Checklist for service managers and clinical leads

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|  | **Activity:** | **Date** |  |
|  | ⬜ | Transition planning guideline reviewed and updated |  |  |  |
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|  | ⬜ | Information sharing guideline reviewed and updated |  |  |  |
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|  | ⬜ | DNA follow-up guideline reviewed and updated |  |  |  |
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|  | ⬜ | Criteria for transition to active primary care follow-up reviewed and updated |  |  |  |
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|  | ⬜ | Staff update on policies and guidelines |  |  |  |
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|  | ⬜ | List/directory of local primary level services for children and youth updated |  |  |  |
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|  | ⬜ | Audit of transition planning processes (including clinical records) completed |  |  |  |
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|  | ⬜ | Outcome of transition planning audit fed back to staff |  |  |  |
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