

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

First Day of Review

- 9:00 A.M.- 11:00 A.M.** Entrance Conference and preparation for the Child Placement record review.
- 11:00 A.M.- 2:30 P.M.** Child Placement record review.
- 2:30 P.M.- 4:30 P.M.** Child Placement record interviews at approximately 30-minute intervals.
(Interviews for all teams should be scheduled concurrently)

Second Day of Review

- 8:30 A.M.- 10:00 A.M.** Child Placement record de-briefings and Case Planning/Case Management record reviews. (No interviews should be scheduled during this time)
- 10:00 A.M.- 4:30 P.M.** Continuation of Case Planning/Case Management record reviews and interviews for any Child Placement records not previously conducted and interviews for Case Planning/Case Management records.

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.