Minimum Babies First! and CaCoon

Documentation Requirements Checklist

Demographic and Service Coordination

(document at start of service and PRN if changes):

☐ Name

☐ Date of birth

☐ Date of referral

☐ Estimated date of delivery (if applicable)

☐ Address

☐ Phone number

☐ Client parent name(s) (if applicable)

☐ Referral source

☐ Referral reason

☐ Date of first outreach to client

☐ Evidence of referral feedback to referent in record

☐ Date of visit

☐ Location of visit

☐ Primary care provider name and phone number

☐ Dental care provider name and phone number

☐ Other service provider's names and phone numbers

☐ Insurance/CCO