

**Early Head Start Master File Review Form - Center Based Model**

Center Based Family Advocate: \_\_\_\_\_ Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reach Dane Reviewer: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ Child's Age: \_\_\_\_\_

Folder Contents	✓	Notes/comments												
<b>Yellow Folder: Forms &amp; Enrollment Information</b>														
Early Head Start Application/Income Verification														
EHS Enrollment Agreement (with permissions)		Expires:												
1. Permission to Videotape (update as needed)														
2. Permission to Transport (annually)														
3. Permission to Post Pictures (if applicable)														
4. EHS Transport Car Seat Safety														
5. Sunscreen/Insect Repellant														
EHS Parent Handbook Orientation														
Child Release Authorization/Emergency Contact		Expires:												
CACFP Child Participation Form														
Contract (for child care)														
Change of Status if applicable														
Misc. Release of Info (school, DCHS, etc) if applicable														
<b>Blue Folder: Health Information</b>														
Section 1 – Permissions (med, dental, lead, hearing, etc.) <ul style="list-style-type: none"> <li>• Authorization for release of medical information</li> <li>• Hospital/birth center (newborn hearing)</li> <li>• WI Childhood Lead Poisoning Preservation Program</li> </ul>		Updated yearly. Medical home expires: _____ Hospital/birth center: _____ Lead expires: _____												
Section 2 – Well Child Exams and Immunizations Refer to ChildPlus for most up-to-date status based on individual clinic requirements		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">NB</td> <td style="width: 16.6%;">2mo</td> <td style="width: 16.6%;">4mo</td> <td style="width: 16.6%;">6mo</td> <td style="width: 16.6%;">9mo</td> <td style="width: 16.6%;">12mo</td> </tr> <tr> <td>15mo</td> <td>18mo</td> <td>24mo</td> <td>30mo</td> <td>36mo</td> <td></td> </tr> </table>	NB	2mo	4mo	6mo	9mo	12mo	15mo	18mo	24mo	30mo	36mo	
NB	2mo	4mo	6mo	9mo	12mo									
15mo	18mo	24mo	30mo	36mo										
Immunization record (as needed) Waiver form (if applicable) Growth charts (as needed if applicable)		Refer to EHS database for current immunization status information Immunization status: Not UTD at time of enrollment _____ UTD at enrollment _____ Current status: UTD ___ Complete ___ Other ___ Waiver ___												
Section 3 – Required Follow-up (if applicable) Follow-up documentation (Date order) Nurse notes or ISR's														
Section 4 – Health Forms <ul style="list-style-type: none"> <li>• Health Risk Questionnaire (annually)</li> <li>• Health Condition Alert form (annually)</li> <li>• Health Action Plan for identified conditions (asthma, allergy, seizure, other) as needed</li> <li>• Nutrition Assessment (at enrollment)</li> </ul>		HRQ Expires: _____ HCAF Expires: _____ Type of Action Plan/Expires: _____												
Section 6 – Hearing/Vision Screen <ul style="list-style-type: none"> <li>• Hearing/OAE or WCC records /NB hearing</li> <li>• Vision</li> </ul>														
Section 8 <ul style="list-style-type: none"> <li>• Health &amp; Development History (yearly)</li> <li>• Child Care Intake (0-6, 6-12, 12-24, 24-36, 36-42)</li> </ul>		Health & Development Hx expires: Child care intake interval needed:												

Folder Contents	✓	Notes/comments
<b>Green Folder: Family Partnership Agreement</b>		
• Family Profile (at enrollment)		
• Family Partnership Agreement (every 3 months)		Scanned into C+ by CBFS. Date of most recent: _____
<b>Pink Folder: Disabilities</b>		
• Permission for Release of Information (yearly)		
• Initial IFSP and Updates(every 6 months)		
• Health, Dev. Notes or other Eval reports (if applicable)		
• Transition plan/ IEP (if applicable)		
<b>Red Folder: Log Notes</b>		
•Contact logs (if applicable)		
•Suspected Child Abuse/Neglect Reports (placed in manila envelope in back of file) if applicable		
<b>Manila Folder: Development Screening Tools</b>		
• Child Development Goals Conference Web		
• ASQ 3		
• ASQSE		
<b>Green Folder: Transition Folder for HS</b>		
•Transition Portfolio checklist		
•Transition Meeting		
<b>Orange Folder: DCPC Child Care (if applicable)</b>		
Maintained by 0-3 Enrollment/Database Specialist for Child Care		