



## Reviewer Checklist

As you complete your Mini CFSR case review, please check to make sure everything is complete. The following checklist will help:

### Instrument:

- Front cover of instrument is completed
- Use case # assigned (starts with D or R) for review only (not case file #)
- Use actual names on description page only (page 6). In the rest of the instrument, uses generic names like “mom,” etc.
- Instrument has been “second partied” by an on-site coordinator and all areas of concern have been cleared.
- QA section is completed (pages 4 & 5)
- Score sheet is complete & checked for accuracy (page 66)

### Debriefing:

- Preparation sheet for case debriefing completed
- Copies of page 66 score sheet have been made (usually about 20, everyone at the debriefing will need one)
- Disproportionality survey is completed and turned into Kelly
- Absent exit notables completed (if applicable)

### Packet:

- Leave all materials in packet including all your notes, etc.
- Turn the packet in to the local site leader at debriefing

***Thank you for participating in Wyoming's Mini CFSR process!***