CHILD FAMILY DEVELOPMENT PROGRAMS
File Review Monitoring Checklist Program Self Assessment Data

F/U	Code	Table of Contents ~ Item Reviewed	YES	NO	N/A
		Returning Children: Consistant Codes			
		Form 1-81a on cover of child's file			
		Form 1-81a accurately reflects completed documentation			
		CP2 Forms: How many to date:			
		30-Day Transportation Safety Training Documented			
		TS Gold Family Invitation Documented on 1-81a			
		Documentation that Community Resource Book provided to parent			
		Important information is recorded on Form 1-81			
		Documents taken and returned are recorded on Form 1-81			
		Form 5-10a – Signature Page Complete			
		Form 5-10b – Table of Contents Complete			
		Forms 5-10 & 5-10b consistently & accurately reflect follow-up & indicate person responsible			
		The program SOAP record keeping system is evident and followed by the DST			
		OTHER:			
F/U	Code	Education ~ File Items Include	YES	NO	N/A
		Returning Children: Consistant Codes			
		Form 1-81b on cover of child's file			
		Form 1-81b accurately reflects completed documentation			
		Returning Children: TS Gold Individual Child Report			
		Returning Child: any center specific documents			
		Form 5-10 – SOAP used by DST to tell the story of the child and family			
	A13	Form 5-11a: Family Staffing - Education: Number to date:			
	A12	Form 2-6: Home Visit Forms - Education: Number to date:			
	A11	Form 2-7: Individual Planning Form(s). If returning child, updated?			
		Form 2-11: Specific Field Trip Permission Slips: Number to date:			
	A5, A6 & A14	Family Conference Form (TS Gold & Shared with family): Number to date:			
		Form 2-30: Authorization to Act as Parent when applicable			

Updated 08/15

F/U	Code		YES	NO	N/A
	A8	Developmental Screenings - ASQ			
	A9	Behavioral Screening - ASQSE			
		PBIS Forms			
		Form 2-4: All About Me. If returning child was this reviewed w/ parent at start up?			
	A10	Form 2-2: Child Learning Profile. If returning child, was Profile updated at start up?			
		Form 2-28: General Walking Field Trip Permission signed by parent			
		Policy 2-27a: Child Guidance Policy signed by parent			
		Form 2-18: TAT Letter signed by parent			
		Form 2-12: Home Visit Agreement Letter signed by parent			
		Connections between home to school / school to home evident			
		Education F/U, TX or Referrals needed or in process:			
		Education Correspondence to/from family and/or LEA			
	A2	Attendance			
		Form 3-7: Permission to Exchange Confidential Information - Attached			
		OTHER (list):			
F/U	**Code**	**Social Service ~ File Items Include**	**YES**	**NO**	**N/A**
		Returning Children: Consistant Codes			
		Form 1-81c on cover of child's file			
		Form 1-81c accurately reflects completed documentation			
		Returning Children: any centerspecific documentation			
		Form 5-10 – SOAP used by DST to tell the story of the child and family			
	B13	Family Staffing - Social Services: Number to date:			
	B11	Form 5-4: Family Plan and Goal Sheet			
		Form 5-6: Child Application			
		CP4: Supplemental Family Member Information			
		CP3: Change of Status			
		Legal Papers			
		Family Correspondence			
		CP5: Family Transactions			
	B7	CP5; Reciprocal Relationship Established within 90 days			

F/U	Code		YES	NO	N/A
		5-28a: Scaled Family Assessment Tool			
	B12	Form 2-6: SS Home Visit Forms: Number to date:			
		Form 4-7: Family Interest Survey			
		Form 1-71 Volunteer Declaration			
		Form 1-20 Confidentiality Form			
	B6	Orientation Agenda - Copy of orientation agenda with parent signature			
		CACFP Food Program Enrollment Form			
		CP1: Enrollment/Drop Form			
		Returning child: Form 5-30: Intent to Re-enroll			
		CP13: Eligibility Priority Criteria			
		Form 5-6a: Income Verification Worksheet			
		Eligibility Documents			
		Enrollment Status (Wiat list, Welcome Back, Selection)			
		CTA Forms 4-9 through 4-9e			
		OTHER (list):			
F/U	**Code**	**Health ~ File Items Include**	**YES**	**NO**	**N/A**
		Returning Child: 3-44, CIS, end of the year health summary, etc.			
		Form 1-81d on cover of child's file			
		Form 1-81d accurately reflects completed documentation in the individual files			
		Form 5-10 – SOAP used by DST to tell the story of the child and family			
		Form 3-11: Emergency Form			
	C13	Family Staffing - Health: Number to date:			
	C3	Form 3-46: Individual Care Plan			
	C21	Form 3-48: Asthma Information			
	C2	Form 3-1: Food Substitutions			
	C20	Milk Substitutions (USDA Form)			
		Coorespondance			
		Form 3-19a: Exclusion			
		Form 3-18: Head Lice			
	C10	Form 3-21: Incident Report - Listed on Injury Log: Number to date:			

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F/U	Code		YES	NO	N/A
	C17	Form 3-22: Dental Home			
	C18	Form 3-22: Dental Care Status			
	C19	Form 3-22: Dental Exam			
	C14	Form 3-23: Medical Home			
	C15	Form 3-23: Medical Care Status			
	C16	Form 3-23: Medical Exam			
		Fluoride Education Received: Number to date:			
	C6	Nutrition Information: Form 3-7 and Form 3-6 as needed			
	C7	Height/Weight and BMI: Number to date:			
	C9	Sensory Screening: Hearing Follow up/rescreen needed Yes _____ No _____			
	C8	Sensory Screening: Vision Follow up/rescreen needed Yes _____ No _____			
	C5	Immunization CIS Form: Up-to-Date or Complete Yes _____ No _____			
		CP7: Mental Health Service, Observation and Action			
		Form 6-9: Mental Health Evaluation Permission			
		Policy 3-9: Health Services Policy			
		Form 3-44: Health History			
		Form 5-1: Permission Slip signed by parent			
		Medication Permit and Log Form 3-8a			
		Health F/U, TX or Referrals needed or in process:			
		Form 3-7: Permission to Exchange Confidential Information - Attached			
		OTHER (list):			
F/U	**Code**	**Special Needs ~ File Items Include**	**YES**	**NO**	**N/A**
		Form 5-10 – SOAP used by DST to tell the story of the child and family			
		Returning Child: Eligibility Statement, current IFSP, Behavior plans, any other center specific			
		CP 8 Disability Worksheet			
		ECSE Eligibility Statements from ESD			
		Evaluation Report(s)			
		Parent Notification of IFSP Meeting			
		IFSP – Individual Family Service Plan			
		Data Sheets (ECSE)			

		SPED Progress Reports			
		Consultation, Conference Forms and/or Correspondence			
		Permission to Exchange Confidential Information Form 3-7 - Attached			
		OTHER (list):			