MEET THE DATA ENTRY TEAM

The PIC Admin/Data Entry team is the face of Programs for Infants and Children, but also so much more!

CONTACT FOR:

- Mailing needs
- Requesting records
- Sending records
- Scanned documents to upload to a child's chart
- Hard copy ASD applications sent to ASD
- Change in a child's placement/contacts
- Name change/adoption
- Transferring a child to another AK ILP
- Reserving the Family or Infants Rooms
- OAE/Photo screener check out

WHAT ADMIN DOES

- Quality checks of functional evaluations, IFSPs, and exits.
- State Database entry
- Follow up on signature forms
- Weekly RT schedules from Outlook calendars
- Medical record requests
- Mailing out 10-day and 30-day letters to family
- PIC's Diaper Pantry diaper distribution

HOW TO CONTACT

✉ admin@picak.org

📞 907-550-3001

DIAPERS!

Take up to 2 packs of diapers/month to families **OR** they can pick up diapers the 2nd and 4th Wednesdays at PIC!

1 pack of diapers each pick up

2nd & 4th Wednesdays 12-4pm

OR

Take them to home visits