

## PIP Monitoring Case Review Week Schedule

Onsite CFSR		
Day 1	Day 2	Day 3
<b>8:00am-8:30am</b> Welcome and Orientation – State/Local Site Coordinators, QA staff, Reviewers	<b>8:00am-8:30am</b> Logistical check-in	<b>8:00am-8:30am</b> Logistical check-in
<b>8:30am-10:00am</b> Case File Review, Interview Preparations; Fill out Face Sheet of OSRI	<b>8:30am—9:30am</b> Phone interviews, Follow up interviews only	<b>8:30am-12:00pm</b> Complete OSRI in collaboration with assigned QA specialist to submit for rationale review and finalization by QA coordinator
<b>10:00am -11:00am</b> Interview with Caseworker/Supervisor	<b>9:30am-12:00pm</b> Complete OSRI in collaboration with assigned QA Specialist	
<b>11:00am-12:00pm</b> Meet with assigned QA Specialist (case inclusion, conflict of interest, seeing the child, etc.)	<b>12:00-1:00pm</b> Lunch onsite	<b>12:00pm-1:00pm</b> Lunch onsite
<b>12:00pm-1:00pm</b> Lunch (onsite) and interview preparations	<b>1:00pm-4:00pm</b> Complete OSRI in collaboration with assigned QA Specialist	<b>1:00pm-4:00pm</b> Finalization of all OSRIs; CFSR Reviewer Feedback Form; Completion of Caseworker/Supervisor Feedback Form
<b>1:00pm-8:00pm</b> Interviews with case participants; Complete OSRI, as able <b>4:00pm-5:00pm</b> QA debrief before QA/Review team departs onsite location	<b>4:00pm-5:00pm</b> QA debrief before QA/Review team departs onsite location	