

ERSEA**Task: Child File and ChildPlus Audit SOP**

Task	Person Responsible	Task to be Completed
1. Complete the Child File and ChildPlus Audit Form. <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. ○ Highlight any item missing in the folder • Ensure that all signatures are complete and initial in the appropriate blank. • Repeat for each section. • 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. ○ Highlight 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. 	Family Advocate	October, February, June
2. Manager will sign and date Child File Audit at the time of review and follow-up.	Family Services Manager	Upon Completion
3. Family Service Manager will report to the Director on behalf of the Family Advocates.	Family Services Manager	October, February, June
4. Family Service Manager/Director will be monitoring and overseeing audits throughout the year.	Family Services Manager /Head Start Director	3 times a year
5. Once completed, the Child File Audit Form (original) will be placed in each child’s manila folder maintained at central office.	Family Advocate	Once corrections (if any) are completed