

Record Keeping

Education/Disabilities Monitor

Center: T/CFA/FA/FE:

Date: Reviewer:

	Child/Family				
Developmental screen is complete within 45 days of first day of services.					
Concerns as a result of the developmental screen are documented.					
Parent's concerns around their child's development have been addressed and documented.					
Plan is in place to address developmental concerns. documented.					
An Internal Referral has been made to address developmental concerns where appropriate.					
Child observations have been completed according to the observation cycle or as needed and are filed in the child's file.					
Parent Staff Conference has been completed according to the assessment schedule and parent's goals for their child noted.					
Portage baseline has been completed according to the assessment schedule (entry behaviors)					
Comprehensive Staffing has been completed according to the assessment schedule.					
Goals, objectives and strategies are realistic and measurable					
Goals address each child's developmental domains					
Regular planned follow-up occurs and is documented.					
Children's goals are located on the goal sheet in the lesson plan book and are written into plans daily.					
Evaluation of goals and results occurs and is documented in weekly lesson planning.					

Children with disabilities have a current IFSP/eligibility and documentation exists of special education services provided.					
IFSP goals are reflected in daily planning.					
Emergent developmental issues are identified and followed-up on in a timely manner.					
Follow up has been made to determine need for external referrals where appropriate.					
Completed Home Visit forms are in child's file and up to date.					
Information from parents on the Home Visit form is documented in the child's file as appropriate.					
Classroom and Home Visit attendance issues are addressed with an attendance plan and progress or results documented					
Education and Disabilities "Face Sheets" are up to date and appropriate documentation exists.					
Child's files are maintained, organized and orderly.					

Strengths:

Concerns that need to be addressed:

Follow-up plan: (Include possible training needs, knowledge and skills that need to be developed as well as how any specific case specific issues with education/disabilities services will be addressed)

Updated/Reviewed 7/19/10