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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 arranged  Home Visitor meets a family with someone i.e., team lead or another mentor/colleague.  Fill out relevant Forms  Registration  Child Protection  GDPR  Expectation Agreement  Consent  Introduce 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 family  Stage-appropriate tip sheets  Send a reminder text 2 days before and morning of the session  Deliver HV session  Complete session notes and conduct any follow-up actions and referrals |  |
| 0 – 1 years  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.  1 Year  2 Years  3 Years  4 Years  School Ready | Deliver and Keep a record of incentives and attendance  Offer Ante-natal Classes  Card when baby is born  Bring Sift Faces book to FV along with the baby registration form  Offer Baby Massage classes  Play mat  Sippy cup  Safety Kit  Blender  New-born Photo  Offer Ev-b Parenting Programme Group interventions i.e. Triple P Group, Discussion Group and/or Seminar/ COS/ Building Babies from head to toes  Stacking Cup  Goodnight Moon Book  1st Birthday Card  Tea Set  Owl Babies Book  2nd Birthday Card  Wooden Puzzle  Postman Bear  3rd Birthday Card  Connect 4 Game  Don’t let the Pigeon drive  the bus book  4th Birthday Card  Good Luck with School  card  School Portrait |  |
| 4.5+ years | Begin the transition to School process  Few tip sheets should be left |  |
| School Ready | Phase out Programme  Visits 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 too  Conduct Exit Interview and make any referrals if necessary and agreed by family  Send acknowledgement letter of programme end  Send ‘Thank you for your participation’ Card. |  |
|  | Close File |  |