



# KCI File Check List

## Pregnant Women Program

E-438

### Codes

- F = Filed the Form
- X = Missing Form
- N = Not Applicable
- O = Over Due
- a = Reviewed Form
- I = Incomplete Form
- P = In Progress or Not Due

### FAMILY SERVICES

FCP-612 Change of Status (If applicable)																			
FCP-600 Head Start Application (3 pages)																			
Income Documentation																			
E-444 Parent Home Visitor Agreement																			
FCP-619 Pregnant Women Family Strength																			
FCP-618 Family Goals & Service Plan Worksheet																			
FCP-617 Activity Service Form																			
E-327 Staffing Reports																			
E-327a Staffing Referrals (If Applicable)																			
E-430 Home Base Withdrawal Letter (If applicable)																			

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## HOME VISIT REPORTS

E-422 Home Visit Reports																			
( ) Fetal Development      Date Reviewed:																			
( ) Importance of Nutrition      Date Reviewed:																			
( ) Risks of Alcohol/ Drugs      Date Reviewed:																			
( ) Smoking      Date Reviewed:																			
( ) Labor & Delivery      Date Reviewed:																			
( ) Postpartum Recovery      Date Reviewed:																			
( ) Parental Depression      Date Reviewed:																			
( ) Infant Care & Sleep Practices      Date Reviewed:																			
( ) Benefits of Breastfeeding      Date Reviewed:																			

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- Copy of handout signed by the (P) women is to be filed for each educational category



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### HEALTH

H-335 Prenatal Birth History [ ] Beginning [ ] After baby is born									
H-336 Pregnancy Outcome Tracking (Complete after baby is born)									
H-337 Pregnancy History and Tracking (Complete at enrollment)									
H-323 Consent to Exchange Information (If applicable)									
Documentation of Prenatal Visits									
Edinburgh Depression Scale ( ) Pre ( ) Post Delivery									
H-309 Newborn Welcome Visit									

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H-335 Prenatal Birth History									
H-336 Pregnancy Outcome Tracking									
H-337 Pregnancy History and Tracking									
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