

Individual Parent Educator File Review

(Recommend a minimum of four family files be reviewed for each parent educator. Make additional copies as needed.)

Family Files (2.6 & 2.10) Required				
Parent educator name: _____	<input type="checkbox"/> FVC Complete		<input type="checkbox"/> FVC Not Complete	
Recruitment and Enrollment Records	File #1	File #2	File #3	File #4
Recruitment and enrollment record(s) are available	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Comments: File #1 – File #2 – File #3 – File #4 –				
Family Personal Visit Documentation	File #1	File #2	File #3	File #4
The appropriate planning documentation is available for each family personal visit provided either in a paper format or electronically stored. <i>First page of the Foundational Visit Plans 1 - 8 and Family Personal Visit Planning Guide for visits 9 and beyond.</i>	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
At least one enrolled child is present, along with at least one parent/guardian.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Visits are delivered to the family unit, incorporating multiple enrolled children.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Family visits are occurring, at minimum, monthly or twice monthly for high needs families. (1.6.3)	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Family visits are, at a minimum, 50 minutes in length (recommended 60 minutes). (1.6.2) Required	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Family Visit Records are completed within 2 working days of the visit.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Visit(s) address all three areas of emphasis; parent-child interaction, development-centered parenting and family well-being.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met

Resources provided to assist families in meeting their goals and addressing their needs are documented. (1.9.2) Required	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Developmental Milestones are documented, reviewed and updated as needed after each family personal visit. (2.6) Required	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Comments: File #1 – File #2 – File #3 – File #4 –				
Goal Setting Records (1.9.2 & 2.10) Required	File #1	File #2	File #3	File #4
Goals: At least one family goal addresses one of the following areas; parenting behaviors, child development and/or family well-being.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Goal(s) are documented and updated regularly to indicate progress.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
New goal(s) are established when earlier goals are achieved.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Comments: File #1 – File #2 – File #3 – File #4 –				
Developmental Screening Documentation	File #1	File #2	File #3	File #4
Screening instruments are DESE approved. (1.7.2) Required	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
A complete screening was conducted within 90 days of enrollment. (Essential Requirements - 14) Recommended	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met

Screening tool includes social-emotional development component. (Essential Requirements - 15) Recommended	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Screening summary is provided for parents which includes anticipatory developmental information. (2.7) Required	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Screening components Health, Hearing, Vision, Dental, Development Documentation: (2.7 & Health, Hearing and Vision Procedures) Required				
Health Record including verification of immunizations, length/height and weight.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Screening Protocol	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Screening Summary	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Parental consent	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Referral form	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Comments: File #1 – File #2 – File #3 – File #4 –				
Family-Centered Assessment (Essential Requirement - 8) Recommended	File #1	File #2	File #3	File #4
A Family Centered Assessment Tool was used with the family.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Family Centered Assessment Tool is approved by the PATNC.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Family Centered Assessment Tool is completed within 90 days of enrollment and is revisited annually.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met
Insights from the Family Centered Assessment are used in planning services for the family.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	<input type="checkbox"/> Not Met <input type="checkbox"/> Met

Comments:

File #1 –

File #2 –

File #3 –

File #4 –

Exit Record

File #1

File #2

File #3

File #4

Exit record

Not Met

Not Met

Not Met

Not Met

Met

Met

Met

Met

Comments:

File #1 –

File #2 –

File #3 –

File #4 –