

Suggested Process Timelines

For children on frequent and regular visits, (at least twice a week) it should be possible to follow the schedule as given below. For children and families served with lower frequencies, adjust the timeline accordingly. You can use this form in each child's file as a reminder of timelines and a way to ensure that services are provided in a thoughtful, timely manner. Enter the target dates in the second row and actual completion dates within the block as you complete a form.

	Initial visit	End of first month	Three months from initial assessment	Six months from initial assessment	nine months from initial assessment	Twelve months from initial assessment
Enter target dates here						
Child entry form	Complete					Review & reset as needed
Child assessment profile	Complete including specific goals and activities					Review & reset as needed
Child follow up form			Complete	complete	Complete	complete
Caregiver support form	Complete including specific goals and activities					Review & reset as needed
Caregiver follow up form				complete		complete