

MONITORING & TRACKING TOOLS

Child Services

Disabilities

Part C Monitoring/Transition Notebook
C.I.R.
ADA Checklist
Related Services Sign-in
Running List for In-Kind Reporting
Denver II

1. Permission for Screening
2. ChildPlus Report
3. Referral Notebook/Files

Health Services

Child Accident Report Form
First Aid Monthly Checklist
Required Postings Monitoring Form

- *Safe Environments
- *Child's File ChildPlus 3010
- *ChildPlus Printout for over the 95th Growth Charts
- *ChildPlus 3310 Immunization Series
- *Family Style Meal Service Checklist

BBP Record Tracking System
Eligible staff for HBV Vaccine Roster
Health Supplies Checklist
C.I.R.
Weekly Playground Insp. & Maint. Checklist
Safe Environments

Mental Health

ChildPlus Report #3620
Behavior Incident Report Form
Mental Health On-Site Observations
Parent Permission for Ind. Obs.
Related Services Sign-in
MH Questionnaire
MH Behavior Referral Form
Child Abuse Report Form
Referral Notebook
Mental Health Comp. Info. Report

Transition

Transition Folder Verification Checklist
Transition Field Trip Check List
Transition Field Trip Follow-up

Transportation

Equipment Check List
Daily Inspection Form/Log
Monitor Sign-in Sheet
Evacuation Drill
OHS Bus Safety Checklist
Pedestrian Checklist
Fuel/Oil Daily Log
Pick-up/Drop Off Delivery Schedule
On the Road Monitoring Form
Transportation Safety Agreement

Nutrition & General Food Services

CACFP self-monitor review form
CACFP Center Nutrition Education Documentation Form
CACFP Claim for Reimbursement
CACFP ChildPlus Report #2315
Daily Temperature Logs
Transported Food temp. logs
Menu Record Book (Daily)
Environmental Dept. Survey (Yearly)
Kitchen/Cleaning Supply Order Continuum
Food Service Cleaning Checklist
Water Temperature Logs
Nutrition Ed/Food Exp. Approval Form
Nutrition Ed/Food Exp. Request Form
Substitution List
Grocery Orders

Education

Literacy Self-Assess or Quick Check
Beginning of the Year Checklist
Licensing DACHS Checklist
Fire Drill Report
ChildPlus Report #2510
Literacy Implementation Checklist
Multicultural Checklist
Student Profile (Child's file)
Classroom Summary Worksheet (Dev.)
Individual Child Profile -Dev.

CC.net Progress/Outcome Reports
Observation Notes
C.I.R.
Home Visits/Parent Teacher Conferences (in ChildPlus)
Parent Involvement Opportunities Form – in green volunteer notebook
End of Month Notebook to include:
*Lesson Plans
*Home Visits/Parent Teacher Conf. Schedules
*CC.net Classroom Summary Worksheet
*Center Team Meetings
*End of Month Education Report
*End of Year Education Report

Family Services

Parent Involvement/Family Services

Program Parent Evaluations
(Twice a Year)
Family Profile
(Family Interest Survey)
Attendance Child Sign-in Sheet
Family Staff Referral & Follow up Log
Center Parent Meeting T/TA & Sign-In – Agenda & Minutes

Family Services

Recruitment Logs
Application and Point System
Records Check-out
Referral Forms
Incomplete and Over-income Letters
P.I.R. Tracking
C.I.R.
Visitor Sign-in Sheet
Partnership Agreement Tracking

OTHER

Administration

Program Self-assessment (annual)
Comprehensive Comm. Assessment
Component Information Reports (CIR)
Memos and redi-letters
Employee Performance Evaluations
Mgm. Team Agenda & Minutes
Licensing Survey Semi-annual Checklist
End of the Year Checklist
Banner Financial & Human Resource Mgmt.
Purchase Request Log (Excel)
Internal Excel Spreadsheets on Budget
(\$1,000)
Employee Earnings by Account

Time Sheets (non-exempt staff)
Equipment Transfer/Disposal Form
Leave Requests/Reports
In-Kind Reports
Center Monitoring Notes (From Spec.)
Facility "On-Site" Staff Record Chklst.
T/TA / In-Kind Information Report
Work Schedule
Supplies Received
NMSU Ledgers
NMSU Inventory (Equip. over
Center Inventory

General Forms

Postings at your Head Start Center
Redi-letter Form
Monitoring Report Summary –
Monitoring Notes (2 pgs.)
Contact Form
Anecdotal Notes

Facilities

Safe Environments (OHSMS)
Center Facilities Monitoring Form
ADA Checklist