

## 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:**

<b>CASE #:</b>		<b>EVENT #:</b>	
<b>CASE NAME:</b>			

**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.

<b>OFFICE:</b>	
----------------	--