



As you all know, all advocates must have 12 In Service hours each year.

Our first In Service is scheduled for March 5, 2020 from 6-8pm at the CASA office.

Our Speakers will include:

Beth Casey from Gulf Coast Family Counseling speaking about Trauma.

Tiffany Gele from Harrison County Youth Court speaking about Drug Court.

In addition, we have added a list of books and movies you can get In Service hours for from home. They are listed on our CASA website casaharrisoncounty.org. Look under Advocate then click on In Service and the password is CASA2019. There you will find a list of books and movies for In Service hours at home.

If you read or watch any of them please be sure to document it in Optima.

To Document:

Log into Optima, once your logged in, scroll down to the bottom of the page and click the training tab.

Enter your Start date.

Enter you End date.

Training Topic: Select topic of book or movie (etc. abuse, neglect, fostering).

Format: In Service.

Trainer: Can be left blank.

Enter # of Service hours received.

Movies are 2 Service hours Books are 6 Service hours

Mileage : 0 (unless In Service is at CASA office mileage to office from your home).

Notes: Input your thoughts about the book or movie.

Then click create.

*In Service hours done at the office need to be documented as well, using the same format as above **and they are 2 Service hours.***

IT IS VERY IMPORTANT TO DOCUMENT YOUR IN SERVICE HOURS.