

RECOMMENDED ON-SITE SCHEDULE FOR THE CHILD AND FAMILY SERVICES REVIEW

First Day of Review

1:00 P.M.- 5:00 P.M.

Entrance Conference and Child Placement record review.

Second Day of Review

8:30 A.M.- 2:00 P.M.

Child Placement record interviews at approximately 30 minute intervals and Case Planning/Case Management record review. (Child Placement interviews should be scheduled as early in the morning as possible to allow time for the Case Planning/Case Management record review)

2:00 P.M.- 4:00 P.M.

Case Planning/Case Management record interviews.

Third Day of Review

8:30 A.M.

Completion of case record reviews, final case de-briefings, completion of the County Rating Summary, and team preparation for and presentation of the Exit Conference.