

Appendix 3: Template for Submitting Information to a TAF Meeting

If you are invited to attend a TAF meeting (initial or review) you must either: attend the meeting; or submit written information on the form below to ensure the Action Plan has been developed with all available information and/or so that progress can be monitored against particular actions. Your information should be submitted to the Lead Professional, and family, at least **3 working days** prior to the TAF meeting.

SOME GENERAL DETAILS:			
Your Name:		Your Agency:	
Your Contact Details:	(t) (e)	Date:	
EHA Number:		Family Surname:	
Date of TAF Meeting:		Lead Professional:	
DETAILS OF YOUR INVOLVEMENT WITH THE FAMILY:			
What has been your involvement to date with the family?			
What support services are available to the family from your agency?			
DETAILS OF ANY ACTIONS FOR YOUR AGENCY:			
What actions have been completed and when?			

What remains outstanding and why? When is this likely to be completed?	
ADDITIONAL INFORMATION:	
Anything other information you think may be relevant to the meeting?	