

## File Order – EHS Home-Based

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### Procedure

Create a family file (binder or file folder) by putting the sections and tab dividers in the order below. Insert the forms listed under each tab title in the order they appear. The forms listed in this document are hyperlinked. Check the appropriate box as each form is added to the section.

#### Clear Pocket Cover of Binder or First Page of File

- Family File Access Log

#### Front (no tab divider)

- File Order – EHS* (the first page of this document)
- Emergency Treatment and Consent Form
- Family Contact Log

#### File Tab Dividers (place each tab divider’s checklist in front of the contents)

1. Eligibility
2. Family Engagement
3. Visit Summaries
4. Child Development/Special Services
5. Health, Nutrition, and Safety
6. Perinatal Services (if applicable)
7. Other (e.g. Transfer/Transition documents, Restraining Order, copies of e-mail correspondence, etc.)

**Eligibility – *place most current documents in front***

- Early Learning Application (including Returning Child Info page and Housing Questionnaire, if applicable)
- Expectant Mother Application (including Housing Questionnaire, if applicable)
- Eligibility Verification Form (including Income Worksheet, if applicable)
- Proof of income document(s) or Statement of No Income/handwritten statement (if applicable)
- Previous year PSESD application (if applicable)

**Family Engagement – *place most current documents in front***

- Family Connections – EHS-HB (pages 1-6)
- Family Strengths and Goal Planning Form(s)
- Consent for Use of Interpreter (if applicable)

**Visit Summaries – *place most current documents in front***

Family Visit Plan and Summary Form

**Child Development/Special Services – *place most current documents in front***

- Copy of IFSP/IEP (if applicable)
- ASQ
- ASQ-SE
- Disabilities Services Checklist (as needed)
- Release/Exchange of Confidential Mental Health Information Form (as needed)
- Mental Health Request for Observation/Consultation Form (as needed)

**Health, Nutrition, and Safety – *place most current documents in front***

- Certificate of Immunization States (CIS)/Certificate of Exemption (COE)
- WAIS Authorization to Release Immunization Records
- Health History (1-5 years)
- Health History (0-12 months)
- Authorization to Release and Exchange Confidential Health Information Form (as needed)
- Child Health Plan and Provider Orders Form – Health (if applicable)
  - Respiratory Disorder
  - Seizure Disorder
  - Skin Condition
  - Non-Food Allergies
  - Dietary Accommodations – Food Allergies/Intolerances
  - Child Supplemental Food Plan Form
  - Parent/Guardian Request for Milk Substitute Form
  - Reflux – Infants and Toddlers
  - Other Health Conditions
- Health screening results
  - Health Screening Results Form
  - Vision and Hearing Parent Interview Questions (0-3 years), Parts 1-3
  - Vision Screening Referral Letter (3-5 years)
  - OAE Hearing Screening Form
  - OAE Parent/Guardian Information Letter
  - Hearing Screening Referral Letter
  - Dental examination reports (most recent on top)
  - Community Health Care Consent Form
  - Community Health Care Evaluation Form (most recent on top)
  - Well-child examination reports (most recent on top)
  - Lead results
  - Hematocrit/Hemoglobin results
- USDA-CACFP Enrollment Form
- Food Introduction Record – Infants/Toddlers (up to 24 months only)

**Perinatal Services – *place most current documents in front***

- Pregnancy/Postpartum Education and Services Checklist
- Pregnancy Health History
- Maternal Depression Screening – Pregnancy
- Maternal Depression Screening – Postpartum
- 2-Week Postpartum Visit and Summary Form

**Other (e.g. Transfer/Transition documents, Restraining Order, copies of e-mail correspondence, etc.)**

***– place most current documents in front***

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