

# Head Start Form Tracker

Education	Family Advocates
Management	ERSEA
Health	All Staff

Forms		ChildPlus Event			ChildPlus Attachments		Forms Final Location
Name of Form	Form Initiated By	Event Created By	Event Name	Location of Event	Staff Scanning Form	Location of Attachment	Location of Original Document
Accident Report	Teaching Staff (NO FORM)	Teaching Staff	Accident (accrpt)	Education Module	♥	♥	Participants Case File
Attendance Action Plan (85%)	Teaching Staff	♥	♥	♥	♥	♥	IT Files
Attendance Success Plan	Family Advocates	Family Advocate	Attendance Success Plan	Family Services Module	Program Aide	Family Service Module	Participants Case File
ASQ-3	Teaching Staff	Teaching Staff	Developmental Screening (ASQ-3)	Education Module	♥	♥	Participants Case File
ASQ:SE-2	Teaching Staff	Teaching Staff	Behavioral Screening (ASQ-SE)	Education Module	♥	♥	Participants Case File
Authorization for Release-Emergency Contact Form	Teaching Staff	Data Entry	Emergency Contacts and Release Authorization	Application Module	Program Aide	Education Module	Participants Case File Emergency Binder
Background Checks, PE, TB (Staff)	Human Resources	Training Manager	Employment	Personnel Module	♥	♥	HR Files
Basic Health & Safety Assessment (DHS)	Teaching Staff	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	HR
Behavioral Concern	Teaching Staff (NO FORM)	Teaching Staff	Behavioral Concern (bhcon)	Education Module	♥	♥	Attach to Child Referral Form
CACFP Enrollment Statement	Family Advocates	Health Staff	CACFP Enrollment Statement	Health Module	Health	Health Module	Participants Case File & Health Files
CACFP Site Review	Health/Ed Program Manager	Health Staff/Ed Program Manager	Management	Internal Monitoring Module	♥	♥	Health Files
Center Based Attendance Policy	Family Advocates	♥	♥	♥	♥	♥	Participants Case File (Pink Copy) Passport to Kindergarten (Yellow Copy)
Child Development Associate Certificate (CDA)	Assistant Teachers	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	HR
Child Referral Form	Teaching Staff	Health Manager	Child Referral Form	Education Module	Health	Education Module	Participants Case File

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Child Sign-In Sign Out Sheet	Teaching Staff	♥	♥	♥	♥	♥	IT Files
CLASS Certificate	Management	Training Manager	Education Tab	Personnel Module	♥	♥	Training Files
Classroom Cleaning Checklist	Teaching Staff	♥	♥	♥	♥	♥	Environmental Health & Safety Binder
Classroom Supervision Plan	Teaching Staff	♥	♥	♥	♥	♥	Posted in classroom Emergency Binder Environmental Health & Safety Binder
Classroom Visitor Sign In Sheet	Teaching Staff	♥	♥	♥	♥	♥	Ed Program Manager Files
Computer Related Work Order	All Staff	♥	♥	♥	♥	♥	IT Files
Computer Supplies Request Form	All Staff	♥	♥	♥	♥	♥	IT Files
Confidential Information Chart	Teaching Staff	♥	Obtain information from Medical Conditions, Religious Statement, Vegetarian Statement	♥	♥	♥	Allergy & Media Release Folder (on icebox) Emergency Fold
Consent for Administration of Medication/Implementation Plan	ERSEA	Health Staff	Consent - Medication Administration	Health Module	Health	Health Module	Participants Case File Emergency Binder
Consent for Emergency Treatment	Family Advocate	Data Entry Staff	Consent for Emergency Treatment	Health Module	Program Aide	Health Module	Participants Case File Emergency Binder
Consent for Medical Information	ERSEA	Data Entry Staff	Health Information Tab	Health Information Tab	Program Aide	Health Module	Participants Case File Emergency Binder
Consent for Release of Income Verification	ERSEA	♥	♥	♥	♥	♥	Participants Case File
Consent for Release of Information	ERSEA	Health Staff	Consent for Release of Information	Health Module	Health	Health Module	Participants Case File
Consents and Permissions	Family Advocate	Data Entry Staff	Consents and Permissions	Health Module	Program Aide	Health Module	Participants Case File Emergency Binder
Consultant/Therapist Reports	Health Manager	Health Manager	Transaction Tab	Mental Health Information Tab	Health	Mental Health Module	Participants Case File
Consumables Supplies Request	Teaching Staff	♥	♥	♥	♥	♥	Facilities Files

Forms		ChildPlus Event			ChildPlus Attachments		Forms Final Location
Name of Form	Form Initiated By	Event Created By	Event Name	Location of Event	Staff Scanning Form	Location of Attachment	Location of Original Document
Daily Meals Report (USDA)	Teaching Staff	Teaching Staff	Meals checked off on Attendance Tab	Attendance Module	♥	♥	IT Files
Degree(s)/Transcript(s)/ Diploma (s)	All Staff	Training Manager	Education Tab	Personnel Module	Program Aide	Personnel Module	HR
Department of Health Food Handlers Certificate	Teaching Staff	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	HR
Developmental Concern	Teaching Staff (No Form)	Teaching Staff	Developmental Concern (devcon)	Education Module	♥	♥	Attach to Child Referral Form
Doctor's Summary Report	ERSEA	Health Staff	Physical or Pre K Supplement	Health Module	Health	Health Module	Participants Case File
Early Childhood Pre-K Health Record Supplement	ERSEA	Health Staff	Physical Exam Supplement	Health Module	Health	Health Module	Participants Case File
Early Head Start- Head Start Application	ERSEA	Data Entry Staff	Application Tab	Application Module	Program Aide	Application Module	Participants Case File
Eligibility Determination Checklist	ERSEA Management Team	♥	♥	♥	♥	♥	Participants Case File
Eligibility Determination Form	ERSEA	Data Entry Staff	Enrollment Tab	Enrollment Module	♥	♥	Participants Case File
Emergency Procedures Plan When Staff are Out	Teaching Staff	♥	♥	♥	♥	♥	Emergency Binder
Enrollment Packet Conference Template	Family Advocates	♥	♥	♥	♥	♥	Classroom Files
Enrollment Verification Checklist	Family Advocate	♥	♥	♥	♥	♥	Participants Case File
Educational Home Visit Form	Teaching Staff	Teaching Staff	1 <sup>st</sup> , 2 <sup>nd</sup> Educational Home Visit	Education Module	♥	♥	Participants Case File
Expendable Property Inventory	Teaching Staff	♥	♥	♥	♥	♥	Facilities Files
Family Advocate Monthly Summary	Family Advocates	♥	♥	♥	♥	♥	ERSEA/FCP Manager Files
Family Advocate Weekly Activity Summary	Family Advocates	♥	♥	♥	♥	♥	ERSEA/FCP Manager Files
Family Development Credential	Family Advocates	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	HR

Forms		ChildPlus Event			ChildPlus Attachments		Forms Final Location
Name of Form	Form Initiated By	Event Created By	Event Name	Location of Event	Staff Scanning Form	Location of Attachment	Location of Original Document
Family Engagement Agreement	Family Advocates	Family Advocates	Family Engagement Agreement	Family Service Module	Program Aide	Family Services Module	Participants Case File
Family Engagement Sign In Sheet	Family Advocates	Family Advocates	Workshop/Training(s)	Family Service Module	♥	♥	ERSEA/FCP Manager Files
Family Partnership Agreement	Family Advocates	Family Advocates	Family Partnership Agreement	Family Service Module	♥	♥	Participants Case File
Family Residency Questionnaire	ERSEA	♥	♥	♥	♥	♥	Participants Case File
Family Strengths Assessment	Family Advocates	Family Advocates	Family Outcomes Tab	Family Services Module	♥	♥	Participants Case File
Fire Inspection Report	Teaching Staff	IT Manager	Inspections	Agency Info Tab	♥	♥	Posted in classroom Environmental Health & Safety Binder Administrative Files
First Aid/CPR Certificate	All	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	HR
Food Establishment Permit	Health Staff	IT Manager	Inspections	Agency Info Tab	♥	♥	Posted in classroom Environmental Health & Safety Binder Administrative Files
Full Day Child Care Agreement	Family Advocates	Data Entry Staff	Full Day Agreement	Education Module	Program Aide	Education Module	Fiscal Participants Case File
Head Lice Tracking & Referral Form	Teaching Staff	Health Staff	Health Concern	Health Module	Health	Health Module	Participants Case File
Head Start Partners Demographic Form	Teaching Staff	Data Entry Staff	Management In-Kind	In-Kind Tab	♥	♥	Participants Case File
Health History (Child, EHS, Prenatal)	Family Advocates	Health Staff	Health History (Child, EHS, Prenatal)	Health Module	Health	Health Module	Participants Case File
Health Screenings Form -Blood Pressure -OAE Hearing Screening -Growth Assessment	Health Staff	Health Staff	-Blood Pressure -Hearing Screening -Growth Assessment	Health Module	♥	♥	Participants Case File
Health Supplies Order Form	Teaching Staff	♥	♥	♥	♥	♥	Health Files

Forms		ChildPlus Event			ChildPlus Attachments		Forms Final Location
Name of Form	Form Initiated By	Event Created By	Event Name	Location of Event	Staff Scanning Form	Location of Attachment	Location of Original Document
Home-Based Socialization Planning Form	Home Visitor	Home Visit Plan	Socialization	Family Service Module	♥	♥	Participants Case File
Home-Based Weekly Schedule	Home Visitor	Home Visit Plan	♥	♥	♥	♥	Ed Program Manager Files
Home Visit Plan	Home Visitor	Home Visit Plan	Home Visit	Family Service Module	♥	♥	Participants Case File
Immunization Records	ERSEA	Health Staff	Immunizations	Immunization Module	Health	Immunization Module	Participants Case File
Individualized Education Plan (IEP)	Health Staff	Health Staff	IEP	Disability Module	Health	Disability Module	Participants Case File
Individualized Family Support Plan (IFSP)	Health Staff	Health Staff	IFSP	Disability Module	Health	Disability Module	Participants Case File
Individualized Transition Plan	Family Advocates	Family Advocates	Individualized Transition Plan	Family Service Module	Program Aide	Family Service Module	
Income Verification Worksheet	ERSEA	♥	♥	♥	♥	♥	Participants Case File
Inter-Rater Reliability Certificate	Teaching Staff	Training Manager	Management	Personnel Module	Program Aide	Personnel Module	HR
LEA Vision Screening Results Form	Teaching Staff	Health Staff	Vision Screening	Health Module	♥	♥	Participants Case File
Licensing Certificate of Approval (DHS)	Ed Program Manager	IT Manager	Inspections	Agency Info Tab	♥	♥	Posted in classroom Environmental Health & Safety Binder Administrative Files
Maintenance Work Request	Teaching Staff	♥	♥	♥	♥	♥	Facilities Files
Mandated Reporter Checklist for Child Abuse and Neglect	Teaching Staff	♥	♥	♥	♥	♥	Participants Case File
Meal Service Survey	Teaching Staff	♥	♥	♥	♥	♥	Health Files
Media Release Consent Form	Teaching Staff	Data Entry Staff	Media Release Consent Form	Education Module	Program Aide	Education Module	Participants Case File
Medical Conditions	ERSEA	Health Staff	Medical Conditions	Health Module	Health	Health Module	Participants Case File Emergency Binder
Medication Dispensing Log	Teaching Staff	Teaching Staff	Medication Log Tab	Education Module	♥	♥	Participants Case File

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Name of Form	Form Initiated By	Event Created By	Event Name	Location of Event	Staff Scanning Form	Location of Attachment	Location of Original Document
Natural Disaster & Emergency Plan	Teaching Staff	♥	♥	♥	♥	♥	Posted in classroom Environmental Health & Safety Binder Emergency Binder
Nutrition Assessment (Child, EHS, Prenatal)	Family Advocates	Health Staff	Child ,EHS, Prenatal Nutrition Assessment	Health Module	Health	Health Module	Participants Case File
Oral Health Assessment	ERSEA	Health Staff	Dental Exam	Health Module	Health	Health Module	Participants Case File
Ouchie Note	Teaching Staff	♥	♥	♥	♥	♥	Given to parents
Outstanding Health Requirement Notice	Health Staff	Health Staff	Outstanding Health Req Notice	Health Module	Health	Health Module	Participants Case File
Parent/Home Visitor Agreement	Home Visitor	Home Visitor	Parent/Home Visitor Agreement	Family Services	Program Aide	Family Services	Participants Case File
Pediatric First Aid/CPR	All Staff	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	Participants Case File
Personnel Change of Status	Management	Training & IT Manager	Fields are corrected as indicated on form	♥	♥	♥	IT Files
Philadelphia Accident Claim Form	Teaching Staff	Teaching Staff	Accident	Health Module	♥	♥	HR Participants Case File
P.O. Receipts	All Staff	♥	♥	♥	♥	♥	Fiscal
Positive Behavioral Support Plan (PBS)	Teaching Staff	♥	♥	♥	♥	♥	Posted in classroom Environmental Health & Safety Binder
Pre Plus Quarterly Report Cover	Teaching Staff	♥	♥	♥	♥	♥	Administrative Files
Pre Plus Quarterly Report Goals	Teaching Staff	♥	♥	♥	♥	♥	Administrative Files
Production Records	Teaching Staff	♥	♥	♥	♥	♥	IT Files
Professional Development Plan	All Staff	Supervisor	PD Plan	Personnel Module	♥	♥	Supervisor
Rationale Statement	ERSEA	♥	♥	♥	♥	♥	Participants Case File
Recruitment Log	Family Advocates	ERSEA Manager	Recruitment Log	Personnel Module	♥	♥	ERSEA Files
Referral for Health Services	Health Staff	Health Staff	(All Health Services)	Health Module	Health	Health Module	Participants Case File

Forms		ChildPlus Event			ChildPlus Attachments		Forms Final Location
Name of Form	Form Initiated By	Event Created By	Event Name	Location of Event	Staff Scanning Form	Location of Attachment	Location of Original Document
Registry Card/Certificate	All Staff	Training Manager	General Tab	Personnel Module	Program Aide	Personnel Module	HR
Religious Statement	Family Advocates	Health Staff	Religious Statement	Health Module	Health	Health Module	Participants Case File
Report of Property Inventory Adjustments	Teaching Staff	♥	♥	♥	♥	♥	Facilities Files
Request and Authorization for Administration of Lead Blood Test	Health Staff	Health Staff	Lead Blood Test-HS	Health Module	Health	Health Module	Participants Case File
Request for Exemption from Immunizations	ERSEA	Health Staff	Immunization Tab	Immunization Module	Health	Health Module	Participants Case File
Request for Leave Letter from Families	Teaching Staff	♥	♥	♥	♥	♥	Participants Case File
Request for School and Training	All Staff	Training Manager	♥	♥	♥	♥	Training Files
Request for Training Reimbursement	All Staff	Training Manager	♥	♥	♥	♥	Training Files
School Readiness Assessment	Teaching Staff	Teaching Staff	School Readiness Assessment	Education Module	♥	♥	Participants Case File
Special Care Plan	ERSEA	Health Staff	Special Care Plan	Health Module	Health	Health Module	Participants Case File
Staffing Plan	Teaching Staff	♥	♥	♥	♥	♥	Emergency Binder
Student Health Record	ERSEA	Health Staff	Physical Exam	Health Module	Health	Health Module	Participants Case File
TB	ERSEA	Health Staff	TB	Health Module	Health	Health Module	Participants Case File
TB Screening form for Volunteers and Siblings	Teaching Staff	Data Entry Staff	In-Kind	Management Module	♥	♥	Classroom File
Team Conference	Teaching Staff NO FORM	Teaching Staff	1st, 2nd Team Conference (tconf)	Education Module	♥	♥	♥
TSG Parent Conference Form	Teaching Staff	Teaching Staff	Parent Conference	Education Module	♥	♥	Participants Case File
Vegetarian Statement	Family Advocates	Health Staff	Vegetarian Statement	Health Module	Health	Health Module	Participants Case File
Volunteer Timesheet	Teaching Staff	Data Entry Staff	In-Kind	Management Module	♥	♥	IT Files
Weekly Teaching Team Meeting	Teaching Staff	♥	♥	♥	♥	♥	Ed Program Manager Files
Well Baby Check	Home Visitor	Health Staff	Well Baby Check	Health	Health	Health	Participants Case File