

FULL OPENING STATEMENT

*Use this opening statement for every NEW case,
and any time there are parents, foster parents or new CASAs at a review.*

THE FIELD MANAGER WILL GIVE INSTRUCTIONS AND CONDUCT
INTRODUCTIONS OF ALL PARTIES EXCEPT BOARD MEMBERS.

Please take a moment to silence your cell phone notifications and ensure that you are in a private location that will protect confidentiality during this review. Please place your phone on mute now, and unmute it only when you need to speak. You can always mute your line by pressing *6 and unmute by pressing #6. By law, this call may not be recorded.

Hello, thank you for attending this Citizen Review Board hearing. Today we are reviewing the case of CHILD/REN'S NAME/S:

I am _____, a board member. My fellow board members are:
BOARD MEMBERS INTRODUCE THEMSELVES

The Citizen Review Board is part of the court system.
We are specially trained volunteers appointed by the Court. We do not work for DHS.

The board is required by law to answer a series of questions about this case, which we refer to as "Findings." The findings are listed on the back of the notice you received. We will read each of these findings before we start discussing them, so that you know where we are in the review process. We will be asking specific questions as we address each finding; you will have opportunity to provide input.

Remember to clearly identify yourself each time you begin speaking so that all parties know who is talking, and please try to speak one at a time.

The CRB Field Manager is taking notes and writing a report of this review. After this review, we will send the full report to the Court and all legal parties.

We respect the sensitive nature of your case and will not talk about this case outside of this review process. If you are not one of the children or legal parents being reviewed today, please raise your hand to swear and affirm to keep information that is disclosed to you by the Board confidential, unless authorized by law.

By continuing to participate in this call, you are agreeing to do so.

Thank you. Please let us know if you believe a board member would not be fair or objective. We will consider whether that person should be excused from this case.

We will have _____ minutes to conduct today's review.

LEAD REVIEWER'S NAME _____ will be leading our review.

Before we begin, do you have any questions about the review process?

SHORT OPENING STATEMENT

*Use this opening statement for when only “professional parties” are at a review.
(caseworker, attorneys, CASA, and some experienced foster parents)*

THE FIELD MANAGER WILL GIVE INSTRUCTIONS AND CONDUCT
INTRODUCTIONS OF ALL PARTIES EXCEPT BOARD MEMBERS.

Hello, and thank you for attending today’s review for: CHILD(REN)’S NAME/S: _____.
Please take a moment to silence your cell phone notifications and ensure that you are in a private location that will protect confidentiality during this review. Please place your phone on mute, and unmute it only when you need to speak. You can always mute your line by pressing *6 and unmute by pressing #6. By law, this call may not be recorded.

I am _____, a board member. My fellow board members are:
BOARD MEMBERS INTRODUCE THEMSELVES

Thank you. We respect the sensitive nature of your case and will not talk about this case outside of this review process. If you are not one of the children or legal parents being reviewed today, please raise your hand to swear and affirm to keep information that is disclosed to you by the Board confidential, unless authorized by law.

By continuing to participate in this call, you are agreeing to do so.

We will have _____ minutes to conduct today’s review.

LEAD REVIEWER: _____ will be leading this review.

CLOSING STATEMENT

At this time, we need to close the review. You will receive a copy of the Findings and Recommendations made by the board. A copy will also be sent to the Court, DHS, attorneys, and other required parties.

If DHS does not intend to implement the recommendations of the board, they must respond in writing to the CRB within 17 days of receiving the report.

You may contact the CRB field manager if you have any concerns or questions about our recommendations.

If you are on the phone at this time, please hang up at this time to clear the line for the next review. Thank you, your attendance and input are appreciated!