

Family Services Monitoring Checklist

Action	Child Plus Report	Child Plus Report #	Dates of Monitoring	SOP	Checklist
Attendance	Average Daily Attendance	2301	monthly by 2nd	yes	Attendance Analysis below 85%
Attendance	Daily Attendance by CR	2310	monthly by 2nd	yes	Monthly Monitoring Checklist
Attendance	Daily Sign in/out	2316	monthly by 2nd	yes	Monthly Monitoring Checklist2
Attendance	Daily Sign in/out	2316	weekly by FSW	yes	Monthly Monitoring Checklist2
Attendance	Consecutive absences	2330	weekly/ Tuesday	no	
Attendance	Individual Attendance	2320	as needed	no	
Enrollment	Enrollment Priority Listing	2025	as needed	yes	Report, kept in THE BOOK
Enrollment	Enrollment Priority Listing	2025	June/July	yes	Report, kept in THE BOOK
Enrollment	Enrollment Listing	2001	as changes occur		
Selection	Enrollment Priority Listing	2025	June/July	yes	
Recruitment	Enrollment Priority Listing	2025	June/July	yes	
Eligibility	PNPT Rollover	2030	June/July	no	
Family Services	FS Actions/HV	4130/4140	weekly	no	
Family Services	Family Services History	4110	weekly	no	