

Staffing Question / Answer sheet

Where can I find the staffing form?

It is located on COPA; go to the child data sheet. You'll see a tab at the top called "checklist ". If you click on the tab you should see the staffing page. When ready to start staffing, click on the pencil. This will allow the page to open and you can check the items as needed.

When is the first staffing due?

The first staffings can be started anytime during September and continue into October. It **must** be completed before the end of October. It is best practices to do a few staffings at a time.

What staff will need to take part in staffing?

Teacher, Family Advocate, and other staff from your program that might be needed in order to obtain and verify items listed on staffing form.

Will I need to print the staffing form?

No, you don't have to print the staffing. COPA will be monitored to ensure staffing has been completed.

Where do we sign and date the staffing form?

You'll see a box located at the bottom of the form. All names of staff that participated in the staffing should be listed here along with the date the staffing is completed.

What date should I put if I start a staffing on Friday and finish it on Monday?

You would put Monday's date. The date you complete your first and second staffing is the date that should show in the box. These dates will be monitored to ensure staffing was completed on time.

Do I need to click one of the boxes that ask me to verify the document in part or full?

No, you do not have to do anything to these boxes. Just ignore them.

When will I know that the boxes need to be checked beside items?

You will find a brief explanation in the "when do I check items" section listed on the next page. You will only check a box when an item is complete.

Will all items need to be checked during first staffing?

No, there may be items not checked. If you don't have the item or if it's not completed you would not check it. You would however be responsible for looking at this item again during the second staffing to ensure it has been addressed.

When is the second staffing due?

The second staffing could be started anytime during the month of March and continue into the month of April. It **must** be completed before the end of April. It is best a practice to do a few staffing's at a time.

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WHEN DO I CHECK THE ITEMS?

1st Staffing Items

Birth Certificate

When the enrolled child has an original birth certificate

Emergency Contact Information.

When there are at least 3 emergency contacts listed on the application and COPA. One contact should be the primary caregiver and there should be at least two other contact persons showing. There **must** be three contacts.

Completed Health History

When the enrolled child has a completed health history done for the current school year, the data must be recorded on COPA and a copy must be in the child's folder.

Physical Exam.

When the enrolled child has a completed physical, the physical is good for a 12 month period. The physical must be recorded on COPA and a copy must be in the child's folder.

HCT

When the enrolled child has had a hemoglobin or hematocrit screen completed by a medical professional, the results must be recorded on COPA and a copy must be in the child's folder.

Blood Pressure

When the enrolled child has had a blood pressure done within past twelve months, the results must be recorded on COPA and a copy must be in the child's folder.

Immunization

When the child is up to date on all required immunization or an exemption is in place, the results must appear on COPA and a copy must be in the child's folder.

Hearing Screening

When the enrolled child has had a hearing screen completed, the results must be recorded on COPA and a copy must be in the child's folder.

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Vision Exam or Vision Screen

When the enrolled child has had a vision exam completed by a medical professional. Any child that enrolls during a second year must have a vision screen completed by HS Staff or another vision exam completed by a medical professional. The results must be recorded on COPA and must be in the child's folder.

Dental History / Consent

When the enrolled child has a completed dental history / consent form completed and a copy is in the child's folder.

Proof of Dental

When the enrolled child has had a completed dental exam, the dental exam is good for 12 months. The results must be recorded on COPA and a copy must be in the child's folder.

TB Risk Assessment for Child

A completed TB risk assessment has been done

Developmental Screen

When the enrolled child has had a development screening completed. The results should be recorded on COPA and a copy in the child's folder.

Speech Screen

When the enrolled child has a completed speech screen, the results should be recorded on COPA and a copy in the child's folder.

First Family Assessment

When the enrolled family has had the first family assessment completed, the results should be recorded on COPA and a copy is in the family file.

Family Referrals / Partnership Goals

When the enrolled family has been referred to at least one service or has entered into a partnership agreement. The results should be recorded on COPA and a copy is in the family file.

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2nd Staffing Items

Immunization

When the child is up to date on all required immunization or an exemption is in place. The results must appear on COPA and a copy must be in the child's folder.

Physical Exam.

When the enrolled child has a completed physical, the physical is good for a 12 month period. The physical must be recorded on COPA and a copy must be in the child's folder.

Blood Pressure

When the enrolled child has had a blood pressure done within past twelve months, the results must be recorded on COPA and a copy must be in the child's folder.

Proof of Dental

When the enrolled child has had a completed dental exam, the dental exam is good for 12 months. The results must be recorded on COPA and a copy must be in the child's folder.

Second Family Assessment

When the enrolled family has had the second family assessment completed, the results should be recorded on COPA and a copy is in the family file.