
Subject: Social Services Home Visit #2 Spring

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.

Policy

Staff and parents will continue the Family Partnership Goal Process that seeks to support efforts to reach the goals that the family has identified. By establishing mutual trust, collaborating with other agencies, and providing services and support, staff will insure the family's participation in Early Head Start. Families may choose to expand upon, alter, or change the goals at any time.

Procedure

1. The Social Services Manager/FSW will visit the family for the second time with the classroom teachers in the spring to continue the Family Partnership Process.
 - a. Before the visit the Social Services Manager/FSW will review the Family Partnership Agreement. If the family elects to do so, they will revise, and replace established goals or create new ones along with updating steps and outcomes.
2. The Social Services Manager/FSW will see that each parent receives information about transitioning within the program, to the Head Start program or other local programs if child is age appropriate.
3. Following the visit, the Social Services Manager/FSW will document the visit and provide a brief summary in Child Plus of the visit and any identified strengths of the family. Adjustments and additions to goals, steps to reach the goal and outcomes will be documented in Child Plus.
4. Any resources or referrals the Social Services Manager agreed to provide as part of the process will be sent as a Resource Packet in a confidential envelope. Document the date the information was sent and a summary of the content in the Family Partnership section of Child Plus.
5. Contact with the family will be ongoing, adjustments to steps and outcome progress will continue to be documented in Child Plus.
6. Family Partnership Goals can be established at any time at the family's request.
7. Content of the visit and adjustments to goals, steps and outcomes will be shared with other staff. A summary of the visit and goals will be given and documented at the staffing.