|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application | Enrollment | Fam Serv. | Health | Immun. | Disabilities | MentalHealth | 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 AllergyOrNon food allergy  | Allergy description  | Needs signature**\*\*Remember to Flag**  |
| Health  | Medical Record | Health screens, 45/90 Day:Dental RecordPhysical .. 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 RecordExemption 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 updateFor contact and bus |
| Education  | Home Visit  | 2nd HV | -CP report 1520 updates-IDP (scanned separate)-Report card/portfolio-kindergarten transition |
| Education  | Conference  | 1st conference2nd 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 visitEducation 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)