

# **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.**