

Home Based Program Services

Head Start Performance Standards

#45 CFR 1302.22

(a) (1 & 2)

(b) (1)

(c) (1 – 3)

Policy

The Community Action Home-Based program promotes the development of children from birth to three years old and provides services for pregnant women to support them in preparing themselves and the environment for the birth of their child. Parent(s)/guardian(s) are the child's first and best teacher, and the home is the primary learning environment. Home Visitors empower parent(s)/legal guardian(s) in that role, building their understanding of child development, and encouraging them to engage in activities with their child at home and in socializations.

Each Home Visitor maintains caseload of no more than 12 enrolled pregnant women or children. Home Visitors will provide a minimum of 46 home visits per year. Each home visit will last 90 minutes in length to each family per program year. A minimum of 22 socialization will be offered during the program year. In an effort to increase engagement of Father, Father Figure and significant males in the lives of young children, Community Action Home-Based Program will offer at least one evening socialization per month.

We use **Growing Great Kids** as the foundational curriculum, supplemented by **Creative Curriculum®** to develop plans for home visits and socializations in collaboration with the parent(s)/legal guardian(s). Plans are developmentally appropriate and based on the individual interests, strengths and needs of the child as well as the needs of the family.

COVID-19 Accommodations (in effect until further notice)

In accordance with public health guidance, Home Visitors will call families prior to scheduled home visits to perform a health screening. The screening must be done the day of the visit. Home Visitors will ask families the following questions:

Does anyone in the household have an unusual cough, fever, new loss of taste or smell or shortness of breath?

Has anyone in the household tested positive for COVID-19 in the last 5 days?

If families cannot answer no to these questions, the home visit will be canceled. Home visits can be resumed the following week if it has been at least 5 days since the positive diagnosis, symptoms are improving and there is no fever.

If families refuse to accept Home Visitors into their home, weekly home visits can be scheduled for a public setting for up to three visits and then must transition to the home. Screening questions and masks are still required. This transitional option will be temporary and will be reevaluated before the start of the 2022/2023 school year.

Community spread will be watched closely. If community spread is high, home visits may be held virtually for no more than two weeks. This decision will be made and communicated by Early Childhood Program Manager.

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Staff and participating adult family members are required to wear masks during home visits. Disposable masks will be offered by Community Action. Please submit orders to health services.

Socializations can be held in-person. Staff will screen families for COVID-19. The screening must be done the day of the socialization. Home Visitors will ask families the following questions:

Does anyone in the household have an unusual cough, fever, new loss of taste or smell or shortness of breath?

Has anyone in the household tested positive for COVID-19 in the last 5 days?

If families cannot answer no, they will not be permitted to attend the socialization.

Staff and participating adult family members are required to wear masks during indoor socializations.

Disposable masks will be offered by Community Action. Please submit orders to health services.

Procedure

Planning

Lesson plans reflect the intentions for the home visit or socialization and are subject to change due to the emergent needs of the child/children, as well as input from parent(s)/guardian(s).

- Parent(s)/legal guardian(s) actively participate in the planning for the next home visit and socialization during the home visit, except for the *Foundational Visits* for newly enrolled families. Parent/guardian input is documented on the Home-Based/Coffee Creek Home Visit Record and copied into the **Home-Based/Coffee Creek Home Visit** Record for the next Home Visit or the **Socialization Plan** form for the next socialization.
- The Home Visit plan will include all Head Start program components and comprehensive services over the course of each month. Home Visitors will include observations, results from the most recent Ages and Stages Questionnaire (ASQ), and the ASQ-SE (Social-Emotional screening), My Teaching Strategies™ assessments, Strengths and Needs Assessments and Family Partnership Agreement along with information from the most recent home visit when planning for the next home visit. All screenings and assessment results will be shared with the parent/guardian at the next home visit.
- Home visitors will work with families to plan socialization experiences to support child development and strengthens the adult-child relationship, providing the foundation from which children will then be able to develop close, trusting, and respectful relationships with peers and other adults later in life. Home Visitors will incorporate activities and experiences related to school readiness goals and designed to support development in approaches to learning as well as language, literacy, social/emotional, physical and math skills
- In collaboration, Home Visitors and families will plan developmentally appropriate activities that focus on both the adult and the child; providing opportunities for parent(s)/legal guardian(s) to better understand child development; encouraging them to share their parenting challenges with other parents/guardians and assisting them in providing appropriate learning activities for their child.
- Socialization experience will provide structured and unstructured learning opportunities for both parent(s)/guardian(s) and children.

Home Visits

- Home visits must be conducted with the child's parent(s) or legal guardian(s) only.
- Home Visitors will contact the family prior to the intended date for the first home visit to introduce themselves and schedule the first home visit. The home visit annual schedule will be determined after the first home visit and will occur on the same day and time each week for the duration of the program year.

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- The Home Visitor will include the FSA on home visits with families experiencing homelessness, expressing multiple needs, or if needs indicate the family is falling into the top tiers of the Family Services Pyramid. During scheduling, Home Visitor will talk with the family about having the FSA attend the Home Visit, if the family meets any of the above criteria.
- If circumstances arise making the meeting in the home impossible (such as a temporary safety issue or inclement weather) other arrangements can be made with the approval of the Program Area Supervisor. The alternative location or method of delivery and reason for the change must be documented on the home visit and at the home visit number at ChildPlus.
- The **Home-Based/Coffee Creek Education Home Visit Record** form is used to document each visit and is scanned in the ChildPlus, under the Family Services tab.

Socializations

- Parent(s)/guardian(s) are encouraged to attend socialization with only the child(ren) enrolled in the Home-Based Program. Children 5 and under may attend socialization with their parent/guardian if they are unable to make other arrangements for the other child(ren).
- Families are also encouraged to participate in group socializations, which are conducted in classroom facilities, community venues, or field trip settings.
- Socializations will respect and honor the diversity of each family and reflect their home or cultural values.
- Home Visitors and parent(s)/legal guardian(s) will plan socializations. If a family is unable to attend socialization with their Home Visitor, the family may choose to attend any other socialization group meeting offered by the program.
- Home Visitors will scaffold interactions to promote relationship building and support parents/legal guardians during the observation and/or engagement of their child interacting with other children and adults.
- Home Visitors will support parent(s)/legal guardian(s) in developing their parenting behaviors; guide and reinforce developmental centered parenting during interactions with their children and provide them with information regarding their child's development in the activity.
- Home Visitors will ensure that parent(s)/legal guardian(s) sign into socialization upon arrival and sign out at the end of the socialization for the purpose of the tracking attendance.
- In order to maintain active supervision and safety during socializations, Home Visitors will ensure parent(s)/legal guardian(s) know to inform their Home Visitor or any other staff member anytime they leave a Socialization. Parent(s)/legal guardian(s) will sign out of socialization when leaving the group for short periods of time such as to assist a child in toileting. They will then sign back in when returning to the group and inform the Home Visitor of their return. For more information regarding active supervision please review **Active Supervision and Safety Policy and Procedure**.

Socialization Schedule

- The schedule will allow sufficient time for parent(s)/legal guardian(s) to sign in, put away their belongings, and prepare their child for the socialization. Children will have unlimited opportunities to play while they adjust to their environment.
- The home visitor will review the plan for the day, asking the adults if they have questions or want to make any changes or additions to the plan based on what they observed about their child.
- Adults and children will have at least 30 minutes of unstructured time for exploration and play. Home Visitors will support parents/guardians in understanding their child's stage of development and how to scaffold the child's learning.

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- The schedule will include 20-30 minutes of play outside. See **Child Care Weather Watch** Handout in Teacher Resources in the Parent Information folder for guidance regarding extreme weather conditions.
- The schedule includes 20-30 minutes for snack. Home Visitors engage with parent(s)/legal guardian(s) in nutritional conversation; encourage conversations among adults and with older children about the events of their time together. Snack time includes time for brushing teeth and preparing the children for the goodbye transition.

Documenting Home Visits and Socializations

- Document the Home Visits in the Family Services/Event Type tab of ChildPlus. See **ChildPlus Portal** for instructions.
- Update family goals information in ChildPlus in the Family Services Module under “Family Goal” event type. See **ChildPlus Portal** for instructions.
- Document any identified family needs in the Family Services module under “Needs Identified” event type and under Family Services Information tab in ChildPlus. See **ChildPlus Portal** for instructions.
- Notify the enrollment team via email of any changes to the family’s contact information, *within one working day*.
- After each socialization, Home Visitors will **Use Entry Express** to add a planned Socialization for each Home-Based Zone. Mark the status as ‘Offered’. Then, for families who attended, change the status to Action Completed.
 - Home Visitors will write a brief summary, noting the family attendance and, if necessary, any other notes from the event, such as the parent mentioning the child has an appt coming up.
 - For any families who said they could not attend, the Home Visitor will note the reason in the summary for that family.

Attendance

Families are expected to maintain regular attendance at Home Visits as required. See **Home-Based Attendance Policy and Procedure**.

Prenatal

For prenatal service refer to the **Prenatal Services Policy and Procedure**.