

**Child File and ChildPlus Audit**

<b>Child's Name:</b>		<b>Center:</b>	
<b>Manila Folder</b>		<b>Blue Folder</b>	
<b>File</b>	<b>ChildPlus</b>	<b>File</b>	<b>ChildPlus</b>
_____	_____ Enrollment Application	_____	_____ Immunization Form
_____	_____ Eligibility Form	_____	_____ Physical form
_____	_____ Selection Criteria	_____	_____ Blood Pressure
_____	_____ Proof of Income	_____	_____ Lead
_____	_____ Proof of Age	_____	_____ Growth Assessment
_____	_____ Insurance Card	_____	_____ Vision
_____	_____ Social Security Card	_____	_____ Hearing
_____	_____ Permission to Obtain	_____	_____ Dental
_____	_____ Program Permission Form	_____	_____ Health History
_____	_____ CACFP Addendum	_____	_____ Speech and Language (Fluharty)
_____	_____ DHS KKS	_____	_____ Developmental Screening (Brigance)
_____	_____ Volunteer Orientation Signoff	_____	_____ Behavior Screening (TABS)
_____	_____ DHS Flu Form	_____	_____ Health and Behavior Observation Form
_____	_____ All Signatures Complete	_____	_____ Referrals (If Applicable)
		_____	_____ Evaluation (If Applicable)
		_____	_____ MH Obs. and/or Behavior Plan (If Applicable)
<b>Purple Folder</b>		<b>Yellow Folder</b>	
<b>File</b>	<b>ChildPlus</b>	<b>File</b>	<b>ChildPlus</b>
_____	_____ Family Needs Survey	_____	_____ Child Screening Documentation Form
_____	_____ Family Interest Survey	_____	_____ Initial Home Visit
_____	_____ Family Outcomes Survey (Fall)	_____	_____ Curriculum Questionnaire
_____	_____ Family Outcomes Survey (Winter)	_____	_____ Permission to Publish
_____	_____ Family Outcomes Survey (Spring)	_____	_____ Parent/Teacher Conference (October)
_____	_____ Family Partnership Agreement	_____	_____ Parent/Teacher Conference (February)
_____	_____ Parent Committee Code of Conduct	_____	_____ Lap-3 (Fall)
		_____	_____ Lap-3 (Winter)
		_____	_____ Lap-3 (Spring)
		_____	_____ Fieldtrip Permission
		_____	_____ End of the Year Home Visit
		_____	_____ Portfolio (Fall)
		_____	_____ Portfolio (Winter)
		_____	_____ Portfolio (Spring)
		_____	_____ Record Release
<b>Red Folder</b>		<b>Comments</b>	
<b>File</b>	<b>ChildPlus</b>		
_____	_____ Eligibility Report		
_____	_____ IEP		
_____	_____ IEP Expiration Date		
<b>Auditor Signature:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Date:</b>	