

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Conducting the Initial Home Visit - Education

Task	Person Responsible	Time Frame
<ol style="list-style-type: none"> 1. Schedule the home visit at a mutually convenient time. 2. Ensure that a Home Visit Packet is prepared. Each packet should include: <ul style="list-style-type: none"> - Initial Home Visit Form - - LAP-3 Assessment Overview - - Curriculum Questionnaire/Parent Input - Parent Handbook – Provided at Orientation 3. Conduct the initial home visit and complete the following: <ul style="list-style-type: none"> - Provide Parents with an overview of the HRHS School Readiness Plan and explain its importance. A copy can be provided if requested. - Provide parents with the current monthly newsletter. (If Available) - Provide parent with copy of the LAP 3 Overview - Have Parent complete the Curriculum Questionnaire 	<p>Teacher; Assistant, Designated Staff</p> <p>Teacher; Assistant, Designated Staff</p> <p>Teacher; Assistant; Designated Staff</p>	<p>Prior to child entering Head Start</p> <p>Prior to visit</p> <p>Prior to child's first day of school.</p>
<ul style="list-style-type: none"> o Have parent answer the questions on the form. o Enter the center. o Enter the child's name. o Have parent sign the form. - Complete the Initial Home Visit Record. <ul style="list-style-type: none"> o Enter child's name o Enter center o Enter date and time of visit o Enter child's address o Enter parent/guardian name o Indicate place of visit o Check off all items that were discussed or completed o Have parents enter any questions or comments o Enter date o Have parent sign the form o Sign the form 4. Review the information from the Curriculum Questionnaire <ul style="list-style-type: none"> • Feedback is to be documented on the monthly overview section of the lesson plan under notes. 5. Enter the Home Visit documentation into ChildPlus <ul style="list-style-type: none"> - Log in to ChildPlus 	<p>Teacher; Assistant</p> <p>Teacher, Designated Staff</p>	<p>Upon receipt</p> <p>Following review</p>

- Click on Services
- Search for and select the necessary child
- Click on Education
- Input the date of the Home Visit
- Click in the Education notes
- Click the clock to insert date and user
- Enter any pertinent information
- If the Home Visit was not conducted in the home, enter the reason and where it was conducted
- Click Save

6. Teachers will ensure documents are scanned
 - o Initial Home Form
 - o Curriculum Questionnaire/Parent Input

Teacher,
Assistant,

7. Scanned the forms listed above into ChildPlus
 - o Log into ChildPlus
 - o Click on Services
 - o Search for and select the necessary child
 - o Click on Education
 - o Click on the Attachment Icon at the top of the screen
 - o Click Add Attachment at the bottom
 - o Click Browse
 - o Find Scanned Documents
 - o Under Attachment Type, choose Home Visit Record
 - o Under Description indicate Initial Home Visit
 - o Click OK

Family Advocate

8. File the scanned form in the child's Yellow File.
(Maintained in the Classroom)

Family Advocate

After inputting
Return to Teacher

9. Review and maintain a checklist system to ensure each family participated in a home visit.

Area Coordinator
and Education
Manager

Ongoing