KCI Child File Check List
Head Start Program

E-437

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									
Parent Interest Survey									
E-327 Staffing Reports									

Codes

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EDUCATION

E-400 1st Home Visits (Full Year: COR Family Report)							
E-400 1st Parent Conferencs, Dated COR Family Report, & VKRP Reports							
E-400 2nd Home Visit & Dated COR Family Report							
E-400 2nd Parent Conferencs, Dated COR Family Report, & VKRP Reports							
E-427 Transition Plan							
ASQ:SE (Social Emotional Screening)							
Ages & Stages Questionnaires							
ASQ Developmental Screening Results							
VALLSS (Children transitioning to Kindergarten)							
VALLSS Summary Report (If applicable)							
E-406 Antecedents Behaviors Consequeces (If applicable)							
Speech Screening (If applicable)							

EDUCATION

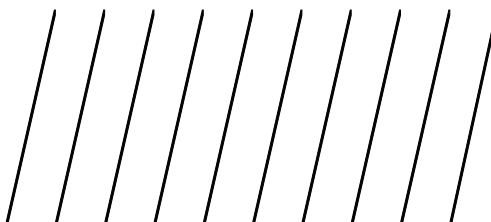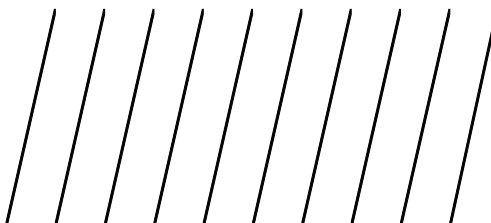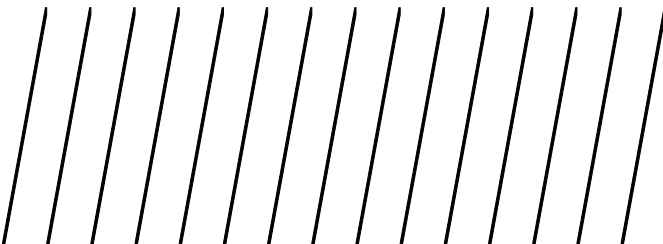|							
E-400 1st Home Visits (Full Year: COR Family Report)							
E-400 1st Parent Conferencs, Dated COR Family Report, & VKRP Reports							
E-400 2nd Home Visit & Dated COR Family Report							
E-400 2nd Parent Conferencs, Dated COR Family Report, & VKRP Reports							
E-427 Transition Plan							
TABS Screener (Temperament & Atypical Behavior Scale)							
Ages & Stages Questionnaires							
ASQ Developmental Screening Results							
VALLSS (Children transitioning to Kindergarten)							
VALLSS Summary Report (If applicable)							
E-406 Antecedents Behaviors Consequeces (If applicable)							
Speech Screening (If applicable)							

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HEALTH

Physical [ ] Hgb [ ] Lead													
Immunization Record (on Physical or Separate- Required)													
H-314 Health Screenings [ ] Hearing [ ] Vision [ ] Hgb													
Growth Charts [ ] 1st. [ ] 2nd.													
H-328 Child Nutritional Assessment													
H-331 Health History													
H-311 Consents & Permissions													
H-324 Dental Exam and Treatment Record													
If Applicable													
H-323 Consent to Exchange Information													
H-303 Child Incident Report													
H-332 Exposure Notice													
H-302 Special Care Plan Children w/ Asthma													
H-325 Food Allergy Action Plan													
H-312 Seizure Care Plan													
H-300 Authorization to Give Medication													
H-338 Dietary Action Plan													
H-306(b) Sign and Symptom Record													
Follow-Up													
H-308 Medical/Dental Reminder/Referral													
Medical Correspondence													

DISABILITIES

IEP (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-507 Referral to for Special Education (If applicable)										
D-323 Consent to Exchange Information										
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								
E-413 Good News Gazette (Monthly)								

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