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| **Case Management Timeline** | **Stage** | **Process** | **Completed Y/N** |
|  |  | Expression of Interest Form received of family interest in joining the programme |  |
|  |  | Contact made from team leader to family |  |
| In order to effectively manage your cases, individually and collectively you must continuously update and refer to, Session arrangement, preparation, delivery and follow-up, Action Log, Partnership Goal Focus, Participate and engage in Supervision practices throughout the time you are working with each individual family.  |  | First Introductory Visit arrangedHome Visitor meets a family with someone i.e., team lead or another mentor/colleague.Fill out relevant FormsRegistrationChild ProtectionGDPRExpectation Agreement ConsentIntroduce yourself as the family Home Visitor and arrange to contact the family to arrange a Home Visit |  |
|  | Prepare a family file with all relevant documentation needed, including an Action Log for each family on your caseload  |  |
| Repeat appropriate fields throughout (once a month); session plan and delivery for the family’s time in the PFL HV programme  | Contact family to arrange first Home Visit session.Prepare for HV Session Things to bring:Empty Folder for familyStage-appropriate tip sheets Send a reminder text 2 days before and morning of the sessionDeliver HV sessionComplete session notes and conduct any follow-up actions and referrals  |  |
| 0 – 1 yearsIn order to effectively manage your cases, individually and collectively you must continuously update and refer to, Session arrangement, preparation, delivery and follow-up, Action Log, Partnership Goal Focus, Participate and engage in Supervision practices throughout the time you are working with each individual family. 1 Year 2 Years3 Years4 YearsSchool Ready | Deliver and Keep a record of incentives and attendanceOffer Ante-natal ClassesCard when baby is bornBring Sift Faces book to FV along with the baby registration formOffer Baby Massage classesPlay matSippy cupSafety KitBlenderNew-born PhotoOffer Ev-b Parenting Programme Group interventions i.e. Triple P Group, Discussion Group and/or Seminar/ COS/ Building Babies from head to toesStacking CupGoodnight Moon Book1st Birthday CardTea SetOwl Babies Book2nd Birthday CardWooden PuzzlePostman Bear3rd Birthday CardConnect 4 GameDon’t let the Pigeon drivethe bus book4th Birthday CardGood Luck with School cardSchool Portrait  |  |
| 4.5+ years | Begin the transition to School processFew tip sheets should be left |  |
| School Ready | Phase out ProgrammeVisits become less regular Plan final HV Session. If timelines up this is usually at the time the school portrait is to be given to be delivered to family tooConduct Exit Interview and make any referrals if necessary and agreed by familySend acknowledgement letter of programme endSend ‘Thank you for your participation’ Card. |  |
|  | Close File  |  |