

Case Conferencing Follow-Up

(Hot Sheet)

O-26 Revised 1/17

(Optional)

This form will document monthly case conference follow-up for each child/family.

1. Enter the Educator's name.
2. Enter the month and year that Case Conferencing will take place.
3. Enter the site name.
4. Record each child that was identified as "support needed" from the Case Conferencing Worksheet and write their names in the column labeled Child's Name.
5. Check the box(s) to indicate who is responsible for the follow-up actions:
 - E - Educator
 - N - Nurse
 - F - Family Service Worker
 - S - Supervisor
 - O - Other
6. Transfer needs information established on the Case Conferencing form into the column labeled Follow-Up Actions and record the date.
7. Enter a Target date.
8. All staff members sign on the lines provided at the bottom of the form.
9. Distribute as follows:
 - White - Educator
 - Yellow - Family Services
 - Pink - Health
 - Goldenrod - Case Conferencing Binder