Follow-up Appointments

(approximately 20 minutes, face to face or by phone)

First follow-up to be scheduled around 2 weeks after the first appointment, but dependent on availability, or person issues. Then aim to space appointments out at increasing lengths of time.

 **Review:**

* How are things going?
* What has gone well?
* What has not gone so well?
* What else do you need to ensure you meet your goals?
* Are there any changes to your action plan?

Provide further information and support as appropriate.

** Things to keep in mind during follow-ups:**

* It's not the time to socialize with the client. It’s time to check if they went to the activity, if they liked it or not, or why it didn't work, and adjust or change it.
* It shouldn't last more than 30 minutes.

 **Questions to ask yourselves:**

* Should we have limits on the amount of follow-up encounters?
* How do we intend to keep up the clients’ motivation?
* When should we consider a SP completed?
* What should the last appointment contain?
* How will we document the follow-up and closing appointments? Good data are important throughout the process to help inform best practices and quality improvement.