factors (Select All That Apply)

- Substance Abuse
- Mental Health Concerns
- History of Violence
- Lack of Housing
- Financial Instability

# Investigation & Evidence Gathering

Collection and analysis of evidence; witness interviews; documentation.

## Date of Incident/Offense

Enter date...

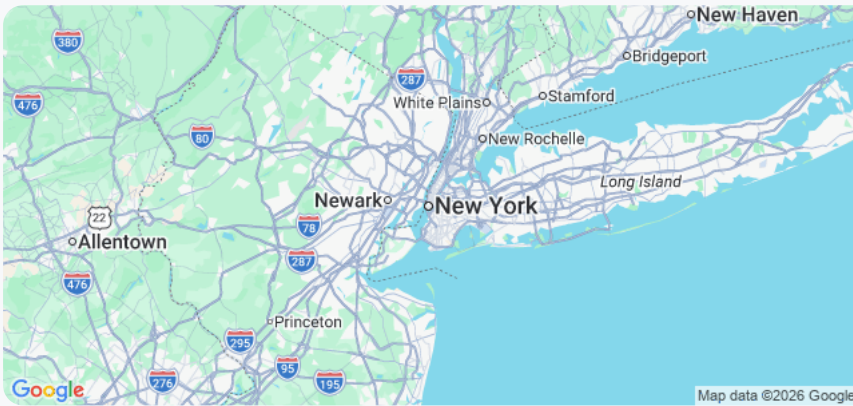
Hi there, need help?

## Detailed Description of Incident/Offense

Write something...

## Incident Location

 Set My Current Location



## Photos/Videos of Scene

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## Estimated Value of Loss/Damage

Enter a number...

Hi there, need help?

### Type of Evidence Collected

- Witness Statements
- Physical Evidence
- Digital Evidence
- Forensic Reports

### Summary of Evidence Analysis

Write something...

## Legal Representation & Court Proceedings

Coordination with legal counsel; preparation for hearings and trials; courtroom assistance.

### Initial Court Appearance Date

Enter date...

### Court Case Number

Write something...

Hi there, need help?

### Legal Representation Assigned?

- Yes
- No
- Pending

### Legal Counsel Name

Write something...

### Summary of Court Proceedings (Each Appearance)

Write something...

### Next Scheduled Court Date

Enter date...

### Legal Counsel Signature (Confirmation of Representation)

### Number of Court Appearances

Enter a number...

Hi there, need help?

# Case Planning & Intervention

Development and implementation of case plans; coordination of services; progress monitoring.

## Initial Case Plan Goals

Write something...

## Frequency of Intervention (e.g., visits per week)

Enter a number...

## First Intervention Date

Enter date...

## Primary Intervention Strategy

- Individual Counseling
- Group Therapy
- Family Mediation
- Skills Training
- Community Support

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### Intervention Services Provided

- Housing Assistance
- Financial Literacy
- Substance Abuse Treatment
- Mental Health Services
- Legal Aid

### Next Review Date of Intervention Plan

Enter date...

## Risk Management & Safety

Identifying and mitigating potential risks; ensuring safety of the individual and others involved.

### Risk Assessment Score (Initial)

Enter a number...

### Immediate Threat Level

- Low
- Moderate
- High
- Critical

Hi there, need help?

### Specific Safety Concerns Identified

Write something...

### Potential Risks (Select All That Apply)

- Violence/Aggression
- Self-Harm
- Substance Abuse
- Neglect
- Exploitation
- Homelessness

### Date of Safety Plan Implementation

Enter date...

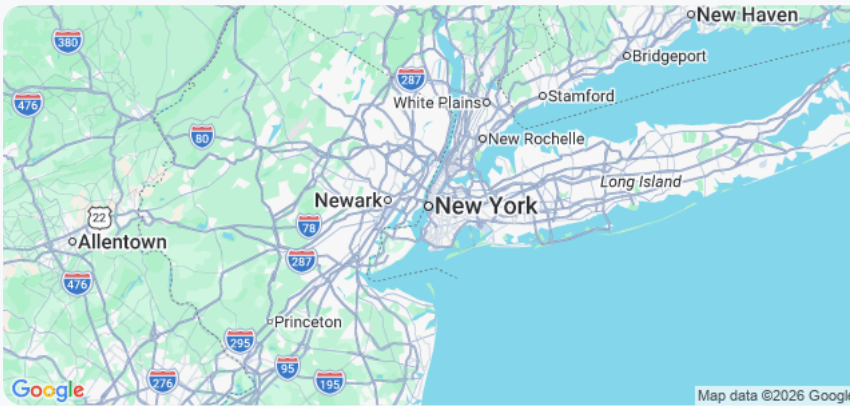
Hi there, need help?

## Detailed Safety Plan Description

Write something...

## Safe Location(s) Identified

 [Set My Current Location](#)



# Service Coordination

Connecting the individual with necessary resources and support services.

## Primary Service Provider

- Mental Health Services
- Substance Abuse Treatment
- Housing Assistance
- Medical Care
- Legal Aid
- Employment Services

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### Additional Services Needed

- Transportation
- Financial Literacy Training
- Childcare
- Educational Support
- Peer Support Groups

### Contact Person at Service Provider

Write something...

### Phone Number of Service Provider

Enter a number...

### Notes Regarding Service Coordination

Write something...

### Scheduled Service Appointment Date

Enter date...

Hi there, need help?

# Documentation & Reporting

Maintaining accurate records of case activities; preparing reports for stakeholders.

## Date of Documentation

## Summary of Case Activities

## Supporting Documents (e.g., reports, correspondence)

 Upload File

## Hours Worked on Case

Hi there, need help?

### Report Type

- Progress Report
- Incident Report
- Court Report
- Other

### Notable Observations/Challenges

Write something...

### Case Manager Signature

## Case Review & Evaluation

Periodic review of case progress; evaluation of intervention effectiveness.

### Date of Review

Enter date...

Hi there, need help?

## Progress Towards Goals (1-10)

Enter a number...

## Overall Case Status

- On Track
- Needs Adjustment
- At Risk
- Closed

## Summary of Progress and Challenges

Write something...

## Effectiveness of Interventions

- Highly Effective
- Effective
- Moderately Effective
- Not Effective

Hi there, need help?

### Recommendations for Future Action

Write something...

### Supporting Documentation (e.g., Progress Notes)

 Upload File

## Case Closure & Discharge

Formal closure of the case; planning for post-discharge support and follow-up.

### Official Case Closure Date

Enter date...

### Summary of Case Outcomes and Progress

Write something...

Hi there, need help?

### Discharge Goals Achieved (Select all that apply)

- Housing Secured
- Employment Obtained
- Mental Health Stability
- Substance Abuse Recovery
- Legal Obligations Met
- Other (Specify in Long Text)


### Additional Comments/Notes Regarding Discharge

Write something...

### Discharge Plan Type

- Formal Discharge Plan
- Informal Discharge Plan

### Discharge Plan Document (if applicable)

 Upload File

## Compliance & Ethical Considerations

Adherence to legal and ethical guidelines throughout the case management process.

### Confidentiality Agreement Signed?

- Yes
- No

Hi there, need help?

### Last Ethics Training Completion Date

Enter date...

### Conflict of Interest Disclosure?

Yes

No

### Summary of Conflict of Interest Disclosure (if applicable)

Write something...

### Adherence to Mandatory Reporting Requirements?

Yes

No

N/A

### Number of Reported Ethical Concerns (if any)

Enter a number...

### Description of Ethical Concerns/Violations (if any)

Write something...

Hi there, need help?