

**Monthly Checklist**

*Some service coordinators find it helpful to various activities they have coming up each month. This is similar to the Monthly Meeting Checklist but expands the monthly list to activities beyond meetings. This is a tool service coordinators can use to document the families/IFSP teams they need to schedule with and remind them to complete the accompanying activities that go along with each meeting (i.e. assessment authorizations for an annual review, progress and/or discharge reports collected, etc.). Please remember to keep this stored in a confidential place to protect each family's privacy.*

Annual Reviews	6 Month Reviews	Exit IFSP's
Transition Activities: Referrals/Transition Meetings	Closure Activities: Letters, D/C Report, Close Case	Monthly Contacts