

EHS Home-Based and Coffee Creek Conferences and Program Transition Services

Head Start Performance Standards

§ 1302.33 (b)

§ 1302.34 (a) (b) (1) (2) (3) (4)

§ 1302.70

§ 1302.71

§ 1302.72

Policy

Community Action Head Start requires Staff to conduct conferences every quarter the child is enrolled or as outlined in the appropriate version of the **Home Visit and Conference Timelines for Later Enrolling Children**. Staff will maintain the ordinal number of the conference event, regardless of when the conference occurs. For example, if a child begins in February, the 1st conference will be in April; the 2nd in May; and the 3rd will be the Transition Conference at the end of the program year.

Community Action uses **Desired Results Developmental Profile (DRDP)** © to document observations and evaluate the developmental progress of each child. At the end of each quarter, Staff complete assessments by selecting the developmental level for each child on the continuum. Staff then creates the DRDP **Child Rating Record**, which gives parent(s)/guardian(s) estimates their child's developmental progress within each domain. Parent(s)/Guardian(s) are asked to provide additional insight and information regarding the child's strengths, interests, and areas of concern to empower them as the child's first teacher and actively involve them in planning for their child's education and development.

Observations and DRDP **Parent Report** will be printed in addition to DRDP **Child Rating Record**. A copy of the reports will be provided to the family. Staff will review the information with the parent(s)/guardian(s) to enhance their knowledge and understanding of their child's educational and developmental progress. Observations and feedback from the family regarding their child's progress shared at the conference will be documented in the notes section of the Conference Event record in ChildPlus.

Every child and family enrolled in our program will receive transition services, in the form of a Conference at the end of the program year or before their last day for children withdrawing from the program prior to the end of the program year, whenever possible. If a child leaves the program during the school year, every effort will be made to schedule a Transition Conference before the child's last day in the program.

Staff will conduct a Transition Conference for every child who will be **3 years old on or before Sept. 1** of the next program year or, for those in Coffee Creek, whose parent has a release date prior to the end of the program year. To facilitate transitions between EHS and Head Start (HS), Staff will initiate transition planning at the first home visit. Transition planning will be noted on the home visit record and in the communication log as appropriate. Staff must review additional transition information in each conference. Staff will conduct a

Forms Referenced:

[DRDP Parent Report-TSG Report Card Comments Handout
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Transition Conference for all children transitioning out of Early Head Start to another program model or out of Community Action Head Start at the end of the program year.

For children with special needs, see the **Transition for Children with Special Needs Policy and Procedure** for additional requirements.

All conferences are documented in ChildPlus under the education tab with the date of the conference. A new Conference Event will be created for each conference.

Procedure

Community Action Home-Based and Coffee Creek programs use DRDP to document observations and assess the developmental level and progress of each child. Parent(s)/Guardian(s) are asked to provide additional insight and information regarding the child's strengths, interests, and areas of concern to empower them as the child's first teacher and actively involve them in planning for their child's education and development.

Staff will complete assessments in the Fall, Winter, Spring and Summer cycles. Refer to the **Home Visit and Conference Timelines for Later Enrolling Children** version appropriate for their program model when scheduling Home Visits for children who start after September of the program year. After completing assessments, Staff will complete a conference with the family following each quarterly checkpoint assessment of each child's development and progress. The **DRDP © Parent Report** and **Child Rating Record** is created after each checkpoint cycle. See the ChildPlus Training Portal for information about adding the attachments.

Transition planning begins after completing the initial registration visits according to the appropriate **EHS Home-Based Registration Timeline** for every child who will be 3 years old on or before September 1st of the next program year or, for Coffee Creek, the parent release date will be within the program year (if known). The process begins using the **Learn** section of **Supporting Transitions Early Educators Partnering with Families** handout (pg.1) as a guide to begin developing the Transition Plan. For **all** children who will be transitioning **out** of Community Action Head Start to another early childhood program, including preschoolers in the Coffee Creek program, Staff will initiate the **EHS Planning Form for Children Transitioning to Other Preschool Programs** form to track transition planning information at least six months prior to a child's third birthday or parent release date. A copy of the form will be kept in the child's file until the transition conference is completed. A copy of the plan will be attached to Conference Event in ChildPlus and the original given to the family or shredded. Transition plans for **all children** will be updated regularly in Home Visits and Conferences throughout the program year and documented on the Home Visit record or Communication log in ChildPlus as appropriate.

Coffee Creek Staff will follow the **Preschool Conferences and Program Transition Services Policy and Procedure** for children transitioning from Coffee Creek to Kindergarten.

Forms Referenced:

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Fall Quarter-1st Conference

After the first checkpoint cycle, Staff will print the **5020 DRDP Child Rating Record**, **5023 DRDP Portfolio**, and **5024 DRDP Parent Report** for the individual child.

To print Observations:

- Open Report 5023 DRDP Portfolio
- Select the current **EHS** program year.
- Select the location: use the triangle next to Community Action to open the list of sites; then the triangle next to Home Based to open the list of zones. Select Coffee Creek or the appropriate zone.
- Set the **Assessment Period** to the previous quarter (the assessments just completed).
- Select **all Measures**.
- Set **Type** to File, Note, Photo.
- Make sure the Page Break is set for **After Each Child**.
- Using the “**Individual**” button, select the child(ren) to print or print all using the “**View**” button.
 - Group observations list all the children observed, so they may **not** be included until they have been individualized.
 - **Before printing photo observations:** Check the consent form for permission to share another child’s picture. If any parents did not consent to **any** photos, staff must remove any photos which include their child before printing another child’s observation print out.
 - If any parent(s)/guardian(s) did not consent to publicity photos, staff **must** ask permission from those parent(s)/guardian(s) before including photos of their child in someone else’s observation print out.

To create the **Child Rating Record**:

1. Open Report 5020 DRDP Child Rating Record
2. Select the current **EHS** program year.
3. Select the location: use the triangle next to Community Action to open the list of sites; then the triangle next to Home Based to open the list of zones. Select Coffee Creek or the appropriate zone.
4. Set the Time Frame is set to **Most Recent Assessment**.
5. Set the Page Break is set for **After Each Child**.
6. Using the “**Individual**” button, select the child(ren) to print or print all using the “**View**” button.

To print the **Parent Report**:

1. Open Report 5024 DRDP Parent Report.
2. Select the current **EHS** program year.

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3. Select the location: use the triangle next to Community Action to open the list of sites; then the triangle next to Home Based to open the list of zones. Select Coffee Creek or the appropriate zone.
4. Set the **Assessment Period** to the previous quarter (the assessments just completed).
5. Set Domains to **All Domains**.
6. Select all three in **Optional Data**.
7. Using the “**Individual**” button, select the child(ren) to print or print all using the “**View**” button.

Preparing for the Conference

Staff will contact the parent(s)/guardian(s) in person or by phone two to seven days in advance to schedule the conference. Staff will share the information at the next scheduled home visit.

Staff will bring the following items to the conference:

- **5020 DRDP Child Rating Record, 5023 DRDP Portfolio, and 5024 DRDP Parent Report.**
- Portfolio work samples.
- The **Strengths and Needs Assessment and Family Partnership Agreement** form (the same form in which the Preliminary Assessment of the Strengths and Needs portion was completed at the home visit)
- Staff will bring the most recent ASQ and ASQ-SE results if they were not reviewed at the last home visit.

For children enrolled following the completion of checkpoints *and more than five weeks before the next checkpoint cycle*, the alternate **Parent-Teacher or Home Visitor Conference Form**, with supporting observations, will be used instead. When using the alternative **Parent-Teacher or Home Visitor Conference Form**, follow the same procedures for printing observations and documenting the conference.

The Conference

Staff will:

- Review the DRDP reports with the parent(s)/guardian(s) and discuss the child’s strengths and areas needing support.
- Ask the family for their observations and input regarding the child’s abilities. Document their comments in the notes section of the Conference Event in the Education Module in ChildPlus.
- If they have not already done so, Staff will review the most recent ASQ and ASQ-SE results at the conference.
- Together with the parent(s)/guardian(s), identify two education goals for the child and record them in the the Education Module of ChildPlus as outlined in steps 1-7 below.

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- Individual Education Goals will be entered in the Education Module of ChildPlus.
 1. The Event Type is “**New Education Goal**”.
 2. The Status will be set to “Continue to Monitor” until observations show the child has met the goal.
 3. The Description will be the goal, using the language from the **TSG Objectives for Teaching and Learning**.
 4. In the notes section, click on the clock to add the Staff member’s name, date, and time. Then copy and paste the notes you have from the report card into the notes section.
 5. Every quarter, following the conference, you will add action to the event, copy and paste the notes from the report card into the notes for the add action.
 6. If the goal is complete, change the status of the goal to complete.
 7. Add the New Education Goal set with the parents at the conference. Copy and paste the relevant section of the notes from the report card into the notes section as described in steps 1-4 above.
 - See **Individualizing Policy and Procedure** for guidelines regarding establishing individual education goals, planning to support those goals, follow up with parent(s)/guardian(s) and documentation of progress.
- For children with behavioral concerns, include sentences or bullet points to provide information about strategies which help the child succeed, if appropriate. See the **DRDP Parent Report-TSG Report Card Comments Handout** for additional guidance in writing the comments.
- Check for spelling and grammatical errors in all content areas of the Family Conference Form or Report.

Transition Services

- Review the **Learn section of Supporting Transitions Early Educators Partnering with Families** (pg. 1) with families. Add notes to the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs as appropriate.
 - Staff will document planning updates on the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs every time there is new information, such as the family learned more about the Head Start preschool program from a friend whose child attended.

For children with an IFSP, see **Transition for Children with Special Needs Policy and Procedure**.

Family Partnership Agreement:

- Introduce and complete the **Family Partnership Agreement** on the same **Strengths and Needs Assessment and Family Partnership Agreement** form in which the Preliminary Assessment of the Strengths and Needs portion was completed previously.
- See the **Family Partnership Agreement Family Goals and Plans Policy and Procedure** for guidance in completing the family goal setting process.

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Documenting the Conference:

- Create the 1st Conference Event, except when following the Timeline for Home Visits and Conferences for Later Enrolling Children. The attachment type is **Parent Conference Documentation**. In the description, enter “Parent Report” (or the name of the form/documentation added, i.e. Parent Teacher or Home Visitor Conference form”).

See the Education Module in the ChildPlus Training Module for step-by-step instructions:

<https://communityaction701.sharepoint.com/sites/ChildPlusTrainingPortal/SitePages/Education-Module.aspx>.

See **Individualizing Policy and Procedure** for information about documenting the Individual Education Goals.

Winter Quarter-2nd Home Visit and 2nd Conference

Preparing for the Home Visit/Conference:

Print the **5020 DRDP Child Rating Record**, **5023 DRDP Portfolio**, and **5024 DRDP Parent Report** for the individual child as before.

The Conference portion of the Home Visit:

- Review the DRDP reports as before. Document the parent(s)/guardian(s) observations and comments about the child’s progress and interest in the activities they have been doing at home to support those goals on the conference form.
- Update the child’s progress regarding the educational goals with a clear indicator of the status of each goal. For example, the goal ‘continuing’, ‘progressing’ or ‘complete’ or the goal ‘needs more time’, ‘going well’ or ‘met’.
- Set a new educational goal if the child has completed a previously set goal and develop a list of activities to support this goal as before. For children with an IFSP, at least one goal must align with the goals on the IFSP. See instructions for updating and adding new Education Goals on the top of page 5.
- After the conference, add parent comments to the comment section of the Conference Event as before.

Transition Services

- For families who wish to continue into Community Action Head Start, an application for the Head Start will be completed with the family.
- Continue with the **Share** section of Supporting Transitions Early Educators Partnering with Families (pg. 2) with families. Add notes to the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs as appropriate.
- Staff will document planning updates on the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs as appropriate every time there is new information, such as the family completed the Head Start application.

For children with an IFSP, see **Transition for Children with Special Needs Policy and Procedure**.

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Family Partnership Agreement:

- Complete the Mid-Year Assessment of the Strengths and Needs Assessment form. Review and update the status of the family goals on the Family Partnership Agreement. See the Family Partnership Agreement Family Goals and Plans Policy and Procedure for guidance in documenting the updated information.

Documenting the Home Visit/Conference

- Create the 2nd Conference Event, except when following the Timeline for Home Visits and Conferences for Later Enrolling Children.

See the Education Module in the ChildPlus Training Module for step-by-step instructions:

<https://communityaction701.sharepoint.com/sites/ChildPlusTrainingPortal/SitePages/Education-Module.aspx>.

See **Individualizing Policy and Procedure** for information about documenting the Individual Education Goals.

Spring Quarter-3rd Conference

This is typically the 3rd conference for most children. Print the **5020 DRDP Child Rating Record, 5023 DRDP Portfolio**, and **5024 DRDP Parent Report** for the individual child as before.

- Review the reports with the family at an upcoming home visit as before.
- Set a new educational goal if the child has completed a previously set goal and develop a list of activities to support this goal as before. For children with an IFSP, at least one goal must align with the goals on the IFSP. See instructions for updating and adding new Education Goals on the top of page 5.
- After the conference, add parent comments to the comment section of the Conference Event as before.

Transition Services

- If the application for Community Action Head Start is denied, staff will initiate the EHS Planning Form for Children Transitioning to Other Preschool Programs and add all current and future transition plans to this document.
 - If there are no remaining questions or concerns from the Share section of Supporting Transitions Early Educators Partnering with Families, begin moving into the **Plan** section (pg.3-4) of the Supporting Transitions Early Educators Partnering with Families document.
 - Review and make any updates to the plan as needed.
 - Staff will document planning updates on the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs every time there is new information, such as the family began visiting the new classroom.

Documenting the Conference

- Create the 3rd Conference Event, except when following the Timeline for Home Visits and Conferences for Later Enrolling Children.

See the Education Module in the ChildPlus Training Module for step-by-step instructions:

<https://communityaction701.sharepoint.com/sites/ChildPlusTrainingPortal/SitePages/Education-Module.aspx>.

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See **Individualizing Policy and Procedure** for information about documenting the Individual Education Goals.

Forms Referenced:

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Summer Quarter-4th Conference or Transition Conference

This is typically the 4th conference for most children. This is the “**Transition Conference**” for Home-Based and Coffee Creek program as it is near the end of the program year. See **Additional Guidelines For children transitioning out of Coffee Creek prior to the end of the program year due to the mother’s release date** on the last page for specific information regarding transitions from that program.

- Prepare the Parent Report and observations as before.
- Ask the family for their observations and assessments of the child. Document the parent(s)/guardian(s) comments about the child’s progress and interest in the activities they have been doing at home to support those goals on the conference form.
- Update the child’s progress regarding the educational goals with a clear indicator of the status of each goal. For example, the goal ‘continuing’, ‘progressing’ or ‘complete’ or the goal ‘needs more time’, ‘going well’ or ‘met’.
- Update progress on the educational goals. Give the families ideas for activities to continue their child’s learning and development until the new program year begins.

Transition Services

- Review the **Plan** section of Supporting Transitions Early Educators Partnering with Families (pgs. 3-4) with families. Address any remaining questions, concerns or incomplete steps.
- Add notes to the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs as appropriate.

For children with an IFSP, see **Transition for Children with Special Needs Policy and Procedure**.

Family Services

- Review and update the status of the family goals on the Family Partnership Agreement. See the Family Partnership Agreement Family Goals and Plans Policy and Procedure for guidance in documenting the family goal setting.

Documenting the Conference

- Create the 4th Conference Event, except when following the Timeline for Home Visits and Conferences for Later Enrolling Children.
- Attach copies of the Parent Report and observations to the conference event, after which the original may be given to the family or shredded.

See the **Education Module in the ChildPlus Training Module for step-by-step instructions:**

<https://communityaction701.sharepoint.com/sites/ChildPlusTrainingPortal/SitePages/Education-Module.aspx>.

See **Individualizing Policy and Procedure** for information about documenting the Individual Education Goals.

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Additional Guidelines For Preschool Children Transitioning Out of Coffee Creek Prior to the End of the Program Year Due to the Mother's Release Date

- For children transferring within Community Action, Coffee Creek staff will keep enrollment informed of any changes in the child's address.
- For children transitioning out of Community Action Head Start, an application for the local program will be completed and submitted with the appropriate documentation whenever possible.
 - Staff will support the parent(s) or caregiver(s) in contacting the Staff of the new classroom and create a tentative schedule for the parent(s)/guardian(s) to visit regularly, with the amount of time spent in the classroom gradually increasing. A parent/guardian must accompany the child and remain with the child at all times during the visits.

OR

- Coffee Creek staff will coordinate with a Home-Based program to arrange for the Staff to come to Coffee Creek to meet and get to know the parent and child.
- The transition plan will be reviewed and revised with parent(s)/guardian(s) to include any plans for classroom or Staff visits.
- For children who will transition out of Community Action Head Start:
 - Coffee Creek staff will encourage children transferring to a center-based classroom to visit the new classroom. Staff will work with parents and/or caregivers to arrange visits to the new classrooms.
 - Add notes to the EHS Planning Form for Children Transitioning to Other Preschool Programs as needed.

Forms Referenced:

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