

Affiliate Documentation for FACE

Penelope

Family File Folder

<p style="text-align: center;">Enroll a FACE Family (Penelope)</p> <p>Enter family in Penelope Create an Affiliate Service File for family Create a FACE Family Circle File for family Complete the Child Information Record Complete the Family Information Record Complete the Parent/Guardian Information Record</p>	<p style="text-align: center;">Enroll a FACE Family (Family File Folder)</p> <p>Complete FACE forms <i>Enrollment Form</i> <i>Participation Agreement</i> <i>Adult Goals and Achievement Form</i> <i>FACE Release Form</i></p>
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<p style="text-align: center;">Begin Personal Visits (Weekly/Bi-weekly)</p> <ul style="list-style-type: none"> • Complete <i>Foundational Plans 1-8</i> for the first 8 personal visits • Complete <i>Foundational PVR 1-8</i> for the first 8 personal visits • Complete the <i>Planning Guide</i> for all personal visit after the <i>Foundational 8 Plan</i> • Complete the <i>Personal Visit Record (PVR)</i> for all personal visits after the Foundational 8 PVR • Complete <i>Milestones</i> after each personal visit for every child enrolled in FACE • Record Attendance 	<p style="text-align: center;">Begin Personal Visits (Weekly/Bi-Weekly)</p> <ul style="list-style-type: none"> • No paper copies are necessary
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<p style="text-align: center;">Goals</p> <ul style="list-style-type: none"> • Goals Document 	<p style="text-align: center;">Goals</p> <ul style="list-style-type: none"> • <i>Goal Setting: Begin With the End In Mind</i>
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<p style="text-align: center;">Within 45 days of Enrollment</p> <ul style="list-style-type: none"> • Enter the <i>ASQ-3 Questionnaire</i> scores in Penelope • Complete the <i>Screening Summary</i> (print one for the parent) • Document the <i>Child Health Record</i> (including hearing and vision) 	<p style="text-align: center;">Within 45 days of Enrollment</p> <p>Complete the <i>ASQ-3 Questionnaire</i> for each child enrolled in FACE</p> <ul style="list-style-type: none"> • Complete the <i>ASQ-3 Information Summary</i> • Complete the <i>Parents as Teachers Health Record</i> (including hearing and vision)
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<p style="text-align: center;">Within 90 Days of Enrollment</p> <ul style="list-style-type: none"> • Enter the <i>Life Skills Progression (LSP)</i> scores in Penelope (also called FCA LSP in Penelope) 	<p style="text-align: center;">Within 90 Days of Enrollment</p> <ul style="list-style-type: none"> • Complete the <i>Life Skills Progression (LSP)</i> for each enrolled FACE parent
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<p style="text-align: center;">By December</p> <ul style="list-style-type: none"> • Enter the <i>ASQ:SE-2 Questionnaire</i> scores in Penelope • Complete the <i>Screening Summary</i> for the ASQ:SE-2 (one copy for parent) 	<p style="text-align: center;">By December</p> <ul style="list-style-type: none"> • Complete <i>ASQ:SE-2 Questionnaire</i> completed for each child • Complete <i>ASQ:SE-2 Information Summary</i>
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<p style="text-align: center;">Transitions</p> <p>Complete the Transition Plan in Penelope</p>	<p style="text-align: center;">Transitions</p> <p>Complete the <i>Individual Family Transition Plan + Transition Steps and Follow up</i></p>
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*Remember the *Permission to Exchange Information Form* is used whenever the FACE program is sharing information

*Additional Recordkeeping for RTA End of Year reporting: *Exit or End-of-the-Year Survey* and *Adult Achievement Roster*

<p style="text-align: center;">Resource Connections</p> <p>Record the referral in Penelope under Resource Connections</p>	<p style="text-align: center;">Resource Connections</p> <p>Complete the <i>FACE Referral Form and Documentation for FACE Referrals & Follow-up</i></p>
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Program Documentation for FACE

Penelope

FACE Family Circle Documentation

- Schedule FFC
- Write out plan using the Group Connection Planning Guide and Record
- Record Attendance
- Document on the Group Connection Planning Guide and Record after the FFC

FACE Family Circle Binder should include:

- Group Connections Planning Guide and Record
- Flyer
- Group Connection Sign-in Sheet
- FFC Agenda
- Parent Handouts
- Group Connection Feedback Forms
- FFC Task Sheet

Team Meeting Documentation

- Schedule Meeting
- Record Attendance
- Type Meeting Notes (optional)

FACE Team Meeting Binder should include:

- Agenda
- Sign-in Sheet
- Minutes

Program Location