**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:**  |       |