

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. ○ 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 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. ○ 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. 	Family Advocate	October, February, May
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, May
4. Education Manager will report to the Director on behalf of the Area Coordinators.	Education Manager	
5. Family Service Manager/Director will be monitoring and overseeing audits throughout the year.	Family Services Manager /Head Start Director	Monthly
6. Once completed, the Child File Audit Form (original) will be placed in each child’s manila folder maintained at central office.	Family Advocate	Immediately