

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-99 Title: Home Based Home Visiting Section: Family & Community Partnerships PC	Original Approval Date: 12/12/2024 Most Recent Amendment: Most Recent Board Review: 12/12/2024 PC Approval Date: 9/19/2024
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Forms Required: Home Based Home Visit Form

Performance Standards: 1302.22, 1302.35

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Policy: The program will provide families with one in person home visit per week primarily in the child's home with the child's parents/guardians.

Purpose: Home visits are a vital component to the program experience for families. They provide the opportunity for families to receive individualized education and support, develop goals for their children and family, and identify community resources to help meet their family's needs. These services are provided for children and families, and are held primarily in a child's home.

Scheduling:

- A. Home visits will be scheduled with the family on a weekly basis
 1. Visits need to take place in the primary residence of the family, with few exceptions:
 - a) If a family is homeless and; sleeping outside/in a tent, living in a camper without an address or home has been destroyed, the visit can take place in an office or a public area
 2. Visits must take place with a child's parents/legal guardians.
- B. Home Visits are to be at minimum 90 minutes in length.
- C. If a family has multiple children in the EHS program, a visit must be at least 90 minutes. Time may be added in 90 minute increments per each additional participant, depending on the family's preference and needs. These can be broken up into multiple visits or one block of time.
- D. No more than three home visits will be conducted by a home educator in a day, unless permission has been received from their supervisor.

Home Visit:

- A. Home visitors are required to use the Growing Great Kids curriculum to fidelity during the home visits. In addition, Home educators may also utilize resources from the following supplemental curriculums
 1. Partners for a Healthy Baby
 2. Conscious Discipline
 3. Teaching Strategies Gold
 4. Materials from ASQ
- B. Home visitors must bring their curriculum materials including handouts, manuals and activities to each home visit
- C. Other activities such as arts and crafts activities, outdoor activities or help with resources can be added to visits, however, the curricula still must be used.
 1. Any activities based on a holidays or birthdays are not permitted per the Holiday Policy and Procedure
 2. The other components of every home visit must include:
 - a) Family Goal Review and Support
 - b) Child Goal/School Readiness Goal Review and Support
 - c) Community resource review and support

- d) Health Review and Check in
- e) Screenings Review
- f) Socialization Update

D. Documentation will be written on the home based home visit form by the home educator.

Documentation:

A. A home-based home visit will be documented as follows:

1. Home based home visit form will be uploaded as an attachment in ChildPlus in the Family Services Tab. The attachment will be labeled as Attachment type: Home Visit Record, Description: HV(number)
2. Documentation of the home visit will be documented in the Family Services Tab:
 - a) Home Based Home Visit > Add Action
 - b) Action description will be "HV (number)"
 - c) Action will be completed and any pertinent notes will be added.
3. Any home visit notes specific to health will be added to the Health tab:
 - a) Health Communication Event > Add Action
4. Any updates to Family Goals will be documented in the Family Services Tab:
 - a) EHS Family Goal > Add Action
5. Any updates to Child/SRG Goals will be documented in the in the Education Tab:
 - a) EHS Child Development Goal > Add action
 - b) EHS School Readiness Goal > Add action