

Each initial case presentation must include the following:

1. Name of the victim.
2. Case file name.
3. Case number.
4. Date case received.
5. Type of allegation.
6. ACR check.
7. Alcohol and Drug involvement (yes/no).
8. Date of presenting incident.
9. Date of command contact/response, unit, commander/first sergeant.
10. Involvement of MP, CID, civilian police, CPS (yes/no).
11. Children present (yes/no) (names and ages).
12. Description of presenting events.
 - a. Client's definition.
 - b. Case manager assessment.
 - c. Results of collateral contacts.
 - d. Results of evaluation referrals.
13. Present suicide/homicide ideation (yes/no) and plan.
14. Medical records review.
15. History of family violence.
 - a. History of alcohol and drug abuse.
 - b. Administrative actions (yes/no).
 - c. Length of present relationship.
 - d. Level of education.
 - e. Abuse in family origin.
 - f. Emotional/psychological problems.
 - g. Number of previous marital relationships.
 - h. Any weapons in the home.
16. General appearance.
 - a. Thought.
 - b. Eye contact.
 - c. Mood.
 - d. Other evaluations/observations (in other words, affect, attitude, and so on).
17. Risk (low, moderate, high) of threat to life.
 - a. Strengths.
 - b. Problems.
18. Case manager assessment to include imminent risk and potential for risk (risk factors).
19. Recommendation to CRC.
 - a. Substantiated.
 - b. Unsubstantiated–unresolved, unsubstantiated–did not occur, or voluntary services recommended.
 - c. Level of substantiation: mild, moderate, or severe.
20. SPAM/CHAM level of treatment: I, II, III, IV, or V (according to DOD 6400.1–M).
21. Treatment recommendations.
 - a. Problems.
 - b. Recommended treatment.
 - c. Date of completion.
 - d. Remarks/changes.
22. PCS/ETS date.
23. Date of presentation, name of presenter, and date of review.
24. Commander/first sergeant present (yes/no).
25. Signature.