



2009-2010 CENTER BASED COPA CHEKLIST



Primary/Secondary Caregivers Data	
<input type="checkbox"/> Eligibility Information	<ul style="list-style-type: none"> First Name Last Name Gender Application Date (date parents sign application) Birthdate Education Level Employment Status Address (city, state, zip, county) # in Family (immediate family only) # in Household Don't forget to start services on your families
<input type="checkbox"/> Income	<ul style="list-style-type: none"> Income (monthly/weekly/yearly)
Child Data	
<input type="checkbox"/> Child Application	<ul style="list-style-type: none"> First Name Last Name Application Date (date parent signs application) Gender Birthdate Primary Language Ethnicity/Race Social Security Number Parental Status Program Model Program Option (do not use HIPPIY PF %) Hours per day
<input type="checkbox"/> Growth Assessment	<ul style="list-style-type: none"> Date (initial date of assessment) Height Weight Due Date (2 years from initial due date)
<input type="checkbox"/> Developmental Screening	<ul style="list-style-type: none"> Has child completed routine screening.....Yes/No Screening Date Instrument Result (passed or failed) <ul style="list-style-type: none"> If passed you may submit If failed you need to select a 'Screening Decision' and comment
Attendance	
<input type="checkbox"/> Attendance	<ul style="list-style-type: none"> Update attendance in COPA (We do not require hours or meals only attendance)
HR - Staff Information	
<input type="checkbox"/> Staff Profile	<ul style="list-style-type: none"> Status (defaults to active) Title, First Name, Last Name Employee ID (registry number) Work Phone Email Social Security Number
<input type="checkbox"/> Employment Information	<ul style="list-style-type: none"> Position Staff Classification Agency Site Salary Salary Type PIR – will always be other
<input type="checkbox"/> Credentials	<ul style="list-style-type: none"> Education Level/Degree Major Enrolled toward next degree Currently in College <div style="float: right; text-align: right;"> Permits Certifications </div>