

Application Section		
<div><div><div>Electronic File</div><div>Application Under Parent</div><div>Income Documentation (Pay Stub, SSI, TANF Statement, Statement of no Income)</div><div>NAMissingIn file</div><div>Child Care Subsidy Paperwork (CCSP, ASPIRE, Transitional)</div><div>NAMissingIn file</div></div><div><div>Application Tab Under Child</div><div>Birth Certificate</div><div>NAMissingIn file</div><div>Maine Care Card or Insurance Card</div><div>NAMissingIn file</div></div></div>	<div>Paper File</div>	
Enrollment Section		
<div><div><div>Enrollment Attachment Under Child</div><div>Permission for Services</div><div>NAMissingIn file</div><div>EAS (Enrollment Activity Sheets)</div><div>NAMissingIn file</div><div>Head Start Eligibility Verification Form</div><div>NAMissingIn file</div></div><div><div>Enrollment Attachment Continuous</div><div>Transfer Requests</div><div>NAMissingIn file</div><div>Permission for Services (Up to Date/Annual )</div><div>NAMissingIn file</div><div>Pre-K Enrollment Paperwork (Connors Only)</div><div>NAMissingIn file</div></div></div>	<div><div>Paper File</div><div>Child Application Signed</div><div>NAMissingIn file</div><div>Head Start Eligibility Verification Form – Signed</div><div>NAMissingIn file</div></div>	
<div>Comments:</div>	<div>Comments:</div>	

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_ FA: \_\_\_\_\_

## Family Services

Family Services				
<p style="text-align: center;"><b><u>Electronic File Attachments</u></b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p style="text-align: center;">DHHS Child Protective Report</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Safety Plans</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Family Team Meeting</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Provider Releases</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Family Case Manager Releases</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Parent Education/Training Attendance</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Aspire Release/TCC/ CCSP</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Divorce/Custody/Protection Order</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Receipt of Parent Handbook</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Confidentiality Agreement</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Parent Agreement</p> <p>NA                      Missing                      In file</p> </div> <div style="width: 30%;"></div> </div>	<p style="text-align: center;"><b><u>Paper File</u></b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"></div> <div style="width: 30%;"> <p style="text-align: center;">Parent Agreement/ Home Based Parent Agreement</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Confidentiality Statement</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Family Development Plan (Goal Sheet)</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Family Outcomes</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Assessment Discussion Guide</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Emergency and Safety Checklist</p> <p>NA                      Missing                      In file</p> <p style="text-align: center;">Family Circle Activity</p> <p>NA                      Missing                      In file</p> </div> <div style="width: 30%;"></div> </div>			
<p><b>Comments:</b></p> <div style="height: 150px;"></div>	<p><b>Comments:</b></p> <div style="height: 150px;"></div>			

HEALTH

<u>Electronic File</u>			<u>Paper File</u>		
<u>Immunization Tab</u>			<u>No Paper File</u> Requirements		
Immunization Records and or Immunization Exemption Form or Immunization Plan					
NA	Missing	In file			
<u>Health Attachment (if applicable)</u>			<u>Health Attachment (if applicable)</u>		
Food Allergies and Dietary Restriction Form			Medication Offsite Form		
NA	Missing	In file	NA	Missing	In file
Permission for Lead Screening			Asthma Action Plan		
NA	Missing	In file			
Well Child Check Exam Reports			NA	Missing	In file
NA	Missing	In file	Asthma No Med Plan		
Health History and Individual Health Plan (If Applicable)			NA	Missing	In file
NA	Missing	In file	Food Allergy Action Plan		
Physicians Medical Health Plans (If Applicable)			NA	Missing	In file
Dental Application			Releases Authorization for Obtaining Medical Information		
NA	Missing	In file	NA	Missing	In file
Medical Home Application			Seizure Log		
NA	Missing	In file	NA	Missing	In file
Dental Exam Report 3-5			Record of Administered Medication		
NA	Missing	In file	NA	Missing	In file
Dental Hygiene Report			Medication Incident Reports		
NA	Missing	In file	NA	Missing	In file
Seizure Action Plan					
NA	Missing	In file			

Comments:

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_ FA: \_\_\_\_\_

## Education

### Electronic File

#### Education Events

ASQ & ASQ-SE EHS (Cycle Date Completed)

NA Missing In file

Brigance & Brigance SE Screening (HS)

NA Missing In file

Kindergarten Readiness form complete

NA Missing In file

Kindergarten Readiness Activity

NA Missing In file

TSG Completion Fall/Winter/Spring

NA Missing In file

Home Visit

NA Missing In file

Parent Teacher Conferences

NA Missing In file

Child Education Goals

NA Missing In file

Personal Safety

NA Missing In file

Pedestrian Safety

NA Missing In file

Bus Safety(Pre-K)

NA Missing In file

### Paper File

Public Pre-K

All Public School Paperwork including screening results:  
placed in manila folder in back of file.

**Comments:**

### Education Attachments

Brigance Screening HS

NA Missing In file

ASQ-SE EHS

NA Missing In file

Brigance Self Help and SE Scale Parent Report

NA Missing In file

SCALES-Parent Report

NA Missing In file

preLAS Screening

NA Missing In file

### Education Attachments

\*M-Chat Results-

NA Missing In file

TSG Child Profile or Report Card

NA Missing In file

Home Language Survey (if applicable)

NA Missing In file

Toileting Plan

NA Missing In file

preLAS Screening

NA Missing In file

# Special Services

**Electronic File**  
**Disability Concerns**

Disability referrals to other agencies ( CDS, Tri County Etc)  
NA Missing In file

**Disability Concerns – Add Activity**  
Conversations about developmental concerns  
NA Missing In file

**Disability Attachment**

Promise Parent Refusal of Services Release of Information and  
Consent Forms  
NA Missing In file  
Copy of IFSP/ IEP  
NA Missing In file  
Evaluation Reports and Plans of Care for Special Services  
NA Missing In file  
Progress notes from providers/ Plan of Care/ Team Strategies notes  
NA Missing In file

**Mental Health Attachments**

Release of Information and Consent Form for Mental Health  
Services  
NA Missing In file  
Individual Mental Health Report/Assessment  
NA Missing In file

**Paper File**

Special Purposed maintains Paper Files

**Comments:**