

Child File and ChildPlus Audit SOP

Task to be Complete	Who is Responsible	When Task is to be Completed
<p>1. Complete the Child File and ChildPlus Audit Form.</p> <ul style="list-style-type: none"> • Enter Child’s Name • Enter Classroom • Check items in the Child’s Folder <ul style="list-style-type: none"> ○ Enter a check mark (✓) by each item in the folder. ○ Enter an “x” for any item missing in the folder. • Ensure that all signatures are complete and initial in the appropriate blank. • Repeat for each colored folder. • Check ChildPlus to ensure each item listed has been scanned and entered into the appropriate area. <ul style="list-style-type: none"> ○ Enter a check mark (✓) by each item in ChildPlus. ○ Enter an “x” for any item missing in ChildPlus. • Note any relevant comments in the appropriate section. • Person completing the Child File Audit will sign as the Auditor. • Enter date completed. 	<p align="center">Family Advocate</p>	<p align="center">October, December, February, April</p>
<p>2. Manager will sign and date Child File Audit at the time of review and follow-up.</p>	<p align="center">Family Services Manager</p>	<p align="center">Upon Completion</p>
<p>3. Audit Forms will be scanned into CP under the Family Services tab</p>	<p align="center">FA/AC- Depending on who conducts the Audit at time</p>	<p align="center">Upon Completion</p>
<p>4. Family Service Manager will report to the Director on behalf of the Family Advocates.</p>	<p align="center">FSM</p>	<p align="center">October, December, February, April</p>
<p>5. Education Manager will report to the Director on behalf of the Area Coordinators.</p>	<p align="center">Education Manager</p>	<p align="center">October, December, February, April</p>
<p>6. Family Service Manager/Director will be monitoring and overseeing audits throughout the year.</p>	<p align="center">FSM/HS Director</p>	<p align="center">Monthly</p>
<p>7. Once completed, the Child File Audit Form (original) will be placed in each child’s manila folder maintained at central office.</p>	<p align="center">FA</p>	<p align="center">Immediately</p>