KI

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

Codes		/ /	/ /	' /	' /	' /	' /	' /	' /	' /	' /
 F = Filed the Form X = Missing Form N = Not Applicable O = Over Due 	✓ = Reviewed FormI = Incomplete FormP = In Progress or Not Due										
FAMIL	LY SERVICES	/	/	/	/	/	/	/	/	/	/
FCP-600 or FCP-607 He	ad Start Application										
Income Documentation											
FCP-612 Change of Stat	us (If applicable)										
Custody Orders (If Applic	cable)										
E-444 Parent Home Visit	or Agreement										
FCP-615 Strength Form											
FCP-618 Family Goals a	nd Services Plan Worksheet										
FCP-617 Activity Service	Form										
Parent Interest Survey											
E-327 Staffing Reports											

KI

Codes					' /	/				- /	
• F = Filed the Form ✓ = Reviewed Form											- /
 X = Missing Form N = Not Applicable I = Incomplete Form P = In Progress or Not Due 									- /		
• O = Over Due		- /					/			/	
EDUCATION						/ ,	/	/	/ /	/ /	/
E-400 1st Home Visits											
E-400 1st Parent Conferencs & Dated COR Family	/ Report										
E-400 2nd Home Visit & Dated COR Family Repor	t										
E-400 2nd Parent Conferencs & Dated COR Famil	ly Report										
E-427 Transition Plan											
TABS Screener (Temperament & Atypical Behavio	r Scale)										
Ages & Stages Questionnaires											
ASQ Developmental Screening Results											
PALS (Children transitioning to Kindergarten)											
PALS Summary Report (If applicable)											
E-422 Home Visit Reports											
										\equiv	
Codes			<u> </u>	<u> </u>	<u> </u>						1
•F = Filed the Form ✓ = Reviewed Form					<u> </u>						/
					<u> </u>						/
• F = Filed the Form											/
• F = Filed the Form • X = Missing Form • N = Not Applicable • O = Over Due ✓ = Reviewed Form I = Incomplete Form P = In Progress or Not Due											
• F = Filed the Form • X = Missing Form • N = Not Applicable • O = Over Due → = Reviewed Form I = Incomplete Form P = In Progress or Not Due EDUCATION											
• F = Filed the Form • X = Missing Form • N = Not Applicable • O = Over Due ✓ = Reviewed Form I = Incomplete Form P = In Progress or Not Due EDUCATION E-400 1st Home Visits	/ Report										
• F = Filed the Form • X = Missing Form • N = Not Applicable • O = Over Due EDUCATION E-400 1st Home Visits E-400 1st Parent Conferencs & Dated COR Family	•										
• F = Filed the Form • X = Missing Form • N = Not Applicable • O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family Report	t										
• F = Filed the Form • X = Missing Form • N = Not Applicable • O = Over Due EDUCATION E-400 1st Home Visits E-400 1st Parent Conferencs & Dated COR Family	t										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-427 Transition Plan	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family Report E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family	t ly Report										/
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family Report E-400 2nd Parent Conferencs & Dated COR Family Report E-427 Transition Plan TABS Screener (Temperament & Atypical Behavior Ages & Stages Questionnaires	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-427 Transition Plan TABS Screener (Temperament & Atypical Behavio Ages & Stages Questionnaires ASQ Developmental Screening Results	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family Report E-400 2nd Parent Conferencs & Dated COR Family Report E-400 2nd Parent Conferencs & Dated COR Family Report E-427 Transition Plan TABS Screener (Temperament & Atypical Behavior Ages & Stages Questionnaires ASQ Developmental Screening Results PALS (Children transitioning to Kindergarten)	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-427 Transition Plan TABS Screener (Temperament & Atypical Behavio Ages & Stages Questionnaires ASQ Developmental Screening Results	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-427 Transition Plan TABS Screener (Temperament & Atypical Behavior Ages & Stages Questionnaires ASQ Developmental Screening Results PALS (Children transitioning to Kindergarten) PALS Summary Report (If applicable)	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-427 Transition Plan TABS Screener (Temperament & Atypical Behavior Ages & Stages Questionnaires ASQ Developmental Screening Results PALS (Children transitioning to Kindergarten) PALS Summary Report (If applicable)	t ly Report										
•F = Filed the Form •X = Missing Form •N = Not Applicable •O = Over Due EDUCATION E-400 1st Home Visits E-400 2nd Home Visit & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-400 2nd Parent Conferencs & Dated COR Family E-427 Transition Plan TABS Screener (Temperament & Atypical Behavior Ages & Stages Questionnaires ASQ Developmental Screening Results PALS (Children transitioning to Kindergarten) PALS Summary Report (If applicable)	t ly Report										

*KI

KCI Child File Check List

Home Base Program

_																
Codes			/ /	/ /	/ /	'	' /		' /	' /	'	' /		' /	' /	
F = Filed the FormX = Missing Form	✓ = Reviewed Form I = Incomplete Form						-						-			1
N = Not Applicable	P = In Progress or Not Due			-												- /
• O = Over Due																
Н	EALTH					/				/						
Physical	[] Hgb [] Lead															
	on Physical or Separate- Required)															
H-314 Health Screenin	gs [] Hearing [] Vision [] Hgb															
Growth Charts	[] 1st.															
H-328 Child Nutritional	Assessment															
H-331 Health History																
H-311 Consents & Peri																
H-324 Dental Exam an	d Treatment Record															
If Applicable																
H-323 Consent to Exch																
H-303 Child Incident R																
H-332 Exposure Notice																
H-302 Special Care Pla																
H-325 Food Allergy Ac																
H-312 Seizure Care Pla																
H-300 Authorization to																
H-338 Dietary Action P																
H-306(b) Sign and Sym	nptom Record															
Follow-Up																
H-308 Medical/Dental F																
Medical Corresponden	ce			<u> </u>												
		_		<u> </u>		<u> </u>										
				_												
		-	_	<u> </u>		_			<u> </u>							
		1	1	1			1	1					Ī			4

*KI

Codes			/ /	/ /	' /	' /	' /	' /	' /	'/		
 F = Filed the Form X = Missing Form N = Not Applicable O = Over Due 	✓ = Reviewed FormI = Incomplete FormP = In Progress or Not Due											/
DIS	ABILITIES	- /	/	/	/	/	/	/	/	/ /	Ι,	
IEP (If applicable)												
D-505 IFSP/IEP Activity (If applicable)											
Sign-In Sheet for provide	rs (Monthly) (If applicable)											
H-311 Referral to Mental	Health Provider (If applicable)											
Mental Health Treatment	Plans (If applicable)											
D-506 Referral to for Spe	cial Education (If applicable)											
-												
				<u> </u>	L	L			<u> </u>			

Codes		/ /	/ /	' /	' /	' /	/ /	' /	' /	' /	1
 F = Filed the Form X = Missing Form N = Not Applicable O = Over Due 	✓ = Reviewed FormI = Incomplete FormP = In Progress or Not Due										
DIS	ABILITIES	/	/				/	/	/	/ /	/
IEP (If applicable)											
D-505 IFSP/IEP Activity (If applicable)										
Sign-In Sheet for provide	rs (Monthly) (If applicable)										
H-311 Referral to Mental	Health Provider (If applicable)										
Mental Health Treatment	Plans (If applicable)										
D-506 Referral to for Spe	cial Education (If applicable)										

*KI

Codes		' /	' /	/			' /	/		
 F = Filed the Form X = Missing Form N = Not Applicable O = Over Due 	✓ = Reviewed FormI = Incomplete FormP = In Progress or Not Due Y CONTACT				/	/			/	
	E420 Teacher Contact Notes									1
Attendance Letter (If appl										
Visit Make-Up Schedule/F	Plan									
E-480 One Call Now Pare	ent Sign-up Request									

Codes		' /	' /	' /	' /	'	' /	' /	' /	' /	/
 F = Filed the Form X = Missing Form N = Not Applicable O = Over Due 	✓ = Reviewed FormI = Incomplete FormP = In Progress or Not Due										
FAMIL	LY CONTACT	 /	/	/	/	/	/	/	/	/ /	
FCP-609 Contact Note or	E420 Teacher Contact Notes										
Attendance Letter (If appl	icable)										
Visit Make-Up Schedule/F	Plan										
E-480 One Call Now Pare	ent Sign-up Request										