



KCI Child File Check List

Early Head Start Program

E-435

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)																			
FCP-615 Strength Form																			
FCP-618 Family Goals and Services Plan Worksheet																			
FCP-617 Activity Service Form																			
FCP-606 Reporting Suspected Child Abuse (If applicable)																			
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-429 Infant Feeding Plan (If applicable)										
E-406 Antecedents Behaviors Consequeces (If applicable)										

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DISABILITIES

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)										
Behavior Plan										

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FAMILY CONTACT

E-402 Monthly Attendance Monitoring																			
E-401 Attendance Tracking																			
FCP-602 Unexplained Absentee Follow-Up (If applicable)																			
Attendance Letters to Parents (Copy with date sent)																			
FCP-609 Contact Note or E420 Teacher Contact Notes																			
E-480 One Call Now Parent Sign-up Request																			
E-407 Field Trip Permission																			

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