**Family Services Initial Home Visit Checklist**

This is to be completed before or after the Initial Home Visit

Family’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Check when completed |  |
|  | Staff at site reviewed physical file and ChildPlus prior to initial home visit |
|  | Document scheduling conversations with the family in the Family Services Event Section under “Initial Home Visit” |
|  | Review and update Emergency Card with family |
|  | Review and update Permissions for Services with family |
|  | Review and update medical, dental and service provider releases with family |
|  | Review Parent Handbook and have parent sign |
|  | Review Attendance Policies (Teacher) |
|  | Review Classroom Schedule (Teacher) |
|  | Have parent sign Parent Agreement (Home Based Parent Agreement) |
|  | Extended Care ONLY: Have parent sign Extended Care Parent Agreement |
|  | Have parent sign Confidentiality Agreement |
|  | Discuss and have parent sign Covid Agreement |
|  | Complete CACFP form (not needed for Connors / Spruce) |
|  | Complete Family Outcomes Assessment |
|  | Set meaningful goals with family (extended care families all get a subsidy/payment goal in addition to the goal identified through the assessment)… complete Family Partnership Goal Plan at this visit and provide the parent with a copy |
|  | Complete Family Circles Activity with family (ask questions, take notes and complete paperwork at the office) |
|  | Complete Emergency and Safety Checklist |
|  | Add actions and completion date to “Initial Home Visit” Family Services Event in ChildPlus |
|  | Enter Initial Home Visit in the Education Tab of ChildPlus (Teacher) |