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**Subject: Social Services Fall Home Visit #1: Home-based**

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

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### **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. Home visits are conducted in the home unless otherwise requested by the parent or for safety reasons only.

Home-based families will have at least one home visit during the program year. Social Services Manager/ FSW Staff member will work with the families with their assigned home visitor. The Staff member will be responsible to visit with home-based families once a month at the group socializations in a private environment. At this time any needs identified, will be addressed by providing support, as well as the sharing of information and referrals discussed privately with the family.

### **Procedure**

- 1) Social Services Manager or FSW staff will complete the Family Strengths and Needs form 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 SSM/staff will notate this in family's file and have the family to sign a delineation form.
- 4) Social Services Manager or staff will review the child's binder 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 Services Manager or staff will utilize the Parent Resource Directory Brochure.
- 6) Discussion of the Family Partnership Agreement process and then proceed with establishing goals depending on parent readiness to do so.
- 7) Social Service Manager or staff will also check on status of medical and dental home and provide support.

- 8) Following the home visit, Family Service Manager or staff will send a Packet in a confidential envelope containing information on identified needs and Family Partnership Goals. Social Services Manager will document the date the packet was sent and a summary of the content, and any written information, as well as Referrals. All information will be placed in the child's binder.
- 9) Following the visit, Social Services Manager or staff 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.
- 10) The Social Services Manager or staff will document the following:
  - a) Additional needs voiced by the parent will be documented in the same manner throughout the program year.
  - b) Any referrals and resources provided to the family
  - c) Follow up that needs to be done.
  - d) Outcomes
- 11) Information will be shared with other staff on a need-to-know basis. At a minimum, a brief summary of the visit will be given at the next staffing.