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| NMCAA logo  **Child’s File Review Checklist**  **Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **September Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ November Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ March Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | |
| **Electronic Eligibility File on ChildPlus-Application Tab** (documents uploaded by Recruitment & Health Specialist) | | | | | | | | | | | | | | | | | | |
| 1. Head Start/GSRP Eligibility Verification Page |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Intake Application Pages 1 and 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Income as Required (child support, W-2, 1040, pay check stubs, Family Income Status, Third Party, etc) | Electronic Eligibility Child File documents will be stored on Child Plus under the Application Tab to protect personal identifiable information of our children and families. You may be asked to pull these documents from Child Plus during a Licensing, Head Start or GSRP review. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Additional Documentation for Eligibility if applicable: 2. Homeless (Families in Transition) 3. Supplemental Security Income (SSI) 4. Foster Care Documentation 5. DHHS Cash Assistance (FIP) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Recertification (if applicable for returning children) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Birth Verification (MCIR, Birth Certificate, MDHHS Documents, Court Documents) 2. Release of Health Information 3. Release of Oral Health Information (HS only) 4. Customer Connections Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **LARA/HS/GSRP Files in locked cabinet on site**  **Name of Child**  **Please put forms in child files in the following order** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Child Information Record with Date of Admission |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Emergency Care Plan (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Parent/Guardian Release |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Parent Pickup Policy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Head Start Orientation Training and Family Partnership Agreement (HS/Blended) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. GSRP Parent Orientation Training (GSRP only) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. MCIR (Unofficial or Official Immunization Record) or waiver  * Keep all records |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. NMCAA HS/GSRP Program Physical Screening   **Ensure documentation for each of the following:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * 1. Hearing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * 1. Vision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * 1. Blood Pressure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * 1. Anemia Screening |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * 1. Blood Lead |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Health Statement (doctor release and date) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. NMCAA Health Services Waiver (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Head Start Medical Follow-up |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Dental Exam (HS only) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Child’s Health History |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Bus Information (complete for all sites that use any type of transportation) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Child File Review cont.**  **Name of Child**  Logo  Description automatically generated  **LARA/HS/GSRP Files in locked cabinet on site** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Public School Transportation Agreement (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. USDA Participant Enrollment Form (HS and GSRP) and Household Income Eligibility Statement (GSRP only) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Intake Application Packet (Head Start/GSRP Eligibility Verification page, Intake Application page 1 and 2) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Recertification (if applicable for returning children) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Release to Serve a HS Child in a 100% GSRP Site |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Change of Status |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Illness/Incident Report Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Incident Report State of MI BCAL-4605 (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Toilet Training Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Medication Authorization Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 3 year old Waiver |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Authorization for Releasing an Enrolled Child to a Minor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Special Diet Statement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Fluid Milk Substitute Request |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Parent Request to Provide Food and Parent Choices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Other Parent Contact Information |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. BMI Follow Up |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Nutrition Referral |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Field Trip Permission Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Miscellaneous Court Documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Report of Actual or Suspected Child Abuse/Neglect-3200 Store in Confidential File for CPS Reports ONLY, while enrolled. See below. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Random LARA/HS/GSRP Child Files will be reviewed by the Site Supervisor in:

Oct/Nov Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS Initials: \_\_\_\_\_\_\_\_\_\_ Feb/March Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS Initials: \_\_\_\_\_\_\_\_\_\_

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| **Icon  Description automatically generatedChild’s File Review**  **Name of Child**  **Educational File to be kept behind the LARA/HS/GSRP File in locked cabinet** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Child and Family School Readiness Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Developmental Screener ESI-P, ESI-K, Denver II, ASQ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. ESI-R Parent Questionnaire (parent signature required) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Disclosure with Parental Consent |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Request for ISD Consultation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. IEP from ISD/Miscellaneous ISD Paperwork |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Teacher Observation Checklist |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Interim Services Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mental Health Forms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. E-DECA, Strategies and Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Contacts and Social Service Tracking |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Program Information Report (PIR) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Customer Connections Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Attendance Letter |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Attendance Success Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. EHS Transition Paperwork |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Copy of Transfer of Records Packet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Transfer of Records |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Extra, Extra Read All About Me |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Rubric for Entering Kindergarten |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. GOLD Development and Learning Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Random Educational Child Files will be reviewed by the Education Coach in:

Oct/Nov Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EC Initials: \_\_\_\_\_\_\_\_\_\_ Feb/March Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EC Initials: \_\_\_\_\_\_\_\_\_\_

**Child File Review Guidance**

**Policy**: Child records are maintained following Licensing, Head Start and GSRP requirements.

**Procedure:** Use the Child File Review as a checklist to 🗹 the items in the file. Dates are not required.

**Returning Child:**

When completing the child’s file review for returning children, place the most current forms from the previous year in the child’s file that does not need to be redone for the child’s second year. Consult with your site supervisor and/or education coach for further guidance.

**Electronic Eligibility Files (A-M):**

To access Electronic Eligibility Files (A-M) log into ChildPlus:

1.Click on Services.

2.Search for the participant using name.

3.Click on Application Tab.

3. Click on Attachments

4. Click on the current program year Applications and Recertifications.

5. Click view.

R&H are responsible for uploading Electronic Eligibility Files into ChildPlus once a child is on the waitlist. The Electronic Eligibility File will have the child’s eligibility paperwork (income, birth certificate, MCIR/Immunization, McKinney-Vento determinations, foster care information, SSI, FIP) along with the application and verification page.

**LARA/HS/GSRP Files and LARA/HS/GSRP as needed**:

Follow the Child File Review Checklist to ensure appropriate documents are in the file at time of enrollment (first day of school for the child) and stored in a locked filing cabinet on site. Communication with your R&H is essential to ensure health (Immunizations/MCIR, Physical and Dental) documentation is collected. Additionally, Teachers will need to print the MCIR, Physicals and Dentals from ChildPlus for the child’s file.

For the Child’s file, Teachers will discuss with Coaches who will print the Eligibility documents A and B or I from ChildPlus (see #’s 16 and 17). **\*\*To protect personal identifying information of our children and family’s income documents will not be printed.** Please shred income documents if printed from ChildPlus.

Documents 1-6, 12-15, 23-29 will be addressed/collected at Parent/Guardian Orientation as applicable.

Report of actual or suspected child abuse or neglect documentation should be kept in a separate file. Refer to site supervisor or ed. coach if you have questions.

**Educational Files (Separate file)**

Educational documentation for each child is distinctively different from eligibility and Licensing documentation and should be in separate files.

Educational Files will be available to families regarding child’s education progress. For the Child’s file, Teachers will discuss with Coaches who will print the Electronic Eligibility document labeled Customer Connections form (M/#13 under Education Files).

Educational documents are ongoing and completed throughout the program year.

**Dropped or Transferring Files**

When a child drops or is transferring to another program, ensure all forms are included in the child file. It is important to refer to the Program Drop Files document on Weebly. 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 NMCAA classrooms, the 3200 report follows the child’s file to the new center. The report is then placed in the Confidential File for CPS Reports ONLY at the new classroom 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.

References: 400.8143 1-11, 1303.24 (a), GSRP Implementation Manual

10/12/21 P:\Head Start Files\Admin\Procedure Manual\Licensing\Child’s File Review Checklist