

Early Head Start Master File Review Form

Family Advocate: _____ **Child Name:** _____ **Date:** _____

Reach Dane reviewer: _____

Folder Contents	✓	Notes/comments											
Yellow Folder: Forms & Enrollment Information													
• Early Head Start Application/Income Verification													
• EHS Applicant Enrollment													
• EHS Enrollment Agreement													
• EHS Child Enrollment Information													
• Permission to Videotape													
• Permission to Transport													
• Permission to Post Pictures if applicable													
• Emergency Contact													
Blue Folder: Health Information		Date? _____											
• Auth. for Release of medical information													
• Growth Chart (Due in June)													
• EPSDT well child exams (2 week, 2 mo, 4 mo, 6 mo, 9 mo-optional, 12 mo, 15 & 18 mo-optional, 24, mo and 36 mo) –in chart		2wk__	2mo__	4mo__	6mo__	9mo__	12mo__	15mo__	18mo__	24mo__	30mo__	36mo__	
		FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	FU?Y/N	
• Health Risk Questionnaire (annual)													
• Health Condition Alert form • Health Action Plan for identified conditions • ISR's as appropriate		Types of Action Plan: Date of HCA Form _____						Asthma__	Dates:				
								Allergy__	Dates:				
								Seizure__	Dates:				
								Other__	Dates:				
• Day Care Immunization Form • Current Immunization documentation • ISR's as appropriate		Immunization Status: Not UTD at time of enrollment _____											
		UTD at enrollment _____											
		Current Status: UTD _____ Complete _____ Other _____											
• EHS Dental Exam • ISR's as applicable		Date of Dental Exam _____											
		F/U needed: No _____ Yes _____ If yes, date of FU _____											
• Suspected Child Abuse/Neglect Reports if applicable													

Folder Contents	✓	Notes/comments
Green Folder: Family Partnership Agreement		
• Family Profile		
• Family Services Interview		
• Family Partnership Agreement(s) & Family goals		
• Home Safety Checklist (12mos & addtl. as needed)		
• Life Skills Progression		
• ISR's if applicable		
Pink Folder <i>Disabilities (as applicable)</i>		
• Disabilities Services Checklist		
• Parent Consent for Referral		
• Permission for Release of Information		
• IFSP and Updates		
Red Folder: Log Notes <i>Home Visit Summary (Contact Logs if applicable)</i>		
Manila Folder: Development Screening Tools		
• Developmental Screening & Assessment Checklist		
• Ounce Developmental Profiles and Observations		
• Child Development Goals		
Purple Folder: Services for Pregnant Women		
• Pregnancy Services Plan		
• Permission for Release of Info if applicable		
• Nutritional Assessment		
• Mental Health Assessment		
• Birth Plan if applicable		
Gray Folder: Parent Health		