

HOME VISITOR TIMELINE - NEW ENROLLING CHILDREN

WHEN DUE	DESCRIPTION	COMMENTS/FOLLOW UP
Prior to Socialization	Allergy Documentation and Special Dietary.	Send Allergy Authorization and Special Dietary Needs to Nutrition Scan Folder. A "Cook's Diet Order" is needed prior to Socialization.
Prior to Socialization	CHDP/Izzy Record.	Izzy's must be current to attend socializations. CHDP/well child exam must be current (within one year) or completed within 30 days of entry date to attend socializations.
HV 1	Enrollment Packet. Begin weekly child observations. Introduce Parent Binders, Home Base Parent Handbook, School Readiness goals and Parent as Teachers Curriculum, Parent child activity record. Provide home-base activity boxes.	Must enter Emergency Card, Family Demographics and Izzy's in ChildPlus within 3 days of completing Enrollment Packet. Make copies of Emergency card for field trips, etc. Review Home Base Handbook, School Readiness Goals, Welcome to Parents as Teachers parent handout and Parent/Child Activity Record.
HV 2	Health Developmental Nutritional Assessment (HDNA). First Height/Weight (HT/WT) comes from the CHDP. Hearing and Vision Screenings (45 days)	Scan HDNA, CHDP, and Releases to Health Scan Folder within 30 days of enrollment. Rescreen failed Hearing/Vision within one month. Send Parent referral letter if 2nd fail.
HV 3	Mental Health Screening (ASQ-SE) Complete Developmental Screener (ASQ3) (45 days).	Refer to Disability if fail or concern. Only required for newly enrolled children, Must enter into CP within 3 days.
Foundational HV 4	Introduce ongoing Observations/DRDP/Parent Observation training, Introduce Raising a Reader. Complete Family Portrait.	
Foundational HV 5	Introduce Policy Council (PC)	Schedule Policy Council (PC) Election
Foundational HV 6	Messy Mats (optional)	Hand out Poster Board so family can make their messy mat.
Foundational HV 7	Complete Family Assessment	Due within 90 days of entry. Enter in CP within 3 days of completion.
Foundational HV 8	Set Family Partnership Goals (FPA)	
Foundational HV 9	Complete DRDP 1st rating scale, Pull 60 Day ADA % for each family	Document 60-day ADA % on Family Services cover sheet.
Foundational HV 10	Complete DRDP 1st rating scale (due by 70 days), Temperaments	Lock DRDP rating, Print Parent Progress Report including Action Plan, Print 1 st Portfolio Collection
Foundational HV 11	Transitions, Set Child Goals	Use Action Plan to set child goals
HV 12	Begin using Personal Visit planning guide and Personal Visit Record	Use these forms for Home Visits for the remainder of the program Year
August	Plan parent trainings (PCCM) and Socializations for the entire program year.	4 parent meetings a year. August, Nov/Dec. Feb/Mar, June/July. Two Socializations per month (except July and December)
July/August	Parent Orientation/Policy Council, 1st Parent Meeting.	Provide at first Socialization.
45 Days	Hearing/Vision screenings, ASQ-SE, ASQ3	
70 Days	1 st DRDP Rating	
90 Days	Family Assessment, FPA, Complete INP activities/enter in CP.	1 -2 Family Partnership Agreement (FPA) family goals must be written within 90 days of Entry. Must be in CP within 3 days of completion. Add Treatment Actions to INP
February	Parent Satisfaction Survey	Parents: complete through SurveyMonkey or using a paper survey printed by the HV
March	2 nd DRDP Rating (Due 6 months after the 1 st DRDP Rating)	Lock DRDP rating, Print Parent Progress Report, Print 2 nd Portfolio Collection
June	Label EOY Envelopes/Create Accepted List.	Put child files in envelopes. Make an appt. to bring to Admin.
End of Year	Individual Transition Plan (ITP)/Portfolio	Hold Transition Meeting as needed for each child. Share Portfolio with parent.
End of Yr.	End of Year Social, bring all Terminated/Transitioning Files (labeled envelopes), Audiometer, Vision Box.	Enter all data into CP, make appt. to check in your files.

HOME VISITOR TIMELINE - NEW ENROLLING CHILDREN

HOME VISITOR TIMELINE		
Weekly	Socialization/Play Group Opportunities.	At least 2 per month (with the exception of July and December) 4 Parent Center Committee-Mtg per PY. .Provide Parent Training, place all paperwork in Social Binder.
Monthly	Monthly Paperwork due by the 5th.	See Monthly Paperwork Checklist, turn in to Family Services Manager.
Ongoing	CHDP, Izzy's, Hearing, Vision Referrals.	F/U on expired CHDP & Dental Exams. Treatment F/U as needed and update in CP
Ongoing	Height and Weight	As requested by Health/Nutrition Department
Ongoing	Attend Mandatory Trainings/Check-ins.	Check Agency Calendar, AM, and Family Services
Ongoing	Provide Nutrition Consultation.	For HDNA and INP as needed.
Ongoing	DRDP / 2-3 observations per week in Learning Genie.	See ongoing assessments process
Ongoing	Make referrals to external agencies as appropriate. Ensure that all referrals identified through the Family Assessment are documented in ChildPlus, and complete all necessary follow-up (F/U)	
Ongoing	Contact Records.	Use Contact Records to document all conversations or interactions with families/professionals that are not included on home visit forms.
Ongoing	Recruitment Activities.	Recruitment occurs throughout the program year.
Ongoing	Referral for Observation (In house referral).	Complete Referral for Observation when health, developmental, behavioral/mental health concern is identified. Scan to Health and Disabilities ASAP.
Ongoing	AST / CST / IFSP / IEP.	Attend AST/CST/IFSP/IEP meetings as needed/requested.
Ongoing	Return dropped children's files in labeled envelopes to Admin.	Enter all info into CP before returning Envelopes to Admin.
2.5 years	Individual Transition Plan (EHS Only)	Enter ITP in CP under Health Module

updated 5/29/25