



*Guardian Ad Litem Certified Child Advocate Manager (CCAM)
Detailed Test Blueprint*

Domain / Tasks		Items per Domain/Task		
		100- item test	125- item test	150- item test
Domain 1: Child Advocacy Management		39	48	58
Task				
1.1	Serve as a member of the child’s Advocacy Team and ensure that the team is focused and committed to identifying and expediting safety and the best interests of the child throughout the life of the case.	3	4	5
1.2	Promote and use the GAL Advocacy Team Concept and the GAL Child Advocacy Model to ensure that GAL activities are performed with a sense of urgency throughout the life of the case.	3	4	4
1.3	Perform appropriate intake activities when a case is appointed to the GAL Program, including expedited assignment of new cases to volunteer child advocates/staff.	3	3	4
1.4	Conduct an initial review of all case documentation; verify all provided facts and information.	3	3	4
1.5	Conduct a comprehensive assessment of the child’s needs and best interests.	3	4	5
1.6	Develop a collaborative GAL Advocacy Plan, to include strategies to address placement, education, medical/therapeutic, normalcy and best permanency goal needs.	3	3	4
1.7	Establish and ensure deployment of a child visitation and assessment schedule.	2	3	4
1.8	Monitor and ensure that purposeful and required child visits are being performed and documented correctly.	3	4	4
1.9	Build and maintain an up-to-date, organized and accessible case file.	3	3	4



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1.10	Clearly and accurately document events, information, contacts and actions related to the child within required timeframes.	3	4	4
1.11	Use evidence-based and best practices when performing case management activities.	3	3	4
1.12	Conduct effective individual and group interviews and assessments involving case parties, participants, collateral contacts, possible placements, etc.	2	3	4
1.13	Continually reassess the overall effectiveness of the Advocacy Plan and update/modify the plan as needed.	2	3	4
1.14	Ensure age-appropriate treatment strategies and services are provided that are essential to the physical, mental and emotional development of the child.	3	4	4
Domain 2: Volunteer Coaching, Relationship Building, Management and Support		27	34	40
Task				
2.1	Build effective and productive volunteer relationships that strengthen volunteer bonding with both GAL Program staff and the GAL organizational mission.	3	4	4
2.2	Assess and understand each volunteer's personal communication style and individualize your communication techniques to accommodate.	3	3	4
2.3	Assess and understand each volunteer's personal motivation for joining the GAL Program and expectations for the volunteer experience and personalize your coaching and mentoring techniques to accommodate.	2	3	4
2.4	Empower, train and coach volunteers to become independent, confident and productive child advocates.	3	4	4



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2.5	Identify volunteer frustration, anxiety or dissatisfaction and immediately employ effective coaching techniques to resolve.	3	4	4
2.6	Use creative and effective methods to recognize volunteers and improve retention.	3	3	4
2.7	Monitor, coach and take appropriate steps to insure that volunteers understand and adhere to the GAL Code of Conduct, Standards of Operation and consistently perform required best practices for child advocacy.	3	4	4
2.8	Ensure that volunteers complete current GAL preservice training requirements necessary for certification as well as on going continuing education requirements necessary for the annual recertification process.	2	3	4
2.9	Conduct a meaningful annual performance evaluation for each volunteer to promote improved child advocacy and relationship building.	2	3	4
2.10	Monitor and insure that volunteers have a thorough understanding of the GAL Child Advocacy Team concept and promote the active and important role they play in it.	3	3	4
Domain 3: Court Preparation and Participation		17	21	26
Task				
3.1	Determine if issues, such as child safety, well-being, best interest or permanency goal actions identified by the volunteer GAL require the use of the dependency process.	3	3	4
3.2	Ensure the GAL advocacy team meets on a timely basis to determine the appropriate action to address child safety, well-being, best interest or permanency goal action issues identified by the volunteer GAL.	2	3	4



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3.3	Work with all members of the GAL Advocacy Team to insure that comprehensive GAL court reports are submitted on a timely basis.	3	4	4
3.4	Work with the Best Interest Attorney to present factual information and evidence to support decision making and demonstrate legal sufficiency for child safety, well-being, best interest and permanency goal actions involving the court.	3	3	4
3.5	Prepare for and participate as needed in all required court hearings.	3	4	5
3.6	Testify and provide factual information and best interest recommendations to the court.	3	4	5
Domain 4: Legal, Ethical and Professional Responsibilities		17	22	26
Task				
4.1	Maintain confidentiality in accord with state and federal laws.	3	4	4
4.2	Maintain case files and document activities in accord with agency policy and procedure.	3	4	4
4.3	Perform all job tasks in accord with applicable federal, state, local laws, rules, and regulations and GAL program standards.	3	4	5
4.4	Perform all job tasks in accord with published codes of ethics and professional conduct.	3	4	5
4.5	Seek supervision as necessary and appropriate to competently perform job duties.	2	3	4
4.6	Continue professional development through education, self-evaluation, supervision, and consultation in order to maintain competence and enhance professional effectiveness.	3	3	4