
Subject: Social Services Fall Home Visit #1

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

Policy

Staff will form a partnership with family, which is on-going and based on mutual trust. It focuses on family strengths and builds upon them by setting realistic goals developed by family members. Also, needs identified will be addressed throughout the program year by providing support, information and referral. Home visits are conducted in the home unless otherwise requested by the parent or for safety reasons only.

- a) Any referrals and resources provided to the family
- b) Follow up that needs to be done.
- c) Outcomes

Procedure

- 1) Social Service Manager or Family Service Worker will focus on the family's strengths and needs within 120 days of the child's first day of classroom attendance.
- 2) Families with the highest or emergency needs will have the opportunity to complete the Family Partnership Agreement as soon as possible.
- 3) In no case will home visits be a condition of the child's enrollment in the Early Head Start Program. If a parent refuses home visits or there are repeated cancellations, the FSM/FSW will notate this in family's file and have the family to sign a delineation form.
- 4) Social Service Manager or Family Service Worker will review the child's file prior to the home visit so they can be familiar with the information already shared by the parent or agency that referred the family.
- 5) In areas where the family has identified needs, the Social Service Manager or Family Service Worker will utilize the Parent Resource Directory.
- 6) Discussion of the Family Partnership Agreement process and then proceed with establishing goals depending on parent readiness to do so. Complete the form and leave a copy with the family. Document in all this information on the FPA and once completed the Social Service Manager or Family Service Worker will send a copy to the family.
- 7) Social Service Manager or Family Service Worker will also check on status of medical and dental home and provide support.

- 8) Following the home visit, Social Service Manager or Family Service Worker will send a Packet in a confidential envelope containing information on identified needs and Family Partnership Goals within ten (10) working days of the visit. Document the date the packet was sent and a summary of the content. Written information, as well as Referrals must be documented.
 - a) Additional needs voiced by the parent will be documented in the same manner throughout the program year.

- 9) Following the visit, Social Service Manager or Family Service Worker will check in with the family to see if resources and/or referrals met the need. If not, additional referrals will be given or advocacy efforts will be initiated with relevant agencies.