



# KCI Child File Check List

## Early Head Start Home Base Program

E-434

### Codes

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

### FAMILY SERVICES

FCP-600 or FCP-607 Head Start Application																			
Income Documentation																			
FCP-612 Change of Status (If applicable)																			
Custody Orders (If Applicable)																			
E-444 Parent Home Visitor Agreement																			
FCP-615 Strength Form																			
FCP-618 Family Goals and Services Plan Worksheet																			
FCP-617 Activity Service Form																			
Parent Interest Survey																			
E-327 Staffing Reports																			

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## EDUCATION

E-400 1st Home Visits & Dated COR Family Report																			
E-400 1st Parent Conferencs & Dated COR Family Report																			
E-400 2nd Home Visit & Dated COR Family Report																			
E-400 2nd Parent Conferencs & Dated COR Family Report																			
E-427 Transition Plan																			
Ages & Stages Questionnaires																			
ASQ Developmental Screening Results																			
ASQ:SE Social-Emotional Screening																			
E-422 Home Visit Reports																			

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IFSP (If applicable)																			
D-505 IFSP/IEP Activity (If applicable)																			
Sign-In Sheet for providers (Monthly) (If applicable)																			
H-311 Referral to Mental Health Provider (If applicable)																			
Mental Health Treatment Plans (If applicable)																			
D-508 Referral to Early Intervention (If applicable)																			
D-506 Referral to for Special Education (If applicable)																			

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Attendance Letter (If applicable)																			
Visit Make-Up Schedule/Plan																			
E-480 One Call Now Parent Sign-up Request																			

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