

Task: Conducting the Enrollment Home Visit

Task	Person Responsible	Time Frame
1. Once notification of acceptance is received from FSM, arrange for an appointment with the parent of both new and returning child to make at least a 30 minute Initial Enrollment Home Visit.	Family Advocate	May, June, July & before a child attends the center
2. Notify Teaching Staff of HV time and Place		
3. Prepare for the visit by gathering the following materials for each family: Parent Handbook Resource Manual Head Start Attendance Policy Parent Training Statement Volunteer Handbook/Code of Conduct Health History DHS Keeping Kids Safe Info/Flu Vaccine Info Lead Pamphlet Child Guidance Techniques Program Permission Form Permission to Obtain or Release Confidential Information Keeping Kids Safe Sign-off Family Needs Survey CACFP	Family Advocate	Before visit
4. Conduct the Enrollment Home Visit according to the instructions listed below: - Review all of the above forms, booklets and information sheets - Make certain parents/guardians understand all of the information - Have parents/guardian sign all necessary forms	Family Advocate Education Staff	During visit
5. Complete FA Enrollment Home Visit Checklist before leaving the home	Family Advocate	
6. Remind Parent of Documents needed before entry (ie. Shot Record).	Family Advocate	
7. Upon completion of Enrollment Home Visit enter Home Visit information into ChildPlus.	Family Advocate	Within 3 days of Visit
8. Review ChildPlus report 4120 and 4110 to determine if initial home visit case notes are original and pertain to the family visited. (Look for cut and paste notes)	Family Services Manager	