



Parents as Teachers®

Personal Visit Observation Tool

Home visitor name: _____ ☐ 1st year home visitor ☐ 2nd year or beyond home visitor

Observer name: _____ Observer title/role: _____

☐ 6-month observation ☐ Annual observation ☐ Other (specify): _____

Date of observation: _____

Visit preparation

	Yes	No
1. Did the home visitor create a written plan using a Foundational Personal Visit Plan or the <i>Personal Visit Planning Guide</i> ?	☐	☐
Comments/examples:		
2. Did the home visitor consult additional resources (such as the supervisor, previous <i>Personal Visit Records</i> , screenings, milestones, goals, and family-centered assessments) when creating the plan? Which resources were consulted?	☐	☐
Comments/examples:		
3. Did the home visitor check in with the family prior to planning? If so, how did the check-in influence the plan?	☐	☐
Comments/examples:		



Visit preparation (continued)	Yes	No
4. Did the home visitor write down the intent for each area of emphasis?	☐	☐
Comments/examples:		
5. Did the home visitor use a parent educator resource(s) to choose at least two key points of information to share?	☐	☐
Comments/examples:		
6. Was the selected activity appropriate? (Consider, for example, if the activity is appropriate for the child's developmental level or addresses developmental concerns.)	☐	☐
Comments/examples:		
7. Were the selected handouts appropriate?	☐	☐
Comments/examples:		



Visit preparation (continued)	Yes	No
8. Were efforts made to individualize the plan to the specific family? If so, how? (For example, were plans made to incorporate language and culture and/or parents' concerns or interests?)	☐	☐
Comments/examples:		
Visit planning key strengths:		
Visit planning key recommendations:		
Additional comments about visit preparation:		

Overall rating of the quality of the home visitor's visit preparation (optional):

1 = Inadequate	2	3 = Adequate	4	5 = Good	6	7 = Excellent
☐	☐	☐	☐	☐	☐	☐



Personal visit elements

Family name (optional): _____						
Name(s) of child(ren):	_____	_____	_____	_____	_____	_____
Age(s) of child(ren):	_____	_____	_____	_____	_____	_____
Child(ren)'s dates of birth:	_____	_____	_____	_____	_____	_____
Total length of visit (min.): _____						
Visit plan used for observation: ☐ Foundational Personal Visit Plan # _____ ☐ <i>Personal Visit Planning Guide</i>						
Note: If the plan used in this visit is different than the plan used for the visit preparation ratings above, identify the plan actually used: _____						

Personal visit elements	Yes	No
Opening		
9. Did the home visitor connect around something from the last visit?	☐	☐
10. Did the parent(s) and home visitor agree on what will happen during this visit?	☐	☐
11. Did the home visitor reflect on what happened on (or since) the last visit with the parent(s)?	☐	☐
Key strengths:		



Personal visit elements (continued)	Yes	No
Key recommendations:		
Parent-child interaction		
12. Were one or more parenting behaviors facilitated? (Check all that apply.) ☐ Nurturing ☐ Designing/guiding ☐ Responding ☐ Communicating ☐ Supporting learning	☐	☐
13. Which of the following child development domains were discussed? ☐ Language ☐ Intellectual ☐ Social-emotional ☐ Motor	☐	☐
14. Did the home visitor facilitate parents' observation of their child's development, linking it to parenting behaviors?	☐	☐
15. Did the home visitor share the rationale for the activity?	☐	☐
16. Was the activity facilitated as a parent-child experience?	☐	☐
Key strengths:		
Key recommendations:		
Development-centered parenting		
17. Was one or more of the seven developmental topics discussed? (Check all that apply.) ☐ Sleep ☐ Attachment ☐ Discipline ☐ Health ☐ Transitions/routines ☐ Safety ☐ Nutrition	☐	☐



Personal visit elements (continued)		Yes	No
18. Did the home visitor help the family connect their child's behavior(s) to his or her stage of development?		☐	☐
Key strengths:			
Key recommendations:			
Family well-being			
19. Was the family's perspective on their own well-being explored, including their personal resources?		☐	☐
20. Were referrals made or information shared about formal or informal community resources?		☐	☐
21. If applicable, did the home visitor help the family prepare for accessing a community resource? ☐ N/A		☐	☐
22. If applicable, was the status of accessing resources discussed, including challenges or barriers? ☐ N/A		☐	☐
Key strengths:			
Key recommendations:			



Personal visit elements (continued)	Yes	No
Closing		
23. Did the home visitor review the content of the visit?	☐	☐
24. Did the home visitor revisit parent and parent educator next steps?	☐	☐
25. Did the home visitor engage the family in discussion of how the visit went?	☐	☐
26. Did the home visitor affirm the family's strengths?	☐	☐
27. Did the home visitor ask the family for input on the next visit?	☐	☐
Key strengths:		
Key recommendations:		
Across the visit		
28. The visit incorporated the family's language. ☐ N/A	☐	☐
29. The home visitor demonstrated respect for the family's cultural background and parenting practices, including incorporating the family's culture in the visit as appropriate.	☐	☐
30. Parent handouts were used to facilitate understanding.	☐	☐
31. Family/child goals were established, discussed, reviewed, and/or modified.	☐	☐
32. Literacy was incorporated into the visit (e.g., through a book sharing activity, giving a book, encouraging family to engage with books beyond visit, etc.).	☐	☐



Personal visit elements (continued)	Yes	No
33. The home visitor partnered, facilitated, and reflected with the family throughout the visit.	☐	☐
Key strengths:		
Key recommendations:		
After the visit		
34. Did the home visitor complete a <i>Personal Visit Record</i> (PVR) or other similar documentation of the visit within the required timeframe (two working days)?	☐	☐
35. Was the <i>Personal Visit Record</i> complete? If not, what was missing?	☐	☐
36. Did the parent educator complete/update the milestones?	☐	☐
Key strengths:		
Key recommendations:		
Additional comments on delivery of personal visit elements:		

Overall rating of the quality of the delivery of the personal visit elements (optional):

1 = Inadequate	2	3 = Adequate	4	5 = Good	6	7 = Excellent
☐	☐	☐	☐	☐	☐	☐

Definitions of rating scale anchors:

Inadequate: The personal visit was unorganized; the parent educator delivered none/very few of the intended personal visit elements of the visit.

Adequate: The personal visit was organized and several, but not all, of the intended personal visit elements were delivered based on the plan used.

Good: The personal visit was well-organized and most, but not all, of the intended personal visit elements were delivered based on the plan used.

Excellent: The personal visit was very well-organized and all of the intended personal visit elements were delivered based on the plan used.

****Be sure that the rating is well supported by and consistent with the ratings and notes made in the “Personal visit elements” section of this tool.**