

## Coffee Creek Family Services Check-In

### Head Start Performance Standards

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§ 1302.50 (b) (6)

#### Policy

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For the locally designed program option at Coffee Creek, Family Services Check-In meetings will take place monthly and will include Coffee Creek Family Advocates (FA) and Teacher. The PAS will be invited, as necessary.

All Family Services Check-In 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

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##### The purpose of Family Services Check-In meetings is:

- To give the Teacher/Family Advocate a set time to seek input and collaborate around resources and family needs.
- To allow the staff to discuss and brainstorm ideas about helping and empowering families.
- To identify families with increasing needs and develop ideas to better support and connect families to resources and programs.
- 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 Family Services Check-In meetings, 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 **Family Services Check-in Checklist (Coffee Creek)** form.

Share with the other staff 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.
- Identified strengths and needs.
- Any referrals already in place and the family's progress or barriers towards their ongoing goals.
- Child Abuse reports.

**Community Action Head Start  
Washington County, Oregon**

**Documentation Standards**

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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.