

Child Health and Developmental Services: Ongoing observations

Task: Health and Behavioral Observations

Task	Person Responsible	Date to be completed
1. Complete Health and Behavioral Observation (HBO) Form on all children 2x's yearly	Teaching Staff	1st within first 45 calendar days; 2nd February
2. Submit the Health and Behavioral Observation Form to the Family Advocates	Teaching Staff	upon completion
3. Review, Ensure all children have HBO completed, entered and scanned into Child Plus.	Family Advocate	Upon Reciept
4. File HBO in each child's File	Family Advocate	Upon Reciept
5. Pull HBO from Children's files and forward to Teachers	Family Advocate	End of January
6. Repeat steps 1-5 mentioned above		