

Staffing Checklist

Child:	Date of Birth	Primary Language of Child Speaks English Y N
Parents/Guardians		Primary Language in home: Speaks English Y N
Health/Developmental/Behavioral Issues or Concerns:		Parent Interests
Restrictions on consent form? (Copy of restraining order in family file. Circle one: Y N N/A)		
Initial WCE Exam Completed? _____ (date)		Initial Dental Exam Completed? _____ Dental exam needed every 6 months (date)
Next Exam Due:		Next Exam Due:

First Staffing (Overview) Date: Enrollment Date: 30 month old:

The Overview Staffing should be completed by September 30th, or within 2 weeks of start date
Forms Review: (check if complete and in family file)

- Review Above Information
- File Access Log in file; Enrollment Contact/Visit date entered
- Parent Consent/Emergency Treatment Form Complete/Up-to-date
- Safe Arrival Agreement signed
- Child Health Plan (if needed) completed: _____(date) Health Coordinator notified: _____(date)
- Immunizations (circle one) Current Conditional Needs Exempt

Documentation

- Child and Family Strengths identified and listed in *Family Partnership Summary*
- Document completion of Orientation in *Family Partnership Record/Contact Log*
- Family-driven goals/issues documented on *Family Partnership Summary* and updated in *Family Partnership Record/Contact Log*

Key Questions. Document follow-up plans in the family's Staffing Record

- Health Insurance listed? Has the family provided this information? If no, what are plans for follow-up with family?
- Follow-up needed for immunizations, EPSDT or dental exam(s) and/or treatment? If yes, what is the plan?
- If a CHP is needed, have all relevant staff been informed/trained?
- Are there behavior or developmental concerns for the child (language, physical, cognitive, social/emotional)?
- Does the child have an existing IEP? If yes, is there a copy in the family file? What is the plan for support?
- What goals/issues have initially been identified and need follow up? Describe the plan for follow-up.

Second Staffing* Date:

**If the second staffing is also the transition staffing, complete items listed in "Special Notes for Transition Staffing"*

Forms Review: (check if complete and in family file)

- File Access Log completed, visits/conferences entered
- Parent Consent/Emergency Treatment Form up-to-date
- Completed Health Screenings
- Completed Developmental Screening
- Immunizations (circle one) Current Conditional Needs Exempt

Documentation

- Document who attended staffing/significant discussion/plan for follow-up/who's responsible on *Staffing Record*
- Child and Family Strengths identified and listed in *Family Partnership Summary*
- Additional Child/Family Strengths identified and listed on *Family Partnership Summary*
- Document contacts/home visits/conferences and other relevant interactions with family in *Family Partnership Record/Contact Log*
- Family-driven goals/issues documented and reviewed on *Family Partnership Summary* and updated in *Family Partnership Record/Contact Log*

Key Questions. Document follow-up plans in the family's Staffing Record

- How can the team support family participation, based on family interest and availability?
- Is the child's attendance consistent? Does the family communicate about absences?
- Follow-up needed for immunizations, WCE or dental exam(s) and/or treatment?
- Are health, behavioral and developmental screenings completed? Rescreens needed? Referrals needed?
- Progress on current goals? What other goals/issues have been identified and need follow up? Describe the plan for follow-up.

Staffing Checklist

Third Staffing*

Date:

**If the third staffing is also the transition staffing complete items listed in "Special Notes for Transition Staffing".*

Forms Review: (check if complete and in family file)

- File Access Log completed, visits/conferences entered
- Parent Consent/Emergency Treatment Form Up-to-date
- Immunizations (circle one) Current Conditional Needs Exempt

Documentation

- Document who attended staffing/significant discussion/plan for follow-up/who's responsible on *Staffing Record*
- Additional Child/Family Strengths identified and listed on *Family Partnership Summary*
- Document contacts/home visits/conferences and other relevant interactions with family in *Family Partnership Record/Contact Log*
- Family-driven goals/issues documented and reviewed on *Family Partnership Summary* and updated in *Family Partnership Record/Contact Log*

Key Questions. Document follow-up plans in the family's Staffing Record

- How can the team support family participation, based on family interest and availability?
- Is the child's attendance consistent? Does the family communicate about absences?
- Follow-up needed for EPSDT or dental exam(s) and/or treatment?
- Health, developmental and behavioral Screenings/Rescreening Completed? Referrals needed?
- Is there follow-up needed for child immunizations? If yes, what is the plan?
- Progress on current goals? What other goals/issues have been identified and need follow up? Describe the plan for follow-up.

Fourth Staffing (Transition)

Date:

**If the fourth staffing is also the transition staffing complete items listed in "Special Notes for Transition Staffing".*

Forms Review: (check if complete and in family file)

- File Access Log completed, visits/conferences entered
- Parent Consent/Emergency Treatment Form Up-to-date
- Immunizations (circle one) Current Conditional Needs Exempt

Documentation

- Document who attended staffing/significant discussion/plan for follow-up/who's responsible on *Staffing Record*
- Additional Child/Family Strengths identified and listed on *Family Partnership Summary*
- Document contacts/home visits/conferences and other relevant interactions with family in *Family Partnership Record/Contact Log*
- Family-driven goals/issues documented and reviewed on *Family Partnership Summary* and updated in *Family Partnership Record/Contact Log*

Key Questions

- Follow-up needed for immunizations, EPSDT or dental exam(s) and/or treatment? If so what is the plan?
- Is there follow-up needed for child immunizations? If yes, what is the plan?
- What progress has been made on previously identified goals/issues?
- Progress on current goals? What other goals/issues have been identified and need follow-up? Describe the plan for follow-up.

* Special Notes for Transition Staffing

When a child leaves the program either at the end of the program year or transfers to another program during the program year, their final staffing is considered a "transition staffing", even if it occurs prior to the fourth staffing. This staffing involves additional steps as outlined below to ensure both a smooth transition for the child/family and the proper documentation and archiving of the family file.

Final File Review: (check if complete)

- All forms are complete and up-to-date
- With signed parent consent**, original family file sent to receiving agency/program
- Copy of family file archived
- Head Start Staff Only: Child Plus updated, including final entries for the PIR and termination code

Key Questions

- Is the family prepared for the transition? Is the child prepared? What still needs to occur?

NOTE: This *Staffing Checklist* is designed to help ensure that staffings address all pertinent issues for each family. The form serves as a guide for each staffing and notes what written documentation should be added to the *Family Partnership Summary*, *Family Partnership Record/Contact Log* or the *Staffing Record* in the family file.