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  **Expectant File Review Checklist**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Enrollment Date: \_\_\_\_\_\_\_\_\_\_\_CFS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Prgm Year: \_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **In File** | **CP** | **N/A** | **Document**  |
| Application |   |  |   | Eligibility Verification Page and Application  |
|  |  |  | 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 Agreement  |
|  |  |  | Parental Consent Form :  |
|  |  |  | Disclosures with Parental Consent *(CPS, Social Service Providers, etc)*  |
|  |  |  | Family Home Safety Checklist  |
|  |  |  | Program Information Report (PIR) *(completed at drop and annually)*  |
| **Family Partnership** |   |  |   | Family Outcomes Tool (FOT) *(initial is due w/in 90 days of enrollment)* Fall: Spring:  |
|  |  |  | Needs Assessment: *(initial is due w/in 3mo of enrollment)*   |
|  |  |  | Optional Tools (YJT, Circle of Support, etc.)  |
|  |  |  | Family Partnership Goal Sheet *(Due within 90 days and reviewed monthly in Child Plus)* |
| **Prenatal Information** |   |  |   | PAT Foundation Visits 1-8 & PAT Planning Guides  |
|  |  |  | Optional PAT Tools (Personal Visit Records) |
|  |  |  | In-Kind |
|  **Health:** |   |  |   | Prenatal Exams, Dental Exam *(R&H)* |
|   |  |   | Release of Health Information |
|  |  |  | Release of Oral Health Information  |
|  |  |  | Prenatal Nutrition Assessment, Postnatal Nutrition Assessment |
|  |  |  | 2 Week Newborn Visit  |
| **Screeners:**  |   |  |   | Edinburgh Depression Scale *(Due once each trimester and within 30 days of birth and as needed)* |
| **Mental Health:** |   |  |   | Mental Health Referral & Release (MH6) or Mental Health Disclosure with Parental Consent  |
| Other |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

8/22 P:hs/ehs/enrollment/enrollment documents

 **Expectant 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. 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.*