Cover Sheet 1 – IFSP
1. Folder Review Control Sheet (in this section, this sheet is placed on top of the cover sheet table of contents)
2. Initial IFSP Date of Review __________
3. Six months/Annual Date of Review __________
4. Early Childhood Outcomes Summary Form (ECO)
5. Transition Forms
   - Transition Referral Form
   - Transition Assessment Summary Form

Cover Sheet 2 – Contact Logs
1. Progress Notes
2. Service Coordination Log
3. EI Services Contact Summary Forms

Cover Sheet 3 – Evaluations/Assessments
1. GIB Comprehensive Developmental Interview
2. IDA Record Evaluation Protocol
3. ASQ/ASQ-SE
4. Evaluation Reports
5. Hearing
   - OAE/Tympanogram/ABR Results
6. Vision
   - NM Vision Screening Tool
7. Other Protocols

Cover Sheet 4 – Intake Forms
1. FIT Freedom of Choice form
2. GIB Face Sheet
3. Prior Parental Notices (PPNs)
4. Map to home
5. Consent/Release Forms
   - Authorization for Use or Disclosure of Health Insurance (IHS 8-10 form)
   - Consent for Evaluation
   - Consent for Information Exchange
   - Permission for GIB to Release Records form
6. Health Insurance Form
7. Race and Ethnicity Tracking Form
8. Informed Consent and FIT Handbook Receipt form
9. Initial Referral

Cover Sheet 5 – Medical Records
1. Other pertinent medical records

Cover Sheet 6 – Correspondence/Other
1. FIT Family Satisfaction Survey
2. Correspondence to outside team members (e.g., CDD/UNM forms)