**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. |
| 7. |
| 8. |
| 9. |
| 10. |

**III. Location**

The items listed above are in the following office.

|  |  |
| --- | --- |
| **OFFICE:** |  |