Icebreaker Timeline for Documents

Child Health/ Social HX Form	All About Me- Teen/Child	Meet Our Family	Co-parenting Agreement	IB Meeting Report	Meeting Evaluation
\downarrow	\downarrow	\downarrow	\downarrow	Ļ	\downarrow
At removal, During Comfort Call, During IB (if not able to complete previously). This should be copied and given to FP and put in the file.	Give to FP/ Caregiver to fill out w/child sometime between the day of placement and the IB Meeting. Remind FP to bring to the IB meeting	FP/ Caregivers should have this already. Remind them to bring to the IB meeting	Done at IB mtg. If one party will not sign, re- address after you talk to them about concerns/ hesitation w/signing	Filled out during IB meeting by CW, copied/ distributed to all participants after the meeting	Completed by FP, BP at conclusion of meeting, given to admin before they leave the office (or to CW if meeting held at a different location – then CW give to admin).

*Foster home to foster home move: An IB meeting should be held between the new FP/Caregiver and the birth parents. The old and new placements should be given one another's contact information so they can meet/ talk about the child and valuable information the old placement most likely has about the child.