|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application | Enrollment | Fam Serv. | Health | Immun. | Disabilities | Mental  Health | Education | Attendance |

**Child plus reports**: \_\_\_#**2132** For Attachment listings\_\_(Filter per service area or and attachment type)\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Service area**  **(drop down)** | **Attachment type**  **(drop down)** | **Description**  **(drop down)** | **Additional notes** |
| Application  (**Under child name:** BC, CIB, APP, custody)  **Family application:** Income, Homeless form, Parent CIB) | Application | Application:   1. Hard copy Application (if not entered in CP directly via phone or online inquiry form) 2. Birth Certificate 3. Tribal ID 4. Income Verification 5. No income/homeless form 6. custody | Application may be entered directly into System. Don’t forget *Child Health History* tab when entering directing into system.  Remember to make note that app was done over the phone. |
| Enrollment | Other | Award letter/drop letter/pending letter |  |
| Family Services | Referral | Identify what program you have referred to. |  |
| Family Services | Other | Volunteer form | Do we want to add a flag for volunteers?  (Volunteer form not required for all individuals but must be discussed with families) |
| Family Services:  Family Consultation form | Enter this form in  as an EVENT: call it  *Routine Contact* | “Initial family Consultation”   1. Orientation forms (If not complete at Orientation) 2. Parent handbook provided. (If not obtained at Orientation) 3. FPA complete 4. Check chronic health/allergy (flag)   “Called to set up appt for 2nd FPA” | This will include documentation of attempts at:   1. setting up initial meetings. 2. Attempts at obtaining Orientation forms |
| Family Services:  Family goal | Family Outcomes Goal Tab | Family Goal | Document directly into CP…… Place in Accordion File. |
|  | Family Outcomes Tab | Needs Strength Assessment | Document directly into CP….. Place in Accordion File. |
| Health | Food Allergy  Or  Non food allergy | Allergy description | Needs signature  **\*\*Remember to Flag** |
| Health | Medical Record | Health screens, 45/90 Day:  Dental Record  Physical .. etc. | If not entered directly into system, can be placed here. |
| Health | Consent Form | Coulee Medical ROI… etc. |  |
| Health | Medical Documentation | Medical Card | ???? do we want this here or under app??? |
| Immunizations | Immunization | Immunization Record  Exemption form |  |
| Immunizations | Immunizations | Letters |  |
| Disabilities | IEP/IFSP | Date |  |
| Disabilities | Referral | Name of agency |  |
| Disabilities | IEP | Evaluation |  |
| Mental Health | Referral | Mental Health referral,  Observations |  |
| Education | File Review | Date of Review | Or enter directly in as an event? With notes? |
| Education | Parent Orientation | “packet complete”  “Need Permit and agree” | \*\*\*\*See detail below |
| Education | ASQ’s | ASQ 3 and/or ASQ:SE 2 |  |
| Education | Home visit | 1st HV | Initial HV form  -documented update  For contact and bus |
| Education | Home Visit | 2nd HV | -CP report 1520 updates  -IDP (scanned separate)  -Report card/portfolio  -kindergarten transition |
| Education | Conference | 1st conference  2nd conference | My teaching strategies conference forms, Conferences, signatures |
| Education | IDP | date | Family Development and learning |
| Education | Toilet training | Toilet Training Plan,  Toilet Training documentation |  |
| Education | Child Staffing Tab | This can be entered under Child Staffing tab |  |
| Initial Home visit form | 1st Home visit  Education requirements | 1st Home visit | Enter under Education Event requirement. Place in accordion file. |
| Education | Enter directly in or need parent signatures? | 1st Parent teacher conference form |  |
| Education: enter in tab | Accident Reports | Enter under Incident Tab under Education Tab |  |
| ~~Education~~  ~~My teaching strategies documentation~~ | ~~See TS Gold~~ |  | ~~Show to parent… pictures, videos, check points~~ |
| ~~Education~~  ~~My teaching strategies checkpoint~~ | ~~See TS Gold~~ |  | ~~See TS Gold~~ |

**Orientation forms can be found on Tribal Site under “Forms”:**

Hyperlink here: [Forms — Employment & Education (cct-ene.com)](https://www.cct-ene.com/forms)

* Bus Safety Form (updated annually)
* Field Trip form (Good for duration of Enrollment)
* Fluoride consent (Good for duration of Enrollment)
* Permit and Agreement (Good for duration of Enrollment)
* Release Of information (Good for duration of Enrollment unless center works with programs that need it annually)
* Nutrition Form (annually, some centers have this filled out during Orientation, some at well child clinics)
* Food Program (annual update)
* Emergency information and consent form updated (Teachers updated with 1520 report at Home Visit, bring copies if updates are needed)