**Site:** **Classroom:       Date Completing Staffing:**

**Team Members Title**

**\* Due 1st Friday of every month – This form must be completed by the whole team.**

**Purpose:** The team will meet together to complete self-monitoring to ensure timelines and program requirements are being met. The team self-monitoring will allow the team to work together to ensure full compliance.

**Performance Standard 1302.50 Family Engagement (b)(6):** Implement procedures for teachers, home visitors, and family support staff to share information with each other, as appropriate and consistent with the requirements in part [1303](https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/part-1303-financial-administrative-requirements) subpart C, of this chapter; FERPA; or IDEA, to ensure coordinated family engagement strategies with children and families in the classroom, home, and community.

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| **ERSEA** |
|  | How many children are enrolled in your classroom? | Give Number:       | If no, explain:  |
|  | Attendance: Are appropriate attendance codes being entered on a daily basis?  | ☐Yes ☐No ☐NA | If no, explain:   |
|  | Attendance: Are 1 hour phone calls being made for unexpected absences? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Attendance: Are 1 hour phone call notes being entered into ChildPlus in the Attendance Tab? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Have you had to complete any home visits due to attendance? (After two consecutive unexpected absences).  | ☐Yes ☐No ☐NA | If yes, for what children?  |
|  | Are any of your families/children on Attendance Action Plans? | ☐Yes ☐No ☐NA | If yes, which families/children?  |
|  | Are approved Attendance Action Plans uploaded into ChildPlus? | ☐Yes ☐No ☐NA | If no, explain:  |
|   | Are all families with Attendance Action Plans following their plans? | ☐Yes ☐No ☐NA | If no, what families are they and explain their situation:  |

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| **Family Engagement** |
|  | Are there any emergent child/family issues? | ☐Yes ☐No ☐NA | If yes, what families are they and explain their situation:  |
|  | Does a Multidisciplinary Team Meeting (MDT) need to be scheduled for any children/families? | ☐Yes ☐No ☐NA | If yes, what families are they and explain their situation: If yes, please reach out to your center manager to schedule the Multidisciplinary Team Meeting.  |
|  | Are there any families with legal paperwork? (Custody, Parenting Plans, restraining orders, legal etc.)  | ☐Yes ☐No ☐NA | If yes, what families are they and explain their situation: Have all the people that need to know about this situation been notified and have a copy?☐ Receptionist (Front desk binders)☐ Center Manager☐ Bus Driver/Bus Aid (Bus Emergency Binder)☐ Classroom Team (Emergency Binder) |
|  | Do Communication Logs show on-going communication with families – notes entered into ChildPlus with each family? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | According to report 4140, how many 1st FA Visits – are completed and documented in ChildPlus? | Give Number:       | If visits are not completed, please explain:  |
|  | According to report 4140, how many 2nd FA Visits – are completed and documented in ChildPlus? | Give Number:       | If visits are not completed, please explain:  |
|  | According to report 4140, how many 3rd FA Visits – are completed and documented in ChildPlus? | Give Number:       | If visits are not completed, please explain:  |
|  | How many Preliminary Family Outcomes Assessments are complete in ChildPlus? | Give Number:       | If not complete, explain:  |
|  | How many Mid-Year Family Outcomes Assessments are complete in ChildPlus? | Give Number:       | If not complete, explain:  |
|  | How many End of Year Family Outcomes Assessments are complete in ChildPlus? | Give Number:       | If not complete, explain:  |
|  | Are current Family Needs Assessments entered into Childplus (in family goal event) and marked “yes” in the family services tab? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Are all Family Partnership Agreements (Family Goal) entered into Childplus (in family goal event) and marked “yes” in the family services tab? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Have you completed the monthly follow-up on the family goal and entered the action in ChildPlus for each family? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | How many families have reached their Family Goal and entered as an action completed in ChildPlus? | Give number:  | Name Participants:  |
|  | Do any families/children have referrals in the family services area? | ☐Yes ☐No ☐NA | If yes, which families/children?  |

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| **Education:** |
|  | From the ChildPlus report 2511 how many of the ASQ-3 are completed within the required timeline? | Give number:  | If not completed for which children and please explain:  |
|  | From the ChildPlus report 2511 how many of the ASQ-SE 2 are completed within the required timeline? | Give number:  | If not completed for which children and please explain:       |
|  | From the ChildPlus Report 2511 and screener report ASQ online, is all the children screening information entered? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | According to ChildPlus report 2511, how many 1st Parent Teacher Conferences are complete and documentation is entered into ChildPlus? | Give number:  | If not completed, please explain why:  |
|  | According to ChildPlus report 2511, how many 1st home visits are complete and documentation is entered into ChildPlus? | Give number:  | If not completed, please explain why:  |
|  | According to ChildPlus report 2511, how many 2nd home visits are complete and documentation is entered into ChildPlus? | Give number:  | If not completed, please explain why:  |
|  | According to ChildPlus report 2511, how many 2nd Parent Teacher Conferences are complete and documentation is entered into ChildPlus? | Give number:  | If not completed, please explain why:  |
|  | From the documentation status report in TS Gold, how many total observations do you have entered? | Total amount:      How many Home Goals (HG)?      How many School Readiness Goals (SRG)?       | If not completed, please explain why:  |
|  | From the documentation status report in TS Gold are you introducing a variety of objectives from all domains? | ☐Yes ☐No ☐NA | If no, explain:  |

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| **Special Services** |
|  | How many children are currently on an IEP/IFSP? | Give number:  | Which children?  |
|  | Is a copy of the current IEP/IFSP’s in the file? | ☐Yes ☐No ☐NA | If no, which children and explain:  |
|  | Are there any developmental concerns? | ☐Yes ☐No ☐NA | If yes, which children? Explain the concern:  |
|  | Do the children listed above have referrals in Special Services? | ☐Yes ☐No ☐NA | If yes, which children have an in-house referral? If yes, which children have an out of agency referral?  |
|  | Are you developing portfolio labels for children that are on IEP/IFSP’s (2 per visit) | ☐Yes ☐No ☐NA | If no, which children and explain:  |
|  | Which Information Guidance Sheet do you have to support for children who are on IEP/IFSP’s?  |  | How many for each:Developmental delay:      Speech:      Cognitive:      Physical:      Adaptive:      Sensory Disorder:      Autism:       |
|  | How many labeled observations (IEP/IFSP) are entered into TS Gold per child?  |  | Child’s Name:       How many : Child’s Name:       How many : Child’s Name:       How many : Child’s Name:       How many : Child’s Name:       How many : Child’s Name:       How many : Child’s Name:       How many :  |

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| **Mental Health** |
|  | Are there any children on current positive behavior support plans? | ☐Yes ☐No ☐NA | If yes, which children? Describe their plan/agency:       |
|  | Are you individualizing in the lesson plan for children on positive behavior support plans following the Social Emotional Learning Guidance Sheet? | ☐Yes ☐No ☐NA | If no, which children and explain:  |
|  | How many labeled observations (PBSP) are entered into TS Gold per child? (Twice per month) |  | Child’s Name:       How many : Child’s Name:       How many : Child’s Name:       How many :  |
|  | Are there any social emotional concerns? | ☐Yes ☐No ☐NA | If yes, which children? Explain the concern:  |
|  | Do the children listed above have referrals in Mental Health Services? | ☐Yes ☐No ☐NA | If yes, which children have an in-house referral? If yes, which children have an out of agency referral?  |

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| **Health / Dental / Nutrition** |
|  | How many children are currently on Health Care Plans? | Give Number:       | Which children?  |
|  | Are there any children on current Medical Alerts? | ☐Yes ☐No ☐NA | If yes, which children?  |
|  | Are there any children with Medication Allergies? | ☐Yes ☐No ☐NA | If yes, which children?  |
|  | Are there any children on current Food Substitutions? | ☐Yes ☐No ☐NA | If yes, which children?  |
|  | Immunizations: Are any children past-due on their immunizations per current WAIIS Summaries? | ☐Yes ☐No ☐NA | If yes, which children?  |
|  | Immunizations: Are any children exempt status on their immunizations? | ☐Yes ☐No ☐NA | If yes, which children?  |
|  | Are all new immunization dates entered into ChildPlus and original CIS? | ☐Yes ☐No ☐NA | If no, which children?  |
|  | Are Medical/Dental Homes complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Are all Growth Assessments complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Are all Vision Screenings complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Are all Hearing Screenings complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, explain:  |
|  | Are Current Well Child Exams in the file and in ChildPlus for all participants? | ☐Yes ☐No ☐NA | If no, for which children and explain:  |
|  | Are Dental Exams in the file and ChildPlus for all participants? | ☐Yes ☐No ☐NA | If no, for which children and explain:  |
|  | Are all Nutrition Assessments complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, for which children and explain:  |
|  | Are all Health Status Determinations complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, for which children and explain:  |
|  | Are all Lead Screenings complete within timeline for all participants? | ☐Yes ☐No ☐NA | If no, for which children and explain:  |
|  | Do any families/children have referrals in Health Dental Nutrition area? | ☐Yes ☐No ☐NA | If yes, which families/children?  |
|  | How many Accident Injury Reports were reported in the last month? | Number:        | Is follow-up needed, explain?  |

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| **Transportation** |
|  | How many participants are self-transporting? | Give number:  | Comments:       |
|  | How many participants are using our transportation services?? | Give number:  | Comments:       |
|  | Are there any children/family concerns with transportation services? | ☐Yes ☐No ☐NA | If yes, which families/children and explain their situation: If yes, please reach out to your center manager to schedule the Multi-Disciplinary Team Meeting. |
|  | Is attendance being affected due to lack of transportation? | ☐Yes ☐No ☐NA | If yes, which families/children and explain their situation: If yes, please reach out to your center manager to schedule the Multi-Disciplinary Team Meeting. |