



ATLANTA ASYLUM NETWORK CASE TRACKING

Client Name:

TASK	DATE completed	STUDENT initials	COMMENTS, evaluator's name, evaluation location, etc.
1. Create client file			
2. File intake form			
3. File client affidavit			
4. Schedule initial intake interview			
5. Initial intake interview/needs assessment performed			
6. File intake interview questionnaire in client file, type summary of interview for evaluator(s)			
7. Contact Doctor/OBYGN— include evaluator's name			
8. Contact Psychologist/Psychiatrist— include evaluator's name			
9. Interpreter located			
10. Med eval location/date set			
11. Psych eval location/date set			
12. Give copy of client affidavit, human rights report, and typed summary of intake interview to doctor— one week prior to eval			
13. Give copy of client affidavit, human rights report, and typed summary of intake interview to psychiatrist— one week prior to eval			
14. Provide lawyer with evaluator(s)' contact info			
15. Provide evaluator(s) with client contact info and lawyer contact info			



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16. Doctor contacted day before			
17. Psychiatrist contacted day before			
18. Client contacted day before			
19. Medical evaluation completed			
20. Psychiatric evaluation completed			
21. Doctor affidavit completed and received by lawyer			
22. Psychiatric affidavit completed and received by lawyer			
23. Copy of doctor's affidavit filed in client file			
24. Copy of psychiatric affidavit filed in client's file			
25. Court appearance			
26. Outcome of Case			
27. Ensure that client information is entered into records spreadsheet for Asylum Network, and move file from pending to completed			
28. Follow up Needs Assessment			

****When this sheet is filled out, file it in the client file**

Client contact information:

Home Phone:

Cell Phone:

Email:

Street Address:

Secondary Contact:

Notes on Hearing: