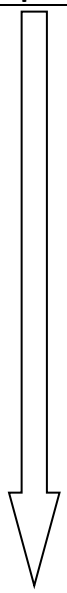
ERSEA

Preparing Children's Files

Task	Person Responsible	Time Frame
1. Gather one prong manila folder to be maintained at Central Office.	**FA**	**Upon child's acceptance**
2. Administration, Family Services, Health, and Mental Health labels are to be provided by the IT Coordinator. The labels are to be placed (in above order) on each designated tab. They are to be organized as follows: a. The **Administration prong** includes: Selection criteria, application (both paper and ChildPlus, if applicable), proof of age, proof of income, court documents (if applicable), mail merge documents- excluding Health History, Family Partnership Agreement, and Family Needs Survey b. The **Family Services prong** includes: Family Needs Survey, Family Partnership Agreement, Family Outcomes Survey c. The **Health Services prong** includes: Immunization Record, Health History, Physical exam, lead, and dental exam, TABS assessment, Brigance, Fluharty, Health Behavioral Observations d. The **Mental Health prong** includes: Mental Health referral (if applicable), Behavior Incident Reports (BIR's)	**FA**	
3. The **Education folder** contents to be inserted at year's end and upon closeout includes: a. Initial Home Visit Form b. LAP-3 Booklet and SR Progress Report c. 1st PTC and 2nd PTC d. End of Year Home Visit Form e. Emergency Cards (Originals) f. ChildPlus 3030 (Signed at both Parent/Teacher Conference by Parent) g. Record Release Form *** Education folder** contents noted above should be kept on site in yellow file within classroom until Closeout at which time all forms noted above will be filed in Child's File at Closeout	**Lead Teachers**	**Year End**