**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Enrollment Date: \_\_\_\_\_\_\_\_\_\_CFS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Year: \_\_\_\_\_\_\_\_\_\_**

**Reviewed: Oct Date/Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ April Date Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Date/Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Document** \*Starred items reviewed & resigned annually***Italicized items in Child Plus* *or Learning Genie (not required in file)***  | **In File** |
| Application | ***Eligibility Verification Page and Application*** ***CP*** |
| Optional Forms (Other Parent Address, Directions to Home)  |  |
| Change of Status (*101-130 and OI in separate file w/attached waitlist)*  |  |
| **Family Information Forms: (Reviewed & signed annually)** | \*Family Partnership Agreements  *CP: Family Services Information Tab - Mark YES and enter date signed*   |  |
| \*Parental Consent Form :  |  |
| \*Disclosures with Parental Consent *(CPS, Social Service Providers, etc)*  |  |
| \*Family Home Safety Checklist  |  |
| \*Pedestrian Safety Training  |  |
| ***Program Information Report (PIR)*** *(completed at drop and annually)* ***CP*** |
| **Family Partnership** | ***Family Outcomes Tool (FOT)***  *(inital due w/in 3mo of enrollment)* Fall: Spring:***LG*** |
| ***Needs Assessment:*** *(initial is due w/in 3mo of enrollment)* Date: ***LG****CP: Family Services Information Tab - Mark YES and date when initial completed*  |
| Optional Family Support Tools (YJT, Circle of Support, FSC Tools etc.) |  |
| Getting to know your child & family  *(completed at enrollment & with transition recap)* |  |
| Family Partnership Goal Sheet *(Due within 3mo & reviewed monthly in Child Plus)* |  |
| **Child Development:** | PAT Foundation Visits 1-8 & PAT Planning Guides with Parent Signatures |  |
| Optional PAT Tools (Personal Visit Records, Milestones, etc.) |  |
| ***In-Kind (in Learning Genie*** and/or Paper Forms) |  |
| ASQ 3 Screener *(within 45 days. Aattached and documented in CP Health Tab also)* | ***CP*** |
| DECA I/T *(within 45 days & annually; Attached and documented in CP Health Tab also)* |  ***CP***  |
| GOLD Checkpoint Learning & Development Reports: Fall: Winter: Spring: Summer:  |  |
|  **Health:** | Hearing & Vision Screening Forms *(within 45 days)* |  |
| ***Well Child Checks, Dental Exams, Lead & Hemoglobin*** *(R&H documents in CP)* ***CP*** |
| \*Release of Health Information  |  |
| \*Release of Oral Health Information  |  |
| \*Child’s Health History  |  |
| **Special Needs:**  | ISP, IFSP, IEP and/or related Disabilities Documents *(PSC uploads & tracks in CP Disabilities Tab, copy in file to support goals)* |  |
| \*Disclosure with Parental Consent (ISD, other special needs providers)  |  |
| **Mental Health:** | Mental Health Referral & Release (MH6) or Mental Health Disclosure with Parental Consent  |  |
| **Transition Planning:** | ***Transition Log (30mo or 6mo prior to next education setting)*** | ***CP*** |
| Transition Recap Forms |  |
| ***Parent Survey Link Sent*** ***LG*** |
| Other |  |  |
|  |  |

**Child File Review Guidance**

**Policy**: Child and family records are maintained to support documentation per Head Start Performance Standards and Program Policies and Procedure.

**Procedure:** CFS will use the Child File Review as a checklist to remain in the file for the duration of the program year. A **new** checklist will be used for each program year. Documents in files must be maintained in the order listed on the checklist. Files are kept in a locked cabinet at the CFS’s site. Report of actual or suspected child abuse or neglect documentation should be kept in a separate file for the remainder of the child’s enrollment. Files will be reviewed by PSC at minimum twice annually.

**Dropped or Transferring Files** When a child transfers to a new CFS, ensure all forms listed are passed to receiving CFS. When a child drops from EHS, follow the “Procedure for EHS Transition to HS and HS CP”.

3200 reports will be pulled from the Confidential File for CPS Reports ONLY and returned to the child’s file when exiting or completing the program for final storage. Note: When a child transfers between CFSs the 3200 report follows the child’s file to the CFS. The report is then placed in the Confidential File for CPS Reports ONLY at the new site until the child exits or completes the program. Once the child exits or completes the program, the report is returned to the Child’s File for final storage.