

UNM FOCUS Program

FIT Family Service Coordination Log

Child's Name: _____

DOB: _____

FSC: _____

Family Service Coordination Activity Codes (Includes but is not limited to):

- | | |
|---|---|
| 1. Phone calls, text messages with families | 9. Schedule/arrange appointments/meetings/transportation |
| 2. Coordinate intake, evaluations, assessments determining eligibility | 10. Information exchanged and discussed |
| 3. Facilitate and participate in initial/annual IFSP development, 6-mth reviews | 11. Provide rights and safeguards |
| 4. Facilitate and participating in initial, annual & exit ratings for ECOs | 12. Team collaboration |
| 5. Help families identify and access services & resources | 13. Coordinate with medical/health providers/clinics |
| 6. Coordinate & monitor service delivery, including subcontractors & other agencies | 14. Inform families of advocacy services empowering caregivers to enhance their own Family Service Coordinator skills |
| 7. Facilitate development of transition coordination & planning with families | |
| 8. Review/copy/mail reports/records | |

Date	Time In	Time Out	Total Time	Participants	Code	Comments	Travel Time
						Signature & Title	
						Signature & Title	
						Signature & Title	

Total Time
