

**ERSEA**

**Task: Preparing Children's Files**

Task	Person Responsible	Date to be Completed
<p>1. Gather one folder of the following colors to be maintained at Central Office.</p> <ul style="list-style-type: none"> <li>• Manilla</li> <li>• Blue</li> <li>• Purple</li> <li>• Red (Only if IEP/IFSP is on File)</li> </ul>	Family Advocate	Upon Child's acceptance
<p>2. Administration, Family Services, Health, and IEP 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:</p> <ul style="list-style-type: none"> <li>• The <b>Administration folder (manilla)</b> includes: Selection criteria, signed ChildPlus application, Eligibility Verification form, proof of age, proof of income, court documents (if applicable), mail merge documents- excluding Health History, Family Partnership Agreement, Family Needs Survey, Parent/Guardian Parent Meeting Survey, and Ready Rosie Invitation</li> <li>• The <b>Family Services folder (purple)</b> includes: Family Needs Survey, Family Partnership Agreement, Notification, Parent Meeting Interest Survey, FPA Form, Family Outcomes Survey, and Ready Rosie Invitation</li> <li>• The <b>Health Services folder (blue)</b> includes: Immunization Record, Health History, Physical exam, Lead, and Dental exam, TABS assessment, Brigance, Fluharty, Special Diet Form, Individualized Health Action Plan (If applicable)</li> <li>• The <b>Individualized Education Plan folder (red)</b> includes: Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP)</li> </ul>	Family Advocate	Upon Child's acceptance
<p>3. A label is to be created with the Child's first and last name, enrollment date, and entry date. This tab is placed on the left (outside) side of the manilla folder.</p>	Family Advocate	Upon Child's acceptance
<p>4. The <b>Education folder</b> contents to be inserted at year's end and upon closeout includes:</p> <ul style="list-style-type: none"> <li>• Initial Home Visit Form</li> <li>• LAP-3 Booklet and SR Progress Report</li> <li>• 1<sup>st</sup> PTC and 2<sup>nd</sup> PTC</li> <li>• End of Year Home Visit Form</li> <li>• Emergency Cards (Originals)</li> <li>• ChildPlus 3030 (Signed at both Parent/Teacher Conference by Parent)</li> <li>• Record Release Form</li> </ul>	Lead Teachers	Year End