

Electronic and Paper File Guide

| Digital File | Paper File |
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| <p>Enrollment</p> <p>ERSEA Uploads Initial Paperwork</p> <p>Family Advocate Uploads Updates/Annual Paperwork</p> | <p>Application Under Parent Attachment</p> <ul style="list-style-type: none"> - Income Documentation (Pay Stub, SSI, TANF Statement, Statement of No Income. - Child Care Subsidy Paperwork (CCSP, Aspire, Transitional) <p>Application Under Child Attachment</p> <ul style="list-style-type: none"> - Birth Certificate - Maine Care or Insurance Card <p>Enrollment Attachment Under Child</p> <ul style="list-style-type: none"> -CACFP Form -Permission for Services (+ Continued annually) -Enrollment Activity Sheet -Head Start Eligibility Verification Form - Unsigned -Pre-K Enrollment Paperwork-(Partnerships Only) -Internal Transfer Forms (As Applicable) | <ul style="list-style-type: none"> - File Set Up - Child Application, signed - Head Start Eligibility Verification Form, signed - Copy of Income (pay stub, SSI, TANF statement, statement of no income) - Birth Certificate - Internal Transition Form (If Applicable) - Enrollment Activity Sheets - Permission for Services |
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| <p>Education</p> | <p>Education Event</p> <ul style="list-style-type: none"> - ASQ-SE EHS (Cycle Date Completed) - Copy of ASQ-SE EHS - Copy of Brigance Screening HS and Rescreen as Applicable - Brigance Self Help and Social Emotional Scales- Parent Report Complete - TSG Child Profile - TSG Assessment- Fall/Winter/Spring - Toileting Plan <p>Education Attachment</p> <ul style="list-style-type: none"> - Brigance Screening HS and Rescreen as Applicable - M-Chat Results - TSG Child Profile & TSG Observations (annually) - Copy of Brigance Self Help and Social Emotional Scales- Parent Report Complete - Family Conference Form-Fall/Winter/Spring - Kindergarten Transition Form (Prior to trans. Into kindergarten) - Home Language Survey, if applicable | <ul style="list-style-type: none"> - Home Based Home Visit / Socialization Plan – FE Only |
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HEALTH

Health- Attachment

- Authorization to Release Info
- Hearing/Vision Screener Result Letter
- Audiologist Exam Report
- Ophthalmologists Exam Report
- Food Allergies and Dietary Restrictions Form
- Permission for Lead Screening
- Individual Health Plan (If Applicable)
- Physician Note (RTS, Care Plan)
- Physicians Health Plan
- Dental Application
- Dental Exam Report (1-5 yr old)
- Dental Hygiene Report
- Medication Incident Report- If Applicable
- Lead Level Results Letter
- Asthma No Med Form
- Parent signed Incident Report
- Food Allergy Plan by Physician
- Well Child/Baby Exam Reports
- Controlled Medication Daily Log
- Record of Medication Given Log
- Medication Authorization Form
- COV-19 Parent Agreement
- Health Insurance Card Copy
- Immunization Licensing Plan
- Copy of Maine Care or Insurance Card

Health- Incident Report

- IR without parent signature
- *IR with parent signature uploaded in Health Attachments*

Immunization Tab

- Immunization Status

Immunization Tab-Attachment

- Immunization Records (from ImmPact)
- Immunization Exempt Form (If Applicable)

Health Information Tab

- Food Allergies
- Chronic Health Condition
- Agency Worker
- Medical Home
- Dental Home
- Health Insurance
- WIC

- Childs Health Passport (sent home at end of year)

| | Digital File | Paper File |
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| Family Services | <p>Family Services Events</p> <ul style="list-style-type: none"> - Family Outcomes Assessment - Family Partnership Goal - Family Correspondence (letters sent to family) - Documentation of Family Strengths - Attendance Goals - Divorce/Custody/Protection Order - Family Outcomes Assessment <p>Family Services Outcomes Assessment Module</p> <ul style="list-style-type: none"> - Family Outcomes Assessment 1&2 <p>Family Services Attachment</p> <ul style="list-style-type: none"> - Parent Education/Training attendance - Documentation of Family Needs/Referrals - Divorce/Custody/Protection Order - Family Case Manager Releases - DHHS Child Protective Report Form, Safety Plans, family Team meetings (if app.), releases, etc. - Socialization attendance (Home Based only) - Aspire Release/TCC/CCSP (if applicable) - Family Circle Activity - Emergency and Safety Check List - Releases to Obtain Information IE: Case Manager, DV Agencies, DHHS, Specialists | <ul style="list-style-type: none"> - Parent Agreement / Home Based Parent Agreement - Confidentiality Statement - Subsidy Releases (if applicable) - Family Development Plan (Goal Sheet) - Divorce/Custody/Protection Order (Also attached to emergency card) - Family Assessment Questionnaire Discussion Guide if used - Family Outcomes Assessment - Family Partnership Goal - Emergency and Safety Checklist - Family Circle Activity |
| Mental Health & Disabilities | <p>Disability Concerns</p> <ul style="list-style-type: none"> - Conversations about IFSP/IEP or special education services - PROMISE Parent Refusal of Services <p>Disability Attachment Under Child</p> <ul style="list-style-type: none"> - Disability referrals to other agencies for (CDS, Tri-County etc.) - 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 <p>IFSP or IEP tab-Add Activity</p> <ul style="list-style-type: none"> - Log all relatable activity (Language_Rach) <p>Mental Health Transaction</p> <ul style="list-style-type: none"> - Referral to Mental Health Services - Release of Information and Consent Form for mental health services <p>Mental Health Attachment</p> <ul style="list-style-type: none"> - Individual Mental Health Observation <p>Mental Health Observation</p> <ul style="list-style-type: none"> - Individual Mental Health Report/Assessment | |