**Identified Family/Child(ren)’s Name(s), DOB, and Age:**

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**Case/Record Number:**

**Date(s) of CFSR Onsite Review**:

**Period Under Review:**

**CFSR Review Team Members:**

* **County Staff Scheduler:** *Name and contact information*
* **CFSR Reviewer:** *Name and contact information*
* **CFSR Reviewer:** *Name and contact information*
* **Assigned QA specialist:** *Name and contact information*

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| **Day 1** | **Activity**  | **Notes** |
| **8:00 AM - 8:30 AM** | Welcome, Site Orientation, Introductions | *Lead by State/Local Site Coordinators* |
| **8:30 AM – 10:00 AM** | Case File Review, Interview Preparations; Fill out Face Sheet of OSRI |  |
| **10:00 AM – 11:00 AM** | Caseworker/Supervisor Interview  |  |
| **11:00 AM – 12:00 PM** | Meet with Assigned QA Specialist | *Purpose: To discuss case inclusion, conflict of interest, seeing the child, interview preparations, OSRI item considerations, etc.* |
| **12:00 PM - 1:00 PM** | LUNCH (onsite) and interview preparations | *Coordinated by State Site Coordinator* |
| **Any time between 1:00 PM – 8:00 PM** | Interviews with key case participants |  |
| **Any time between 1:00 PM – 8:00 PM** | Interviews with key case participants |  |
| **Any time between 1:00 PM – 8:00 PM** | Interviews with key case participants |  |
| **Any time between 1:00 PM – 8:00 PM** | Interviews with key case participants |  |
| **Any time between 1:00 PM – 8:00 PM** | Interviews with key case participants |  |
| **4:00 PM – 5:00 PM** | QA debrief before QA/Review team departs onsite location | *Lead by QA Coordinator* |
| **Day 2** | **Activity**  | **Notes** |
| **8:00 AM – 8:30 AM** | Logistical Check-In | Lead by State/Local Site Coordinators |
| **8:30 AM – 9:30 AM** | Phone Interviews; Follow up interviews Only | *NOTE: Preferably onsite or by telephone* |
| **9:30 AM – 12:00 PM** | Complete OSRI in collaboration with assigned QA Specialist |  |
| **12:00 PM – 1:00 PM** | LUNCH (onsite) | *Coordinated by State Site Coordinator* |
| **1:00 PM – 5:00 PM** | Complete OSRI in collaboration with assigned QA Specialist |  |
| **4:00 PM – 5:00 PM** | QA debrief before QA/Review team departs onsite location |  |
| **Day 3** | **Activity** | **Notes** |
| **8:00 AM – 8:30 AM** | Logistical Check-In | *Lead by State/Local Site Coordinators* |
| **8:30 AM – 12:00 PM** | Complete OSRI in collaboration with assigned QA specialist to submit for rationale review and finalization by QA coordinator |  |
| **12:00 PM – 1:00 PM** | LUNCH (onsite) | *Coordinated by State Site Coordinator* |
| **1:00 PM - 4:00 PM** | Finalization of all OSRIs; CFSR Reviewer Feedback Form; Completion of Caseworker/Supervisor Feedback Form |  |