



KENTUCKY CITIZEN FOSTER CARE REVIEW BOARDS (CFCRB) Chairperson Checklist

The following check list has been established to assist CFRB chairs in completing tasks before, during, and after local board meetings.

Before

- Notify the cabinet of the meeting date and time at least 14 days prior to the next scheduled meeting.
- One (1) week prior to the meeting, distribute meeting notices to all board members. The notice should contain the date, time, and location of the meeting.
- Verify receipt of the Findings and Recommendations Forms from AOC.
- File returned responses from the cabinet since your last meeting.
- Review children's files to make sure the information is current.
- Place all files in a central location for transport to the meeting.

During

- Arrive early and check in all cases using the Children's List provided by AOC.
- If all cases are not present, ask the cabinet representative to locate the missing files (if possible).
- If missing files are not located then recall the cases for the next meeting.
- Place children's file, or reviewer's caseload list, and the Findings and Recommendations Form with the cabinet's casefile.
- Confer with board members as needed.
- Guide new members through initial reviews.
- Sign off on all review sheets. If comments are inappropriate, communicate with the board member one-on-one and explain why the comments are not appropriate and coach the volunteer on how to effectively rephrase the question/comment.
- If there are questions or suggestions requiring response from the cabinet, make a copy of the Response form and the Findings and Recommendations form. Place the original Response form and a copy of the Findings and Recommendations form in the cabinet's case file. An additional copy of the Findings and Recommendations form must be sent to AOC.
- If there are no questions, the review forms can be copied and distributed appropriately. Use the process listed below.

After

- Make three copies of each Findings and Recommendations form.
- Distribute these forms as follows:
 - Original - Judge
 - Copy – Chair
 - Copy – AOC

- ❑ Copy – Cabinet file
- ❑ File a copy of the Findings and Recommendations form in the corresponding children’s file (whatever filing system you many use).
- ❑ Return a copy of the Findings and Recommendations form to the AOC at least 21 days prior to your next board meeting.
- ❑ The CFCRB staff generates the Children’s List, Findings and Recommendations forms, and the Volunteer Attendance/Training Report for the next board meeting.
 - ❑ The Children’s List, review forms, and attendance sheet are sent to the chair.
 - ❑ The Children’s List is sent to the cabinet.
- ❑ File responses as received. Cabinet workers have 30 days from the date of your board meeting to respond to your questions. If you do not receive a response, notify the cabinet or your Field Coordinator.
- ❑ Contact the worker or supervisor if you need information or are having difficulty with a particular case.