



PROCEDURE

Title/Subject: Quarterly Supervisory Case Review			
Policy #: OPS – 409	Page 1 of 1	Adoption Date:	Revision Date: 10/10/08
Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
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The Florida Center for Child and Family Development (The Florida Center) requires that all client case files in all disciplines are reviewed by the supervisor of record on a quarterly basis. Quarterly review time frames are based upon the open date of the file with quarterly reviews due every subsequent 90 ninety day period thereafter. The quarterly supervisor’s review is not intended to be an audit of the entire content of the file, but rather a review of the activities that have occurred on behalf of the client during the designated three (3) month period. The review may include:

- ✓ Ensuring all relevant evaluations are current
- ✓ Assessing the progress of the client
- ✓ Assessing the appropriateness of the service
- ✓ Ensuring the frequency of service meets the client’s need

Compliance with quarterly Supervisory case reviews will be determined during monthly case record reviews and will include a review of a random selection of cases from all disciplines.

Attachment: Case Quarterly Review Tracking Form