

## Safe Homes Case Management Form

**SECTION A - Case Information**

Date Form Completed: \_\_\_\_\_

Name(s): \_\_\_\_\_ DOB: \_\_\_\_\_ Address: \_\_\_\_\_

Agencies / Individuals Present:

\_\_\_\_\_

\_\_\_\_\_

Additional Comments / Information:

\_\_\_\_\_

\_\_\_\_\_

**SECTION B - Existing Hazards &/or Violations**

Hazards / Violation(s) Identified	Date Identified	Order Issued (if applicable)	Issuing Agency (if applicable)	Remediation Deadline	Date Remediated	Remediation Verified By

Additional Comments / Information:

\_\_\_\_\_

\_\_\_\_\_

For questions regarding usage, implementation &/or adaptation of this form please contact Captain Meghan Manke at [mmanke@newingtonct.gov](mailto:mmanke@newingtonct.gov)

**SECTION C – Goals & Objectives**

**Immediate & Short Term Goals - Pose imminent risk / Must be completed to achieve compliance**

Objective	Target Completion Date	Actual Completion Date	Verifying Agency
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**Additional Comments:**

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**Long Term Goals – May not be required by code, but may improve quality of life / Ongoing occupant considerations for health and safety hazards**

Objective	Target Completion Date	Actual Completion Date	Verifying Agency
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**Additional Comments:**

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**SECTION D - Schedule for Inspection & Follow Up**

Date Hazards/ Violation(s) Identified	Date Case Management Form & Agreement Completed	Re-inspection by Code Enforcement		Date all Violation(s)/ Hazards(s) Remediated	Post-Remediation Follow Up By _____		
		Date(s)	Agency/ Initials		___ Months & Initial	___ Months & Initial	___ Months & Initial

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## **Safe Homes Case Management Agreement**

In order to address the violations and/or hazards present at \_\_\_\_\_ (address), we, \_\_\_\_\_ (occupant/s), \_\_\_\_\_ (enforcement), and \_\_\_\_\_ (support services) agree to the following:

1. The occupant(s) agrees to maintain his/her/their unit in compliance with the health and safety requirements identified and discussed under SECTION B.
2. The occupant(s) agrees to work towards the goals identified within SECTION C, within the timeframes set forth by SECTION C.
3. The occupant(s) understand that failure to meet the goals and objectives identified within SECTION C may result in further and/or additional enforcement action.
4. Enforcement official(s) and support services representative(s) agree to assist the occupant(s) in working towards the goals identified within SECTION C in the following ways:
  - a.
  - b.
  - c.
  - d.
5. The occupant/s agrees to the "Schedule for Inspection and Follow Up" identified in SECTION D above.
  - a. All parties involved agree that re-inspection will be conducted by \_\_\_\_\_ (name/s) from \_\_\_\_\_ (enforcement agency), and that follow up inspections will be performed by \_\_\_\_\_ (name/s) from \_\_\_\_\_ (department name).
6. All parties agree that if a change or cancellation must be made to the "Schedule for Inspection & Follow Up" (SECTION D), all individuals and/or agencies involved must be notified at least 24 hours in advance. The cancelled inspection MUST be rescheduled for a date/time within one week of the cancelled inspection.
- 7.
- 8.

**Signatures:**

Occupant(s): \_\_\_\_\_

Code Enforcement Representative(s): \_\_\_\_\_

Support Services Agency Representative(s): \_\_\_\_\_

Date: \_\_\_\_\_

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