

# Attendance Plans: Home Base

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**\*For Home Base Educators Only\***

## Attendance Requirements:



- ▶ Head Start Performance Standards state, we must “provide one home visit per week per family that lasts an hour and a half and provide a minimum of 46 visits per year”.

# Strategies to Meet the Requirements:



Share the importance of keeping weekly home visits.



Discuss the family's schedule.



Create a fixed day and time for each family.

# Attendance Policy:



- ▶ Arrowhead Head Start’s policy states, “ A child *may* be dropped from the home base program after 2 missed home visits”.
- ▶ Staff will make every effort to reschedule missed visits and complete within the week.
- ▶ If staff cancels a home visit, it **MUST** be made up.

# When is Attendance a Concern?



The family misses 2 weeks of home visits with no contact.



The family has a pattern of missing visits.



The family reschedules regularly.



The family does not answer the door consistently.

# Attendance Concerns are Identified by...

- ▶ You
- ▶ TCCRs  
(Team Comprehensive Child Review)
- ▶ Monthly ChildPlus Reports

## Once an Attendance Concern is Identified...

- ▶ You will discuss the importance of consistent attendance with the family.

## If the Attendance Concern Continues...

- ▶ You will create an Attendance Plan in ChildPlus and share with the family.

# Creating an Attendance Plan



▶ Click on the “Education” Module.

▶ Click on the “Events” Tab.

ChildPlus

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

Participants (73)

Troy

Male DOB 2y 9m CPID

Waitlisted 4/12/19 • Year 1 (+2)

EHP 2019-2020 • Hibbing Home Base • < No Classroom > • < none >

Application Enrollment Family Services Health Immunizations Disability Mental Health **Education** Attendance

**Events** Requirements Ongoing Required HV/Conference Information Worksheet

Education Events Options Add Event

Exp.	Event Type	Date	Status	Expiration Date	Days Until Expiration	Actions	Needs Referral	Needs Follow-Up	Needs Eval.	Needs Tx	Received Tx
No health events have been entered for this individual. Click "Add Event" above to add an event.											

Event Expires in:  More than 15 days  Less than 15 days  Expired  Not considered for requirements due to status

▶ Click on the green “Add Event” Button.

▶ From the dropdown menu, click on the “Attendance Plan-Home Base”.

The screenshot displays the ChildPlus software interface for a participant named Troy. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The participant's profile shows 'Troy' (Male, DOB, 2y 9m, CPID), 'Waitlisted 4/12/19 • Year 1 (+2)', and 'EHS 2019 - 2020 • Hibbing Home Base • < No Classroom > • < none >'. The 'Education' tab is selected, and the 'Add Event' button is highlighted with a pink circle. A dropdown menu titled 'Add Education Event' is open, listing various event types. The option 'Attendance Plan - Home Base' is highlighted with a pink circle. The dropdown menu also includes options like '1st Education Home Visit', '1st Parent Conference', '2nd Education Home Visit', '2nd Parent Conference', 'Accident and Incident Report', 'Attendance Plan - Center Base', 'Bus Report', 'Development Screening', 'Development Screening - EHS', 'Edinburgh Screening', 'EHS Transition Plan', 'Growth Assessment', 'Health Alert', 'Informal Contact - Behavior Concern', and 'Informal Contact - Education'. The 'Cancel' button is visible at the bottom right of the dropdown menu.

ChildPlus

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # NEW! DRDP assessments

Participants (73)

Troy

Male DOB 2y 9m CPID

Waitlisted 4/12/19 • Year 1 (+2)

EHS 2019 - 2020 • Hibbing Home Base • < No Classroom > • < none >

Application Enrollment Family Services Health Immunizations Disability Mental Health Education Attendance

Events Requirements Ongoing Required HV/Conference Information Worksheet

Education Events Options Add Event

Exp. Event Type Date Status

No health events have been entered for this individual. Click "Add Event"

1st Education Home Visit

1st Parent Conference

2nd Education Home Visit

2nd Parent Conference

Accident and Incident Report

Attendance Plan - Center Base

Attendance Plan - Home Base

Bus Report

Development Screening

Development Screening - EHS

Edinburgh Screening

EHS Transition Plan

Growth Assessment

Health Alert

Informal Contact - Behavior Concern

Informal Contact - Education

Cancel

Event Expires in:  More than 15 days  Less than 15 days

▶ **Event Date:**  
Use the calendar icon to enter the date the attendance concern was identified.

▶ **Status:**  
From the dropdown menu, click on the “Submitted” status option.

The screenshot shows a web form titled "Add Attendance Plan - Home Base". The form contains several fields: "Event Date PIR" with a calendar icon circled in pink; "Status" with a dropdown menu circled in pink, showing options "Completed", "In Progress", "Not Required", and "Submitted (not considered for requirements)", with the last option circled in pink; "Agency Worker" with a red prohibition sign; "Closed Date" with a calendar icon; and "Event Notes" with a text area. A message states: "This event is not considered for requirements because of its status." At the bottom, there are three buttons: "Save and Add Another" (green), "Save" (green), and "Cancel Add" (blue).

# What Status do I choose?

Completed
In Progress
Not Required
Submitted (not considered for requirements)

- ▶ **\*Submitted:** Choose “**Submitted**” when creating an Attendance Plan. The Supervisor will receive an email notification at midnight that it has been created. The Supervisor will review and take any action needed. The Home Visitor and Supervisor will monitor monthly for additional strategies that might be needed.
- ▶ **In Progress:** The Supervisor will change the status to “In Progress” after reviewed. The Home Visitor will work on identified strategies with the family to improve attendance.
- ▶ **Completed:** The Supervisor will change the status of the event to “Completed” once the family has completed 3 consecutive Home Visits in a row, or the family drops.
- ▶ **Not Required:** The Supervisor will change the status to “Not Required” if there is a legitimate and documented reason for the attendance concern; such as flu, hospitalization, or planned vacation

**\*When an Enrollee Drops:** 1. Choose “Completed” 2. In “Event Notes” document that the enrollee dropped 3. In “Closed Date” add the date the enrollee dropped



► Event Notes:

1. Click on the clock icon. The date, time, and your name will be stamped in the box.

2. Type what the concern is that was identified. Also include, if you are requesting a letter from the office to be sent to the family.

Attendance Plan - Home Base

Event Date <sup>PIR</sup> 6/18/20

Status  Submitted (not considered for requir... ▾

Agency Worker Hill, Kelly ▾

Closed Date    This event is not considered for requirements because of its status.

Event Notes       
6/18/2020 11:35 AM Kelly Hill Family has canceled the last 3 Monday morning visits. Staff has discussed the importance of consistent attendance. Requesting to send 1st Attendance Letter.

Delete Event and Actions Save Cancel

# Attendance Letter Options:



1<sup>st</sup> Letter: Notifies the Family there is an Attendance Concern, and Reminds the Family of the Importance of Consistent Home Visits.



2<sup>nd</sup> Letter: Notifies the Family they will be dropped from the program if they do not keep consistent visits by a specific date.



Individualized: Special Circumstances may require a unique Attendance Letter.

▶ Scroll down to the second half of the form.

▶ Click the boxes of all strategies you intent to try with the family.

**Attendance Plan - Home Base**

My Family's Home Visit Attendance Plan

The Home Base option consists of weekly home visits. Staff and family will work together to reschedule missed home visits, and create a plan to reduce future missed home visits.

Strategies that will be implemented include (check all that apply):

- Staff and parent will schedule a different time of day.
- Staff and parent will schedule a different day of the week.
- Staff will work around changing work/school schedule.
- Staff will send text/phone reminders before home visit.
- Parent will put scheduled home visits on calendar.
- Parent will set electronic reminder.
- Staff and parent will schedule home visits at an alternative safe location.
- Other

**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Delete Event and Actions](#) Save Cancel

▶ Click the green “Add Action” button.

### Attendance Plan - Home Base

My Family's Home Visit Attendance Plan

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- Staff and parent will schedule home visits at an alternative safe location.
- Other

#### Actions

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Delete Event and Actions](#) [Save](#) [Cancel](#)

**Add Action**

▶ Action Type:  
From the  
dropdown menu,  
click on  
“Communication”.

▶ Additional  
boxes will appear.

**Add Action** ^ v 👁 🖨

Action Type 

Agency Worker  ▼

Provider  ▼

Provider Type  ▼

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

Action Notes 🕒 ABC 🖨 ✎ 📄 ↗

► **Scheduled Date:**  
Use the calendar icon to enter the date you *plan* to discuss attendance strategies with the family.

► **Action Date:**  
Use the calendar icon to enter the date you *did* discuss attendance strategies with the family.

Communication

^ v eye print

Action Type: Communi...  
Scheduled Date: [calendar icon]  
Action Date <sup>PIR</sup>: [calendar icon]  
Description:  
Status: [dropdown]

Agency Worker: Hill, Kelly  
Provider:  
Provider Type:

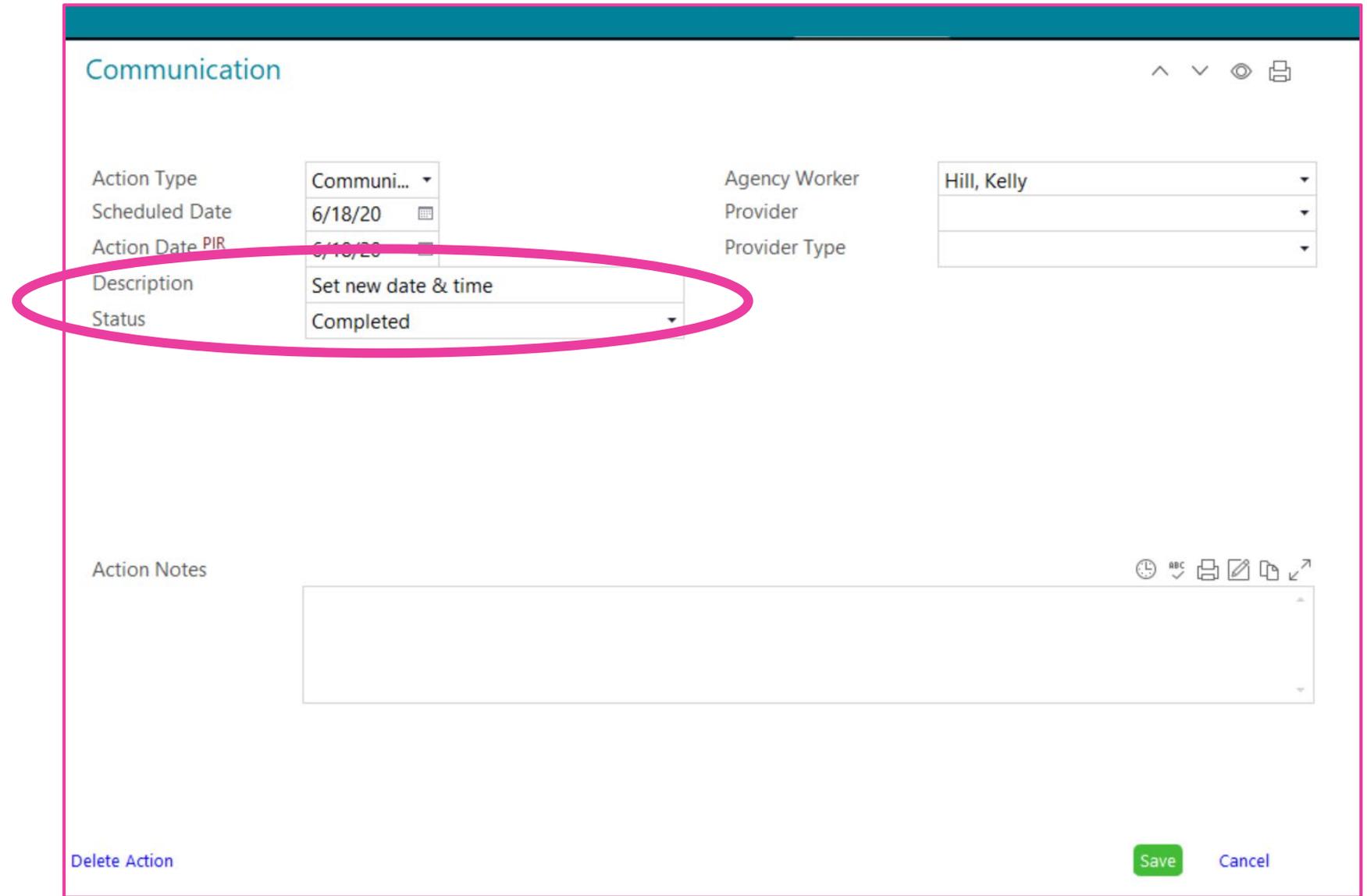
Action Notes: [text area]

clock abc print edit copy share

Delete Action Save Cancel

▶ **Description:**  
Type a brief overview of the strategies you present to the family. \*You may need to type, “Multiple Strategies”.

▶ **Status:**  
Use the dropdown menu to click “Completed”, once the discussion has been completed or “In Progress” until it is completed.



The screenshot shows a web form titled "Communication". The form contains several fields: "Action Type" (dropdown menu), "Scheduled Date" (calendar icon), "Action Date PIR" (calendar icon), "Description" (text input), "Status" (dropdown menu), "Agency Worker" (dropdown menu), "Provider" (dropdown menu), and "Provider Type" (dropdown menu). The "Description" and "Status" fields are highlighted with a pink oval. The "Status" dropdown menu is open, showing options: "Set new date & time" and "Completed". At the bottom of the form, there is a "Delete Action" link, a "Save" button, and a "Cancel" button. The "Action Notes" section is empty and has a toolbar with icons for clock, ABC, print, edit, copy, and share.

Action Type	Communi...	Agency Worker	Hill, Kelly
Scheduled Date	6/18/20	Provider	
Action Date PIR	6/18/20	Provider Type	
Description	Set new date & time		
Status	Completed		

Action Notes

Delete Action

Save Cancel

▶ Agency Worker:  
That's You.

▶ Provider:  
Leave Blank.

▶ Provider Type:  
Leave Blank

Communication

^ v eye print

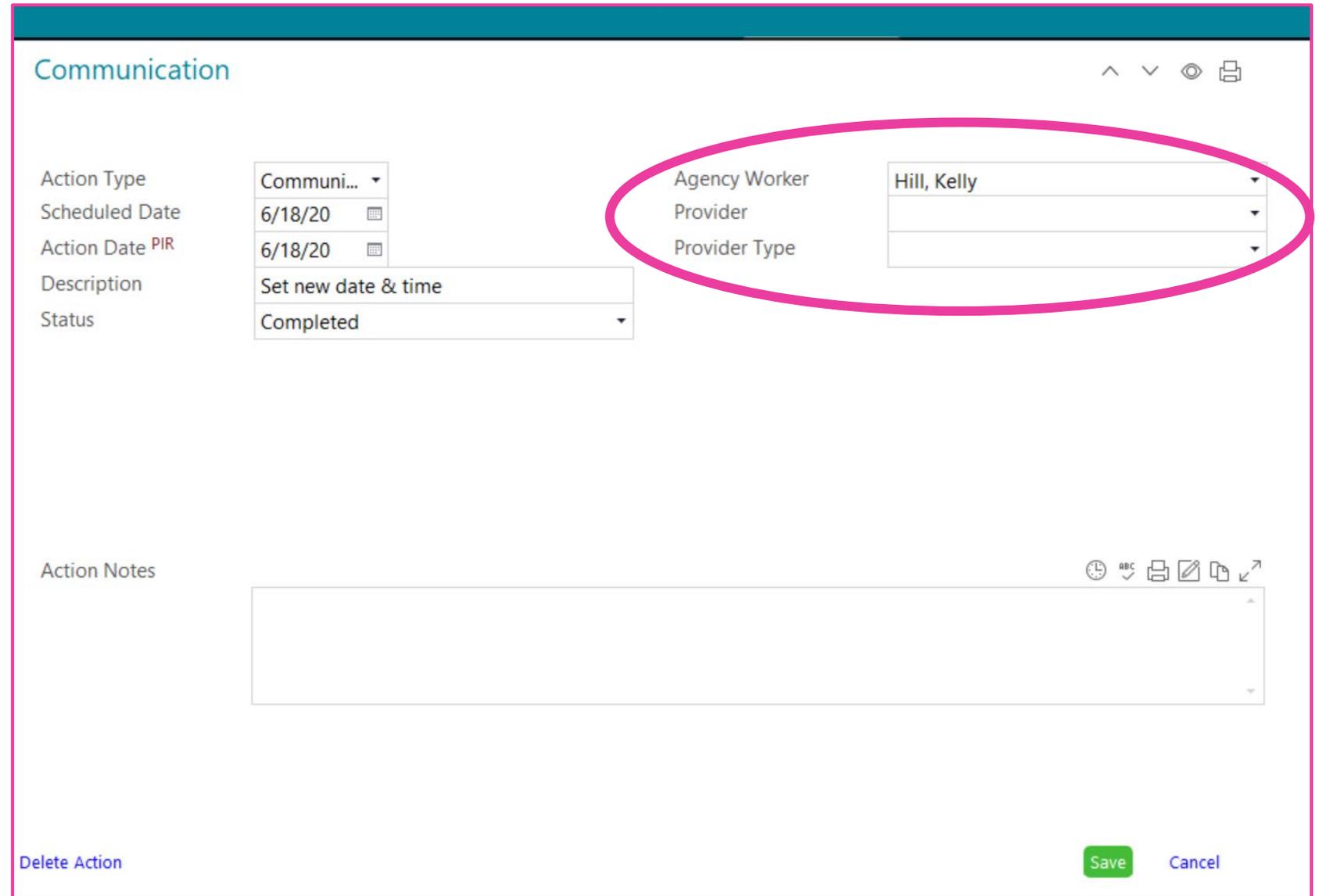
Action Type	Communi... ▾	Agency Worker	Hill, Kelly ▾
Scheduled Date	6/18/20 📅	Provider	▾
Action Date <sup>PIR</sup>	6/18/20 📅	Provider Type	▾
Description	Set new date & time		
Status	Completed ▾		

Action Notes

🕒 abc 🖨️ ✎ 📄 ↗

Delete Action

Save Cancel

A screenshot of a web application form titled "Communication". The form has a teal header bar with the title and navigation icons (up, down, eye, print). Below the header, there are several input fields. A pink oval highlights three fields: "Agency Worker" (with the value "Hill, Kelly"), "Provider", and "Provider Type". To the left of these fields are other fields: "Action Type" (with a dropdown menu showing "Communi..."), "Scheduled Date" (with the value "6/18/20" and a calendar icon), "Action Date" (with the value "6/18/20" and a calendar icon, and a "PIR" label), "Description" (with a dropdown menu showing "Set new date & time"), and "Status" (with a dropdown menu showing "Completed"). Below these fields is a large text area for "Action Notes" with a toolbar containing icons for clock, ABC, print, edit, copy, and share. At the bottom left is a "Delete Action" link, and at the bottom right are "Save" and "Cancel" buttons.

▶ Action Notes:  
1. Click on the clock icon. The date, time, and your name will be stamped in the box.

2. Type additional notes to clarify the discussion.

▶ Click the green “Save” Button.

The screenshot shows a 'Communication' form with the following fields and values:

Action Type	Communi...	Agency Worker	Hill, Kelly
Scheduled Date	6/18/20	Provider	
Action Date <sup>PIR</sup>	6/18/20	Provider Type	
Description	Set new date & time		
Status	Completed		

The 'Action Notes' section contains a note with the following text: '6/18/20 3:03 PM Kelly Hill Family agreed to set weekly visits on Wednesdays at 2:00. Mondays were too difficult with Dad now working the late shift on Sundays.' The clock icon in the top right of the note box and the 'Save' button at the bottom right are circled in pink.

If the strategy/  
strategies set in the  
first “Action” does not  
work,

▶ Add to the “Event  
Notes” what the  
concern is that is now  
identified.

▶ Check additional  
strategies you plan to  
try with the family.

▶ Add a new  
Communication  
“Action” with  
additional strategies  
that you will discuss  
with the family.

▶ Click “Save”.

### Attendance Plan - Home Base

Event Notes

- 6/25/2020 3:25 PM Kelly Hill Family forgot about the new date and time. The family requested a text reminder 30 minutes prior to the home visit, and has entered the date and time on their phone and house calendars.
- 6/18/2020 11:35 AM Kelly Hill Family has canceled the last 3 Monday morning visits. Staff has discussed the importance of consistent attendance. Requesting to send 1st Attendance Letter.

My Family's Home Visit Attendance Plan

The Home Base option consists of weekly home visits. Staff and family will work together to reschedule missed home visits, and create a plan to reduce future missed home visits.

Strategies that will be implemented include (check all that apply):

- Staff and parent will schedule a different time of day.
- Staff and parent will schedule a different day of the week.
- Staff will work around changing work/school schedule.
- Staff will send text/phone reminders before home visit.
- Parent will put scheduled home visits on calendar.
- Staff will work around changing work/school schedule.
- Staff will send text/phone reminders before home visit.
- Parent will put scheduled home visits on calendar.
- Parent will set electronic reminder.
- Staff and parent will schedule home visits at an alternative safe location.
- Other

Actions

Action	Action Date	Description	Status	Agency Worker
Communi..	6/18/20	Set new date & time	Completed	Hill, Kelly

Delete Event and Actions

Save Cancel

Add Action

▶ Each “Action” entry will appear on a new line. This will show the running history of what strategies were tried and when.

▶ Click the green “save” button.

### Attendance Plan - Home Base

The Home Base option consists of weekly home visits. Staff and family will work together to reschedule missed home visits, and create a plan to reduce future missed home visits.

Strategies that will be implemented include (check all that apply):

- Staff and parent will schedule a different time of day.
- Staff and parent will schedule a different day of the week.
- Staff will work around changing work/school schedule.
- Staff will send text/phone reminders before home visit.
- Parent will put scheduled home visits on calendar.
- Parent will set electronic reminder.
- Staff and parent will schedule home visits at an alternative safe location.
- Other

Actions Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	6/18/20	Text & Calendar	Completed	Hill, Kelly
Communi...	6/25/20	Set new date & time	Completed	Hill, Kelly

Delete Event and Actions Save Cancel

▶ Once the family completes 3 weeks of consecutive home visits, the Supervisor will change the overall Status of the Event to “Completed”, and will

▶ Use the calendar icon to enter the date attendance is no longer a concern.

Attendance Plan - Home Base

Event Date <sup>PIR</sup> 6/18/20

Status In Progress

Completed

In Progress

Not Required

Submitted (not considered for requirements)

Agency Worker Hill, Kelly

Closed Date 7/9/20

▶ “Event Notes”

1. Click on the clock icon. The date, time, and your name will be stamped on the

2. Document the “Family has kept 3 weeks in a row of home visits.

Attendance Plan Closed”. You can use the short hand note “3w”.

▶ Click “Save”.

Attendance Plan - Home Base

Event Date <sup>PIR</sup> 6/18/20

Status Completed

Agency Worker Hill, Kelly

Closed Date 7/9/20

Event Notes

7/9/2020 8:58 AM Kelly Hill Family kept 3 weeks in a row of home visits. Closed Attendance Plan.

6/25/2020 3:25 PM Kelly Hill Family forgot about the new date and time. The family requested a text reminder 30 minutes prior to the home visit and has entered the date and time on their phone and house

Delete Event and Actions

Save Cancel

▶ On the “Events” Tab, you will be able to see when the Attendance Plan was first created, the status, and the number of “Actions” that were entered.

▶ If the same family has an attendance concern identified later in the year, after the initial event is closed, a new “Attendance Plan” Event will be created.

The screenshot displays the ChildPlus software interface for a participant named Troy. The top navigation bar includes tabs for Services, To-Do List, Entry Express, Management, Dashboard, Reports, and Setup. The participant's profile shows they are Male, DOB: 4/12/19, and CPID: Year 1 (+2). The interface is currently on the 'Attendance' tab, with sub-tabs for Events, Requirements, Ongoing Required HV/Conference Information, and Worksheet. Below these tabs is a table titled 'Education Events' with columns for Exp., Event Type, Date, Status, Expiration Date, Days Until Expiration, Actions, Needs Referral, Needs Follow-Up, Needs Eval., Needs Tx, and Received Tx. A single row is visible, circled in pink, representing an 'Attendance Plan - Home Base' event that occurred on 6/18/20 and is 'Completed', with 2 actions recorded. At the bottom of the interface, there is a legend for event expiration status: a green checkmark for 'More than 15 days', a yellow warning icon for 'Less than 15 days', a red X for 'Expired', and a red circle with a slash for 'Not considered for requirements due to status'.

Exp.	Event Type	Date	Status	Expiration Date	Days Until Expiration	Actions	Needs Referral	Needs Follow-Up	Needs Eval.	Needs Tx	Received Tx
	Attendance Plan - Home Base	6/18/20	Completed			2					

# Monitoring Attendance Plans



ChildPlus will help you keep track of your Attendance Plans.

How can ChildPlus do that you ask?

Well...

ChildPlus - Attendance Plan - Home Base - In Progress Inbox x

 **ChildPlus** <noreply@childplus.net> to me ▾ Mon, Jun 1

### Attendance Plan - Home Base - In Progress

Past Due (4)

1.	2/19/20	Attendance Plan - Home Base Status: In Progress	Sponge Bob	1234	Hibbing Home Base • West Range EHS HB
2.	4/06/20	Attendance Plan - Home Base Status: In Progress	Patrick Starr	4321	Chisholm Home Base • Chisholm EHS HB
3.	4/10/20	Attendance Plan - Home Base Status: In Progress	Squidward Tentacles	2341	Chisholm Home Base • Chisholm EHS HB
4.	4/24/20	Attendance Plan - Home Base Status: In Progress	Sandy Cheeks	3412	East Range Home Base • East Range EHS HB

This email was automatically generated by

## ChildPlus

You received this email because you have access to the Attendance Plan - Home Base - In Progress list in the ChildPlus To-Do List. If you no longer wish to receive these emails please contact your system administrator.

8b73e3c7-fbe8-4e07-8149-d3dcf0e59843; f8042adb-e5a8-4e3b-bb88-13f5bc0d4141; [kelly.hill@aeoa.org](mailto:kelly.hill@aeoa.org)

# Monthly Automated ChildPlus Email Alerts



**1<sup>st</sup> of each Month:** Every month you & your Supervisor will receive an email from ChildPlus to keep track of Attendance Plans that need follow up.



**In Progress:** Attendance Plans with the Event Status of “In Progress” will be listed on the email alert.



**Follow Up:** This monthly alert is prompting you to follow up and document any additions, changes, or updates to the Attendance Plan in ChildPlus.

## The Email Alert Consists of:

- ▶ The date it was created.
- ▶ The type of alert. (Attendance Plan-Home Base Status: In Progress)
- ▶ The enrollees' name, ChildPlus number, and site.

ChildPlus - Attendance Plan - Home Base - In Progress Inbox x

 **ChildPlus** <noreply@childplus.net> Mon, Jun 1  
to me ▾

### Attendance Plan - Home Base - In Progress

Past Due (4)

1.	2/19/20	Attendance Plan - Home Base Status: In Progress	Sponge Bob	1234	Hibbing Home Base • West Range EHS HB
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4.	4/24/20	Attendance Plan - Home Base Status: In Progress	Sandy Cheeks	3412	East Range Home Base • East Range EHS HB

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8b73e3c7-fbe8-4e07-8149-d3dcf0e59843; f8042adb-e5a8-4e3b-bb88-13f5bc0d4141; [kelly.hill@aeoa.org](mailto:kelly.hill@aeoa.org)

# Congratulations!

You now know how to create,  
update, and monitor an  
Attendance Plan for  
Home Base Services



\*Contact your Supervisor with any questions.