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| **All Tuesdays** |
| Referrals will be done electronically on google docs |
| No referrals will be added after 11 am |
| All staff will schedule evaluation dates and times before 12:30 and service coordinators will not seek providers out to get these dates completed before staff mtg |
| All staff will be available at 1:00 for team meetings that are needed or do their own work if none are needed.  |
| **First Tuesdays** |
| First Tuesdays are “office day” and no home visits or other meetings should be scheduled. This allows for training, teaming, paperwork, scheduling etc. |
| Staff training will take place on the first Tuesday from 9 to 11 |
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| **Staff meeting schedule** |
| 1:45-2:30 scheduling IFSP meetings, 6-month and annuals |
| 2:30-2:45 Review meeting schedules for upcoming week |
| 2:45-3:00 Staff on individual children |
| 3:00-3:30 Admin business (compliance, procedures, no shows, program business, etc) |
| 3:30 - meeting ends |
| Office time. Do not schedule home visits or appointments prior to 4:00 on a Tuesday |
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| **Team Meetings:** |
| Cache County ABC – 4th Friday 12:00-1:00 |
| Box Elder ABC – 3rd Tuesday at 3 |
| Developmental specialists – 2nd Monday 3:00-5:00 |
| Monograph Discussions – 4th Tuesday last 30 minutes of staff meeting |
| Service Coordinators – 2nd Tuesday at 10 |
| Spark – 2nd Tuesday 9:00-11:00 |
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