New Fact Decision Review

Record the original decision and the reason given.

Distinguish a verified new fact from repeated disagreement before revising an existing decision.

Hypothetical example: A changed event start is confirmed, a family permission is reviewed, and the other adult receives the updated pickup handoff.

01 Start with the decision that exists

Record the original decision and the reason given.

Original decision

Reason originally given

People affected

Existing handoff

02 Check the new information

Identify the new fact and how it can be checked.

New information

Source of information

What was verified

What is still unknown

New Fact Decision Review / Review & follow-through

03 Identify the condition that changed

Assess whether it changes the decision's relevant conditions.

Condition that changed

Condition unchanged

Decision to reconsider

Person responsible

04 Update the practical handoff

Explain the resulting decision and update the handoff.

Final decision

Reason explained

Handoff updated

Next review trigger