



## **Case Conference Form** **Instruction Sheet**



### **PURPOSE STATEMENT:**

The Case Conference Form is used by Program Support team members to document meetings with families and staff.

### **TIMELINE:**

The Case Conference Form is filled out at the time of the case conference.

### **STAFF RESPONSIBLE:**

The Case Conference Form is filled out by Program Support staff only.

### **INSTRUCTIONS:**

- Program Support staff completes the form during the case conference.
- Child's Developmental Strengths: List strengths of the child per attendants of the case conference.
- Child's Developmental Concerns: List areas of concern for the child per attendants of the case conference.
- Recommendation: Document any strategies, referrals, recommendations that are decided during the Case Conference.
- Follow-Up: List follow up timeline and tasks in this section.
- Everyone attending the Case Conference signs and dates the form.
- The original is placed in the Child File in the appropriate section.