

FGDM TASKS & TIMELINES

INTAKE

TASK	TIMELINE	COMPLETED
Receive intake via phone/e-mail/in person		
Input intake info in database	Same day intake received	
Create e-mail folder for new intake	Same day intake received	
Check if consent received from clients receiving service & children 12 and over	Same day intake received	
Has OCL been notified	Same day intake received	
Send e-mail to worker(s) and manager to arrange a referral meeting & have Family Summary printed for the referral meeting	Same day intake received	
Send reminder e-mail a week later, if no response to first e-mail		

REFERRAL MEETING

TASK	TIMELINE	COMPLETED
File consent/OCL notification letter in file	Same day received	
Bring new file to referral meeting		
Have worker/manager sign confidentiality agreement	Referral meeting	
Ask for copy of Family Summary (CWIS document)	Referral meeting	
Create electronic file in Active Meetings	The day after referral meeting	
Prepare draft summary of CAS information and Concerns requiring solutions and e-mail to worker(s)/manager	The day after the referral meeting was held	
Input referral meeting date in database	Same day or day after referral meeting held	
Put names of all family members currently known on contact sheet	When drafting documents, day after referral meeting	
Input date documents received in final form in database	Same day received	
Print CAS summary (1 copy) and Concerns (5 copies) and put in FGDM file	Same day received in final form	
Send reminder e-mail if not heard back from worker/manager	Two weeks after documents sent	

PREPARATION STAGE

TASK	TIMELINE	COMPLETED
Consent to participate/disclose information re FGDM	During preparation meeting with CAS client	
If OCL appointed, make appointment for prep meeting	After client(s) have signed the consent to participate	
Make 20 copies of CAS concerns	After clients (including children 12 & over) have signed the consent to participate	
If OCL appointed, arrange with OCL to meet with child	Discuss during meeting with OCL	
Make appointments to meet with grandparents		
Make appointments to meet with other family members		
Meet the child	Early in the process	
Book the space (e-mail Maggie if FRC)	When fairly certain of the date	
Send a work order for Erle to set up the space – e-mail to Debbie Coombe	When certain of the date	
Arrange child care staff	When certain of the date and rough guess about number and ages of children	
Ask for pre conference meeting and CAS report	Two weeks before the FGDM	
Mail invitation	Two weeks before the FGDM	
Child's statement	The week before the FGDM	
Arrange food	The week before the FGDM	
Send reminder e-mail to child care aides	One week before the FGDM	
Purchase food via voucher	The morning before the FGDM	

POST CONFERENCE

TASK	TIMELINE	COMPLETED
Send pay sheets (child care aides) and receipts/voucher info to accounting	First day back at work or at end of FGDM	
Send evaluations to Lori Wagstaff	First day back at work	
Type plan and mail to all participants	Within 10 day of FGDM	
Enter data into database	Same day as type plan	
Organize completed FGDM file	Same day as type plan	
Put completed FGDM file in filing cabinet	Same day as type plan	