

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 Clerk (NC). A "Cook's Diet Order" is needed prior to Socialization.
Prior to Socialization	CHDP/Izzy Record.	Izzys 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 observation. Introduce Parent Binders, Home Base Parent Handbook, School Readiness goals and Parent As Teachers Curriculum, Parent child activity record.	Must enter Emergency Card, Family Demographics and Izzys in ChildPlus within 3 days of completing admission paperwork. 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/Vision Screenings (45 days)	Scan HDNA, CHDP, and Releases to Health Clerk (HC) within 30 days of enrollment. Rescreen failed Hearing/Vision between 2 & 6 weeks. Send Parent referral letter if 2nd fail.
HV 3	Mental Health Screening (ASQ-SE) Complete Dev. 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 Opportunity and Interest Assessment (FOIA)	Due within 90 days of entry. Enter in CP within 3 days of completion.
Foundational HV 8	Set Family Partnership School Readiness 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	
Foundational HV 11	Transitions, 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 for the entire program year.	4 parent meetings a year. August, Nov/Dec. Feb/Mar, June/July.
July/August	Parent Orientation/Policy Council, 1st Parent Meeting.	Provide at first Socialization.
45 Days	Hearing/Vision screenings, ASQ-SE, ASQ3	
90 Days	FOIA, FPA, Complete INP activities/enter in CP.	1 -2 Family Partnership Agreement & School Readiness (FPA/SR) Goals must be written within 90 days of Entry. Must be in CP within 3 days of completion. Add Treatment Actions to INP
January	2nd DRDP Rating	
February	Parent Satisfaction Survey .	Parents: mail surveys to Admin.
June	Label EOY Envelopes/Create Accepted List.	Put child files in envelopes. Make appt. to bring to Admin.
End of Year	Individual Transition Plan (ITP)	Hold Transition Meeting as needed for each child.
End of Yr.	End of Year Social, Bring all Terminated/Transitioning Files (labeled envelopes), Manuals (if requested), Waitlist, Audiometer, Vision Box.	Enter all data into CP, make appt. to check in your files.

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Weekly	Socialization/Play Group Opportunities.	At least 2 per month. 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 AM.
Ongoing	CHDP, Izzys, Hearing, Vision Referrals.	F/U on expired CHDP & Dental Exams. Treatment F/U as needed and update in CP
Ongoing	Ht/Wt.	As requested by NC.
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 / 1-2 observations per week in Learning Genie.	See ongoing assessments process
Ongoing	Referrals.	Refer to outside agencies as needed. Be certain to document all referrals on FOIA and complete F/U
Ongoing	Contact Records.	Use Contact Records to document all phone 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 5/13/20