

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

## **First Day of Review**

- 11:00 A.M.- 12:00 P.M.**      **Entrance Conference and preparation for the Child Placement record review.**
- 12:00 P.M.- 4:00 P.M.**      **Child Placement record review.**
- 4:00 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.**