

FAMILY WORKER YEARLY TIMELINE

WHEN DUE	DESCRIPTION	COMMENTS/FOLLOW UP
Prior to scheduling Enrollment mtg	Call accepted families to schedule appointments. Pull the Waitlist: Use CP Report 2025 to generate the current Waitlist (WL). Gather all necessary family and child files in preparation for scheduled appointments	You will receive start up supplies at the beginning of each program year. Enrollment packets will be printed out of ChildPlus (CP Reports AD01-AD04)
Prior to Enrollment/1st day of class	Request; IZZY, CHDP and Dental Exam. IF NEEDED; Request or complete DLL, Allergy Doc., Cooks Diet Order, Medication Doc. and Health Plan.	Have parent schedule CHDP/Dental Exam if needed. Scan Allergy Documentation & Special Dietary Needs to Nutrition Scan Folder. Scan "School Med Auth" to Health Scan Folder. Contact Health Dept for any accommodations needed. FW inputs Izzy's in CP.
Prior to Entry	Enter Emergency Card, Family Demographics & DLL (if applicable) into ChildPlus (CP).	Enter in CP within 3 days of completion: Emergency Card info, Demographics & DLL
One week prior to first day of class	Provide the ED staff with a Class List, Emergency cards and copy of Permission to Share. Prepare for Parent Orientation.	See Family Orientation Guidelines (SOP 5.2.2) Print out 1520 Licensing Report
By Entry	Facilitate Family Orientation with Ed Staff. Provide Ed staff with Attendance/M meal Count	Talk to parents and collect missing info. See SOP 5.3.04 Drop-Off/Pick-Up Procedures
On Entry Date	Enrollment date and Entry date must be documented on Participation Days/Meals form in child's file & enroll in CP.	We cannot bill under the food program if enrollment and entry date are not documented
Within 30 days of Entry	Scan HDNA, Current CHDP & Releases to Health Scan Folder.	Health Team Inputs CHDP and HDNA. The first HT/WT is from CHDP. Follow SOP 5.1.2 Non-compliance process if not complete within 30 days
August	Plan Parent Center Committee Meetings (PCCM). Training with Nutritionist can be scheduled Jan - April	4 parent meetings a year. Aug/Sept, Nov/Dec. Feb/Mar, June/July. Depending on the program "Start Date" (See SOP 5.5.3)
August/Sept	Elect Policy Council Representative and Alternate See SOP 5.5.13	Scan the elected representative and alternate's PC Nomination Form to Family Services Coordinator See SOP 5.5.13
September through first week in November	Offer Make Parenting A Pleasure (MPAP) parenting groups. See SOP 5.5.11	Four weekly sessions will be offered at any point during this time frame.
October	Policy Council (PC) Orientation this month.	Remind PC Reps of PC Orientation
30 days	Contact and remind Parents about Dental Exams. (Required for Head Start only)	Dental Exams due within 90 days of Entry.
Within 45 Days	Hearing and Vision Screenings must be completed. Enter in CP	Re-screen within one month. Send Parent Referral Letter if 2nd fail. Add action in CP. Follow SOP 5.1.2 if not complete within 45 days
Within 45 Days	Developmental/Speech/Language and Mental Health Screeners must be completed. Enter in CP	Refer to Disabilities immediately if fail. Enter results into CP. Follow SOP 5.1.2 if not completed within 45 days
60 Days	Begin conducting Initial Visit, Family Assessment & FPA process. Give Community Resource List.	1 -2 Family Partnership Agreement (FPA) Family Goals must be written within 90 days of Entry and input in CP within 3 days of being created. Initial Visit may be conducted at home, center, or alternate location.
60 Days	Pull 60 Day ADA % for each child. (CP Report 2306)	Document on green, Family Services cover sheet. Start follow up with attendance education if below 90%.
60 Days	Remind Parents about Dental Exams	Dental Exams due within 90 days of Entry.
90 Days	Enter Family Assessment and FPA into Family Services and Health Module in CP	Complete by 90 days and enter into CP within 3 days.
90 Days	Initial visit, FPA Family Goals and the first Family Assessment must be complete	Input in CP Family Services and Health Module as Events within 3 days of completion.
90 Days	Consultation of INP if needed	Input INP Treatment Actions in CP and provide handouts.

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90 Days	Scan completed Dental Exams to Health Department. F/U if needed.	Provide referrals/resources. F/U on treatment. Follow SOP 5.1.2 if not complete within 90 days.
January	Update FPA Family Goals & PIR data in CP.	Provide resources to families based on Family Assessment and follow SOP 8.1.2.6 to enter resources provided in ChildPlus
Jan-Feb	Complete Individual Transition Plan (ITP) for each child. Prepare for End of Year (EOY) activities.	Complete TK/Kindergarten Transition Packets for each child if applicable. This date depends on your EOY date.
February	Begin looking at caseload for children who will be returning/transitioning the next Program Year.	
February	Nutrition F/U.	As needed. CP treatment actions.
February	Parent Satisfaction Survey.	Parents: Complete online survey
February through April	Offer Make Parenting A Pleasure (MPAP) Parenting Groups. See SOP 5.5.11	Four weekly sessions will be offered at any point during this time frame.
April-June 30	Complete Follow up Visit.	Prepare for Transition for the following Program Year (PY). Accept families in CP.
May/June	Update/Close FPA Family Goals – See SOP 8.1.2.4	Update PIR data in CP
May/June	Provide Resource/Referral and follow up for identified opportunities for growth and interests and close each event.	Enter into CP within 3 days of completion. See SOP 8.1.2.6 to complete follow up in ChildPlus
May/June	Label envelopes to close child files. (Family Services will provide envelopes and labels)	Schedule appt with Family Services Dept. to turn files in after last kid day.
End of Program Year	End of the Year (EOY).	This date depends on your EOY date.
Your last week or by June 30	Update and close out all FPA Family Goals. Complete and close out all Resources/Referrals and follow up events	See SOP's 8.1.2.4; 8.1.2.6 - 8.1.2.8
Your last week or by June 30	Bring all Terminated/Transitioning Files, Manuals, Audiometer, Vision Box to Admin.	Other duties may be assigned by Area Manager (AM). Be certain all CP entries are made prior to closing child file.
Your last week or by June 30	Update and close out all FPA Family Goals	
July 1	Data Systems Coordinator will complete each class at the end of the program year.	
Family Worker Ongoing Timeline		
5th of each month	Complete FW/HV Monthly Summary Report (SOP 5.9.1)	Email completed form to Family Services Coordinator, Supervisor and Area Manager
1st parent meeting	Introduction to Policy Council See SOP 5.5.13	There is a 15 minute video explaining Policy Council. You can find the video on the Portal under Training Videos - Welcome to Policy Council
Weekly	Provide Teacher with Attendance/M meal Count	See SOP 5.3.04 Drop-Off/Pick-Up Procedures
Weekly	Enter Attendance/M meal Count in CP weekly & run CP report 2310	Send original record and CP report to Food Service Coordinator by the following Monday. Keep a copy for your file.
Quarterly	File Parent Center Committee Meeting paperwork in PCCM Binder.	Located at Center. Do Not send PCCM paperwork to Family Services
As Needed	HVs.	Provide supportive HVs as needed to help resolve chronic issues such as attendance.
Monthly	Attend Site meetings and other mandatory trainings.	Check Agency Calendar, Family Services Training Calendar, your AM, and Center Staff if applicable.

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Monthly	Staff with Ed staff.	Use Monthly Staffing Form. File in Parent Contact Binder See SOP 5.9.1.3
Monthly	Scan Monthly Confirmation of Treatment to Dis/MH Dept.	Dis/MH Dept will enter the data in CP. Provide copy of form to family. File original in child file.
Ongoing	Enter info into Contact Records or CP.	Document all interactions and enter in Contact Records or CP.
Ongoing	Return terminated files in labeled envelopes to Admin. See mid-year termination process.	Enter all data in CP before sending to Admin.
Ongoing	IEP, CST, IFSP, AST	Attend as needed/requested.
Ongoing	Referrals for Observation & document on Disabilities cover sheet.	Fill out when there is a concern in Health, Developmental, Behavioral/Mental Health, send to Disabilities.
Ongoing	Referral of family opportunities for growth. See SOP 8.1.2.6 Entering Resource /Referral	Refer to outside agencies as needed, and enter referral in ChildPlus (SOP 8.1.2.6)
Ongoing	CHDP, IZZ's Dental Exam, Hearing, Vision, HT/WT & Nutritional F/U	F/U on expired CHDP & Dental Exams. Treatment F/U as needed and update in CP.
Ongoing	Update FPA Family Goals & PIR in Jan., March & May OR upon mid-year termination.	Update in CP prior to termination.
Ongoing	State Classrooms - complete follow up as needed	Send all updates to ERSEA