

4. Submit a copy of the initial plan to the Health Services Manager	Family Advocate	Upon completion of initial plan
5. Enter each plan or action in ChildPlus	Family Advocate	As updated
6. Maintain all Plan of Action Forms in a dedicated Binder	Family Advocate	Ongoing
7. Bring Plan of Action Binder to each FSW Meeting for review by Health Services Manager	Family Advocate	Monthly
8. Monitor Plans of Action regularly to ensure that plans are being met or updated as needed	Family Advocate Health Services Manager	Weekly Monthly
9. Ensure scheduled follow-up is completed and documented. For each follow-up:		
- Contact the person responsible to ensure that each step was completed.		
- Enter notes regarding the status of each step.		
- If expected outcome has not been achieved:		
- Determine which additional steps will be needed to achieve the expected outcome and list in the provided space.		
- Determine and note who will be responsible for each step.		
- Establish and note when each step will be due.		
- Schedule a time that the FSW will follow-up to ensure each step has been completed. Document time in space provided.	Family Advocate	As needed
10. Once a plan is complete and all concerns have been resolved ensure all of the data has been entered into ChildPlus	Family Advocate	Upon completion
11. Sign and date the bottom of the Plan of Action Form indicating that the concern has been resolved and that all information has been entered into ChildPlus.	Family Advocate	Upon completion
12. Forward the Plan of Action for to the Health Services Manager for review	Family Advocate	
13. Review the completed plan of action and ensure resolution	Health Services Manager	Upon receipt
14. Forward the Plan of Action form to teacher for filing	Health Services Manager	Following review
15. File the Plan of Action form in the child's file	Teacher	Upon receipt