

Orange = All Reviewers, QA, and State/Local Site Coordinators

Green = Reviewers

Pink = QA

Blue = Reviewers and QA

Purple = QA staff and State/Local Site Coordinators

Gray = State/Local Site Coordinators, QA Coordinator

Monday		Tuesday		Wednesday		Thursday		Friday	
		8:00am-9:00am Final Case File Review and Interview Preparations	8:00am-9:00am Case File Review and Interview Preparations	8:00am-8:30am Logistical Check-in; Ensure all interviews were conducted, Child(ren) were seen; Follow-Up with Local/State Site Coordinator for additional interviews and clarify on case eliminations		8:00am-11:30am Complete OSRI in collaboration with assigned QA specialist to submit for rationale review and finalization by QA coordinator	8:00am-11:30am QA support	8:00am-11:30am Protected time for any remaining activities to finalize OSRIs	8:00am-11:30am QA support
9:00am-12:00pm Finalization of cases, Ensure all information is prepared	9:00am-10:00am Interview with Caseworker/Supervisor	9:00am-12:00pm Case File Review QA preparations (referencing Tools and Resources, as needed)	8:30am-10:00am Follow up interviews (only as needed); OSRI data entry	8:30am-11:30am QA support					
	10:00am-12:00pm Interviews with key case participants		10:00am-11:30am Complete OSRI in collaboration with assigned QA Specialist						
	11:30am-12:00pm QA Check-in		11:30am-12:00pm QA Check-in		11:30am-12:00pm QA Check-in				
12:00-1:00pm Lunch Virtual review platform room open		12:00-1:00pm Lunch		12:00-1:00pm Lunch		12:00-1:00pm Lunch		12:00-1:00pm Lunch	
1:00pm-1:30pm Welcome, Orientation, Introductions, and review confidentiality		1:00pm-7:00pm Interviews with case participants; Begin completion of OSRI as time permits.  3:00pm - 3:30pm Participate in QA Check in (if not in interview)  <i>NOTE: Day ends at 4:30pm, unless there are later interviews</i>	1:00pm-3:00pm Case File Review and QA Support		1:00pm-1:30pm Follow Up Interview with CW/Supervisor	1:00pm-3:00pm QA support		1:00pm-4:30pm Address quality assurance feedback from rationale review, and secondary oversight and finalization of all OSRIs	
1:30pm-3:00pm Case File Review and Interview Preparations	1:30pm-3:00pm Case File Review and Interview Preparations		3:00pm-3:30pm QA Check-in (if not interviews)		1:30pm-4:30pm Complete OSRI in collaboration with assigned QA Specialist	3:00pm-3:30pm QA Check-in		1:00pm-2:30pm Exit Conference	
3:00pm-3:30pm Reviewers meet with assigned QA Specialist and Complete Face Sheet of OSRI (Review case inclusion, conflict of interest, seeing the child, etc.)					3:30pm-4:30pm QA Debrief <i>NOTE: QA should receive notification from reviewer(s) that all interviews were completed.</i>				
3:30pm-4:30pm Conduct case file review and do interview preparations	3:30pm-4:30pm QA Debrief								