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| **All Tuesdays** |
| Referrals will be in room 205. Do not remove from the room |
| We’ll write on whiteboard who is out to aide with scheduling |
| No referrals will be added to referral table 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 |
| Miriam will gather new referrals at 12:30 to take to scheduling meeting  |
| All staff will be in room 307 at 1:00 to schedule new intakes, 6 -months & annuals. No exceptions. All staff are encouraged to support each other in this, which may include a text. If staff will be late, they should text Miriam and she will write on the board in 307 what time you will arrive. |
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| **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. |
| Beginning in December, Staff training will take place on the first Tuesday from 9 to 11 |
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| **Beginning in December, the 2nd Tuesday meeting will begin at 1:00 and go to 3:00** |
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|  **Staff meeting schedule**  |
| 1:00-1:30 scheduling IFSP meetings, 6-month and annuals |
| 1:30-1:45 Review meeting schedules for upcoming week |
| 1:45-2:30 Staff on individual children |
| 2:30-3:00 Admin business (compliance, procedures, no shows, program business, etc) |
| 3:00 - 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 11 |
| Spark – 2nd Tuesday 9:00-11:00  |
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