



# 1. Case Review and Support Plan Form

<https://tinyurl.com/SEVA-Support-Plan-Form>

Upon referral for a family match, SEVA will contact the family to explain the SEVA program and to have them sign the Family Agreement if they wish to move forward.

Next, you will complete this form to develop a Family Support Plan using the following information:

- review of notes and other documents provided by SPAN
- initial conversation with family
- feedback from Lauren, SEVA TA Provider

Once this plan is approved, SEVA will use this Support Plan to guide their work with the family.

**SEVA \***

Enter your name below.

**SEVA Email Address \***

Enter your email address below

**SEVA Phone Number \***

Enter the best number for SPAN Staff or the family you are working with to reach you.

**Parent's First & Last Name \***

**Parent/Guardian Email Address \***

Enter the information exactly as listed in the SEVA Match email you received.

**County**

**Primary Language Spoken by Family**

**First Name - Student**

**Last Name - Student**

**Student's Age \***

**Student's Diagnosis & IEP Classification \***

**School Child Attends \***

**Primary Issue Details \***

Enter background information regarding the issue identified above.

**Secondary Issues**

List here additional challenges faced by the family in addition to the primary issue you will be assisting them with.

**Brief History \***

Enter here a summary of your initial discussion with the family. Although your work will be focused on one specific issue, having this background information will be useful.

## Family Support Plan

Based on your discussion with the family, enter the ONE issue you plan to assist the family with. You will assist the family in developing an Action Plan for other issues they are facing at a later date.

Answer the following questions to create the plan:

**1. Goal \***

What options did you provide the parent that addresses the goal or outcome the parent is looking for?

**2. Advocacy \***

What code citation support this goal? Please refer to the page the code could be found for parent's reference.

**3. Action \***

What steps will the SEVA take to help the parent achieve the outcome?

**Additional Comments**

**Family Agreement Form**

Upload signed Family Agreement Form here.

Drag and drop files here or [browse files](#)

Thank you for completing the Case Review and Support Plan Form. You will be notified via email that your plan has been approved; which allows you to submit your first payment request and move on to the next step of planning for the IEP meeting with the family.

Click the box below to keep a copy of this form for your records.

Send me a copy of my responses