

Digital File**Paper File**

Child: _____

Classroom: _____

Application	Application tab <ul style="list-style-type: none"> ● Child Application 	
Enrollment Section Uploads done by Enrollment Coordinator at time of Application	Enrollment tab - Eligibility section <ul style="list-style-type: none"> ● Head Start Eligibility Verification Form, unsigned- Attachment under parent <ul style="list-style-type: none"> ● Income -Birth Certificate and/or MaineCare Card ● Copy of Income (pay stub, SSI, TANF statement, statement of no income) Enrollment Attachment <ul style="list-style-type: none"> ● Permission for Services (Screening permission side only) ● Child Birth Certificate and/or MaineCare Card ● Child Care Subsidy Paperwork (CCSP ASPIRE, Transitional)-located in fiscal) 	<ul style="list-style-type: none"> ● Child Application, signed ● Head Start Eligibility Verification Form, signed
Enrollment Section Uploaded by EC throughout the year	Enrollment Attachment <ul style="list-style-type: none"> ● Enrollment Activity Sheets ● Transfer Request ● Permission for Services ● Pre-K enrollment paperwork 	
Enrollment Section New or updated documents acquired throughout the year- Uploaded by Family Service Staff	Attachment under parent <ul style="list-style-type: none"> ● Updated Income – Newly acquired Birth Certificate and/or MaineCare Card ● Updated Copy of Income (pay stub, SSI, TANF statement, statement of no income) Enrollment Attachment <ul style="list-style-type: none"> ● Updated Permission for Services (Screening permission side only) ● New Child Care Subsidy Paperwork (CCSP ASPIRE, Transitional)-located in fiscal) ● Updated Child Care Subsidy Paperwork (CCSP, ASPIRE, Transitional)-located in fiscal ● Newly acquired Birth Certificate and/or MaineCare Card ● Updated Permission for Services 	<ul style="list-style-type: none"> ● File Access Log FA,FE,TFA ● File Set Up FA,FE,TFA
Notes:		

Digital File	Paper File
--------------	------------

Child: _____

Classroom: _____

<p>Family Services Green Section</p> <p>FA uploads</p> <p>Home Based uploads under Pregnancy Tab</p>	<p>Family Services Tab- Event</p> <ul style="list-style-type: none"> ● Family Outcomes Assessment ● Family Partnership Goal ● Family Correspondence (letters sent to family) ● Attendance Goals ● Divorce/Custody/Protection Order ● Documentation of Family Strengths ● Documentation of Family Needs/Referrals <p>Family Services Attachment</p> <ul style="list-style-type: none"> ● DHHS Child Protective Report Form, Safety Plans, family Team meetings (if app.), releases, etc. ● Family Case manager releases ● Parent Education/Training attendance ● Socialization attendance <small>(Home Based only)</small> ● Aspire Release/TCC/CCSP (if applicable) ● Divorce/Custody/Protection Order (Also attached to emergency card) <p>Pregnancy Tab + Attachment</p> <ul style="list-style-type: none"> ● Pregnancy PIR Checklist (only enrolled pregnant mom) ● Prenatal Depression Scale added here ● Home Based Prenatal Visit Checklist ● Birth plan ● Edinburgh postnatal depression scale ● EHS pregnant women protocol ● Home based family agreement ● Home visit form ● Oral health pregnant form ● Pregnancy history tracking ● Prenatal flow sheet ● Prenatal individual family support plan ● Prenatal nutrition assessment ● Prenatal risk assessment ● Prenatal visit checklist <p>Birth Tab</p> <ul style="list-style-type: none"> ● Birth Record 	<ul style="list-style-type: none"> ● Parent Agreement / Home Based Parent Agreement ● Confidentiality Statement ● Family Development Plan (Goal Sheet) ● Family Outcomes Assessment Discussion Guide if used ● Emergency and Safety Checklist ● Family Circle Activity
----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Notes: _____

Digital File	Paper File
--------------	------------

Child: _____

Classroom: _____

<p style="text-align: center;">Mental Health & Disabilities Yellow Section</p> <p>Uploaded by Special Services Staff</p>	<p>Disability Concerns</p> <ul style="list-style-type: none"> Disability referrals to other agencies for (CDS, Tri-County etc.) <p>Disability Concerns-Add Activity</p> <ul style="list-style-type: none"> Conversations about developmental concerns <p>Disability Attachment</p> <ul style="list-style-type: none"> PROMISE Parent Refusal of Services Release of Information and Consent Form for CDS or special services Copy of IFSP / IEP Evaluation Reports and Plans of Care for special services Progress notes from providers/Plan of Care / Team Strategies/Release of Information and Consent Form for CDS or special services Release of <p>IFSP or IEP tab-Add Activity</p> <ul style="list-style-type: none"> Conversations about IFSP/IEP or special education services 	<p>Special services maintains a paper file of originals</p>
	<hr/> <p>Mental Health Transaction</p> <ul style="list-style-type: none"> Referral to Mental Health Services <p>Mental Health Attachment</p> <ul style="list-style-type: none"> Release of Information and Consent Form for mental health services <p>Mental Health Observation</p> <ul style="list-style-type: none"> Individual Mental Health Observation <p>Mental Health Attachment</p> <ul style="list-style-type: none"> Individual Mental Health Report/Assessment 	

Notes:

Digital File	Paper File
---------------------	-------------------

Child: _____

Classroom: _____

Education Section (Red)	<p>Education Event</p> <ul style="list-style-type: none"> ● ASQ & ASQ-SE EHS (Cycle Date Completed) ● <i>preLas</i> Screening ● Brigance & Brigance SE Screening ● Kindergarten Readiness form complete ● Kindergarten Readiness Activity ● TSG completion F/W/S ● Home visit ● Parent Teacher Conferences ● Child Education Goal ● Personal Safety, Pedestrian Safety, Bus Safety <p>Education Attachment</p> <ul style="list-style-type: none"> ● Brigance Screening HS - ● Copy of ASQ-SE EHS ● Rescreen if needed ● Brigance Self Help and Social Emotional Scales- Parent Report Complete ● <i>preLas</i> Screening ● Kindergarten Readiness form ● *M-Chat results- *Health uploads ● TSG Child Profile or TSG Child Report Card ● Home Language Survey, if applicable ● Toileting Plan ● Home Based Home Visit / Socialization Plan ● Combo Classroom Home Visit Plan ● Toileting Plan 	<p>Public Pre-K</p> <ul style="list-style-type: none"> ● All Public School Paperwork including screening results: placed in manila folder in back of file.
Notes:		