

External Case File Documentation (Unable to upload in KIDS)

INSTRUCTIONS: Complete this form when case file documentation is not able to be uploaded in KIDS.

- ☐ Maintain a copy of this form with the external case file documentation
- ☐ Upload a copy of this form in the KIDS event.

I. Case Information:

CASE #:		EVENT #:	
CASE NAME:			

II. External Case File Documentation

List the items/documentation (videos, external drives, DVDs, etc.) for the above event which is not able to be uploaded in KIDS.

1.
2.
3.
4.
5.
6.
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9.
10.

III. Location

The items listed above are in the following office.

OFFICE:	
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