

Duration Weekly Family Updates

Head Start Performance Standards

§ 1302.50 (b) (6)

Policy

Weekly Family Updates:

Family Services Teachers (FSTs) and Teachers will hold Weekly Family Updates meetings at least 3 times a month. Their class list can be divided in to 3 meetings to review 6 files each time. Each family should be discussed at least once per month. Assistant Teachers are invited to participate in these meetings as feasible.

If a parent/guardian has more than one child in either Early Head Start and/or Head Start, the Home-based Home Visitor/Head Start FST will hold a Sibling Family Services Check-In meeting once a month with HCDC Teachers/Home Visitor to review family's strengths, family goals, assessments, expressed needs and supports. See **Sibling Family Services Check-in Policy and Procedure**.

All Weekly Family Update meetings will be scheduled at the beginning of the program year for the entire program year and documented in the staff Outlook Calendar.

If staff encounter any barriers to schedule these meetings, they should reach out to their immediate Program Area Supervisor for support.

Procedures

The purpose of Weekly Family Update meetings is:

- To give staff a set time to seek input and collaborate around resources and family needs and to ensure staff are not duplicating services.
- To allow the staff to discuss and brainstorm ideas about helping and empowering families.
- To identify families with increasing needs and provide referrals and support as appropriate.
- To ensure that we are meeting our responsibilities to families.
- To enable us to establish the best possible method(s) for providing services to the child and family.
- To create an opportunity to communicate within the team about family progress and outcomes, as well as barriers to services or progress that a family may be encountering.
- To identify any required health screenings or other follow-up needs that are incomplete and identify who will follow-up.

During Weekly Family Update meetings, staff will review the family strengths, needs, and progress, as well as barriers to progress that may require additional resources and services. Staff will review documentation according to the **Duration Weekly Family Update Checklist** form. This form will be kept in a confidential labeled blue file folder and place it in front of files for easy access to the Family Services Supervisor or PAS.

During the check-in meeting, staff participating should share any contacts and experiences that they have had with the family, such as:

- Information about required screenings, attendance, and behavioral concerns.
- The Strengths and Needs Assessment (SNA) results.

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- CARE Screening follow-up update.
- Identified strengths and needs.
- Family well-being checks' status.
- Any referrals already in place and the family's progress or barriers towards their ongoing goals.
- Child Abuse reports.

Families participating in the Whole Family Project will be discussed during Weekly Family Update meetings. These families are flag in ChildPlus. The FST is responsible for reaching out to the assigned Family Development Family Advocate, who is assigned to the Whole Family Project, to get an update about the family prior to their scheduled meetings. If there is a need for the Family Development Family Advocate to be present during a check-in meeting, will be invited.

Additional Weekly Family Update meetings can be scheduled when staff is working with a family that has increasing needs or is approaching the prevention line of the Family Services Pyramid. If the needs are more urgent, the FST will contact the parent/guardian immediately to discuss the family needs or follow up.

Documentation Standards

Document notes and follow up entries in ChildPlus as soon as possible after the encounter but no later than 36 hours after the meeting. If staff is unable to document the contact in ChildPlus, they must notify their supervisor as soon as possible.

To maintain consistency and objectivity throughout the record and throughout the program, see the **Documentation Standards** ChildPlus article to apply the appropriate documentation standards to all your updates.

Staff participating in the meeting will share responsibility for documenting and entering meeting notes into ChildPlus. For information about documenting Sibling Family Services Check-In meetings, see the **Family Services** section of the **ChildPlus Portal, Document a Weekly Family Update article**.