**Program Name:**_____ **MPI Number:** _____ **STAR Level:** _____

**Date:** _____

### Children's Records - Review of Confidential Documents

As a reminder, programs should refrain from uploading documents that contain personally identifiable information (PII) or confidential information about children, families, or staff members. Programs should first redact, black out, or otherwise hide the confidential information on such documents prior to uploading the documents electronically. In cases in which a Quality Coach or Designator views such documentation during an onsite visit, this document can be completed and then uploaded and attached to the respective quality indicators.

Suggested Review Guidelines: **FCCH and GCCH**: all files should be reviewed **Centers**: 25% of records should be reviewed with at least 2 per classroom

| Classroom Name | Screenings EC 2.3 | Family conference (1) FC 2.3 | Family conferences (2) FC 3.4.2 | Health Care Plans LM 2.5 | IFSP/IEP FC 2.1 | Observation-Based Assessment EC 3.4.2 |
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**I/We have viewed and verified the above noted records related to children's files in the above classrooms.**

**Director/Owner Operator Signature:** _____ **Date:** _____

**Quality Coach Signature:** _____ **Date:** _____

**pennsylvania**
KEYSTONE STARS
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