

Shasta Head Start Child Development, Inc. Supervision Tool for Family Workers

This tool is used to support supervisors in understanding their role in the Yearly Timeline and ensure procedures, timelines, and systems are being followed correctly. This tool is to be used in conjunction with the Yearly Timelines.

Timeline:	Supervisors' Role:
Selection - SOP 3.2	Review the selection process and ensure that FW is entering notes regarding the selection process in ChildPlus for each child contacted, in Que for selection or skipped over due to classroom dynamics (approval must be given by an Area Manager or Disability/Mental Health Manager to skip over a child on the waitlist).
Enrollment Prior to a child's start date	- Ensure the CP Report 1520 lists each enrolled child, the information on the 1520 matches the information on the Emergency Card and is filed in the licensing file. - Check the Sign In/Out binder for Emergency cards (original) and Permission to Share (copy) for all children enrolled. - Work with your Area Manager, Family Worker, and Teachers/Caregivers to determine the date and time of orientations for each classroom - Delegate who will call families and give the date, time, and location of orientation - Use the Orientation Guidelines (SOP 5.2.2) to assign roles for all aspects on the form
On Start date	- Ensure children are marked "enrolled" in ChildPlus on their first day of attendance. - Ensure "Enrollment date" and "Entry date" are documented on the Participation of Days/Meals form in the child's file.
Daily	Review the Attendance process and ensure that FW is contacting every family when absences occur and the reason for absence is documented and provided to the ED staff.
Weekly	- Review the Attendance and Meal Count procedures. (SOP 5.3.11) Ensure that these procedures are being followed. - Check the TO-DO list for incomplete requirements, expired events, immunizations and follow-ups needed.

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Monthly	• Ensure FW's conduct monthly staffing with ED staff to discuss and document any concerns, needs or changes with enrolled children and families. • Ensure FW completes a FW/HV Monthly Summary Report to submit to Family Services, their direct supervisor and Area Manager by the 5th of each month. • Ensure FW is running ChildPlus reports listed on the FW/HV Monthly Summary Report to ensure that all PIR information is entered for every child and their family. (Reports: 9730, 9703, FOIA Heat Map, FSEM, 3065) The instructions on how to run these reports can be found on SOP5.9.1. • Ensure FW attends mandatory trainings. (See Family Services Training Schedule for dates and times.)
Yearly	• Ensure FW facilitates four parent meetings per year. Aug/Sept, Nov/Dec. Feb/Mar, June/July. Depending on the program "Start Date" (See SOP 5.5.3) • Ensure FW is collaborating with nearby centers to offer Make Parenting A Pleasure (MPAP) parenting groups. There are four weekly sessions in the Fall and another four sessions in the Spring.
Within 30 Days	• Ensure all children have a completed Well child exam. If it is not completed within 30 days of a child's start date, ensure the Non-compliance process is completed. Ensure FW is documenting appointments scheduled and updates in ChildPlus.
Within 45 Days	• Ensure FW completes hearing and vision screenings within 45 days of a child's start date. If not completed within 45 days of a child's start date, ensure the Non-compliance process is completed. • Ensure FW enters all ASQ3 and ASQ-SE results in ChildPlus and refers to the Disabilities Dept. immediately if failed. (See SOP 5.3.24.2 Referral for Observation/Consultation)
Within 60 Days	• Ensure FW has a parent representative and alternate elected for both HS and EHS for the Policy Council. See SOP 5.5.13 Policy Council) • Ensure FW is using CP Report 2306 and recording 60-day Average Daily Attendance % on Family Services cover sheet. Parents will be provided with education if attendance is below 90%. • Ensure FW's begin scheduling with families to complete the Family Assessment, Family goal, and Initial home visit. Child Development staff must review the Initial home visit form and sign the bottom.

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Supervision Tool for the HS and EHS Yearly Timelines

Within 90 Days	• Ensure all Head Start children have a dental exam completed. If not completed within 90 days of a child's start date, ensure the Non-compliance process is completed. • Ensure a Family Assessment, Family Partnership Agreement - Family goal and Initial visit are completed. If not completed within 90 days of a child's start date, ensure the Non-compliance process is completed. (Report 4110 will show Family goals and Family Assessments completed) The FAHM will also show all Family Assessment's completed.
Follow-ups	• Ensure FW meets with all families to update their family goals and to follow up on any referrals or resources provided based on the Family Assessment. Follow Up is completed in Jan, March, and at the end of the program year. (Report RR01 will show all resources and referrals provided)
End-of-year/Child Drops	• Ensure FW in partner with Teacher/Caregiver completes an Individual Transition Plan (ITP) (SOP 6.1.2) for every child going from EHS to HS, moving to a different center or classroom, and when leaving Shasta Head Start.
As Needed	• Ensure FW closes out the child file and sends the closed file to the Family Services department on or after the child's last day. (SOP 4.1.2) • Support staff in making referrals as needed.
Continuous	• Ensure recruitment opportunities are followed up on.