

CFSR Logistics for Reviewers

Thank you for committing your time and expertise as a Mock CFSR Reviewer. The following tips are designed to provide you with additional information about what to expect:

- Review Teams

Review Team	Type of Case
Jane Doe John Smith	In home court ordered supervision

- The name listed in bold, blue print in the chart above is the identified lead reviewer. The lead reviewer is someone who has completed a Mock CFSR before and who has some experience with the process. At least one review team member will have access to FSFN and ASK.
- Email your review partner prior to Day One to discuss lunch plans for review days. Keep in mind your review partner may be traveling from another part of the state. You may bring something for lunch or plan to eat out as you will be traveling to complete interviews and interview schedules may be tight. There will be access to a microwave and a refrigerator (although space may be limited).
- Bring a sweater or jacket to ensure your indoor comfort throughout the 3 days.
- The period under review (PUR) is _____ to date of review. For in-home cases, all children in the home are considered when applying ratings. For out-of-home care cases, only the focus child will be considered when applying ratings.
- It is helpful to use pencil when completing the Onsite Review Instrument as it is common for ratings and responses to change as more information is gathered.
- Upon arrival on Day One, each review team will be provided a packet of information that will include the following: A face sheet and interview schedule completed by the Case Manager, a blank review instrument and rating sheet, abuse reports received during period under review, a screen shot of the FSFN screen showing the date and time of initial face to face contact with a child(ren) who were the subject of a report during the PUR, the child(ren)'s placement history, applicable state statutes and policies necessary to rate some items, and a tip and guidance document to assist teams in rating items.

- On Day One, everyone participating in the Mock CFSR will meet at _____. We will begin promptly at 9 AM. Following a brief welcome and housekeeping discussion, reviewers will have approximately 1 and ½ hours to review the file to get a basic overview and understanding of the family and reason for involvement. Reviewers will want to read the current case plan, Judicial Review Social Study Reports, assessments, and abuse reports from the period under review. Begin completing the Face Sheet on the Onsite Review Instrument and discuss what questions you want to ask during the interviews. Remember, the CFSR is both a file review and interview style review. It will likely not be possible to review the entire case file and case notes.
- Interviews will begin at approximately 10:45 AM on Day One. Every effort has been made to schedule interviews with caregivers and children in their homes. Interviews with other participants may be scheduled at the FFN office or the office of the provider or other interviewee.
- Team schedules will differ depending on the case and the number of participants to be interviewed. Reviewers will be provided a schedule of interviews for their assigned case and contact information for interviewees. Please call interviewees if you are going to be early or late. Those being interviewed have been advised this can happen, so it should not be a surprise to them if you need to call.
- For each interview, review teams will pick one team member to be the reviewer asking questions and one team member to be a silent note-taker. It can be overwhelming to interviewees to have more than one person asking questions.
- The completed Onsite Review Instrument is due by the end of Day 3. Most interviews will be held on Day One and Day Two which leaves plenty of time for completing the Review Instrument on Day Three. A debrief with the Case Manager and Supervisor will be scheduled for the afternoon of Day Two or the morning of Day 3.
- Members of the FFN QA Team will be onsite to provide technical assistance and consultation. An FFN QA Team member will be present at each debriefing and will have responsibility for reviewing completed Onsite Review Instruments and Rating Sheets.
- Review Team participants who are not employees of FFN will be asked to sign a Confidentiality Statement prior to beginning the review.