

Individual Parent Educator File Review

It is recommended that supervisors conduct file reviews quarterly, meaning that at least one file from each parent educator is reviewed at least four times a year.

Family Files (2.6, 2.7 & 2.10) Required

Parent educator name: _____ <input type="checkbox"/> FVC Not Complete	<input type="checkbox"/> 1 st Quarter <input type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input type="checkbox"/> 4 th Quarter
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Recruitment and Enrollment Records		Comments
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Enrollment information is available.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
A Participation Agreement is available.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
The Participation Agreement is updated annually.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	

Family Personal Visit Documentation		Comments
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The appropriate planning documentation is available for each family personal visit provided either in a paper format or electronically stored.	<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	
Visits are delivered to the family unit, incorporating multiple enrolled children.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Regularly scheduled family personal visits are offered. At minimum, visits should be offered monthly. High need families should be offered twice monthly visits.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Family visits are, at a minimum, 60 minutes in length.	<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	
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	
At least one resource connection is documented.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Developmental Milestones are reviewed prior to each visit and updated as needed after each family personal visit.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	

Goal Setting Records		Comments
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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	
Goal(s) are set within 90 days of enrollment. Recommended	<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	
New goal(s) are established when earlier goals are achieved.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	

Developmental Screening Documentation		Comments
Screening instruments are DESE approved.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
A complete screening was conducted within 90 days of enrollment. Recommended	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Screening tool includes social-emotional development component.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Screening summary is provided for parents which includes anticipatory developmental information.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Screening components Health, Hearing, Vision, Dental and Development Documentation: (2.7 & Health, Hearing and Vision Procedures) Required		
Health Record including verification of immunizations.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Screening Protocol	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Screening Summary	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Referral is documented, if applicable.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Family-Centered Assessment (Recommended)		Comments
An approved Family Centered Assessment Tool or synthesis record was used with the family.	<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	
Exit Information		Comments
Exit information is available, if applicable. Exit information includes enrollment and exit dates along with a summary of services received by the family.	<input type="checkbox"/> Not Met <input type="checkbox"/> Met	
Additional Comments:		