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## CASE CONFERENCING AGENDA – ATTENDEE

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TIMING	ACTION ITEM	NOTES
Minutes 1-5	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Moderator introduces him/herself</li> <li>• Have a copy of Case Conferencing Call Etiquette on hand</li> <li>• Ask any questions</li> <li>• Roll Call</li> </ul>	
Minutes 5-30	<p>Case presentation #1 5 - 7 minutes</p> <ul style="list-style-type: none"> <li>• The case is presented               <ul style="list-style-type: none"> <li>○ Brief background: client's health, functional, psychological, legal, financial status as well as relevant details of family/support network</li> <li>○ State problem</li> </ul> </li> </ul> <p>15 minutes</p> <ul style="list-style-type: none"> <li>• Colleagues problem solve, provide input, address transference/counter-transference issues at work, share resources and suggest "next actions"; colleagues provide feedback regarding performance of or use of the core functions of care management; discuss documentation needed</li> </ul> <p>3-5 minutes</p> <ul style="list-style-type: none"> <li>• Moderator wrap up</li> </ul>	
Minutes 30-55	<p>Case presentation #2 5 - 7 minutes</p> <ul style="list-style-type: none"> <li>• The case is presented               <ul style="list-style-type: none"> <li>○ Brief background: client's health, functional, psychological, legal, financial status as well as relevant details of family/support network</li> <li>○ State problem</li> </ul> </li> </ul> <p>15 minutes</p> <ul style="list-style-type: none"> <li>• Colleagues problem solve, provide input, address transference/counter-transference issues at work, share resources and suggest "next actions"; colleagues provide feedback regarding performance of or use of the core functions of care management; discuss documentation needed</li> </ul> <p>3-5 minutes</p> <ul style="list-style-type: none"> <li>• Moderator wrap up</li> </ul>	
Minutes 55-60	<ul style="list-style-type: none"> <li>• Roll Call: You must be present at the beginning and end of the call to get credit for participating</li> </ul>	