Home Visits: Completion of the Home Visit Form

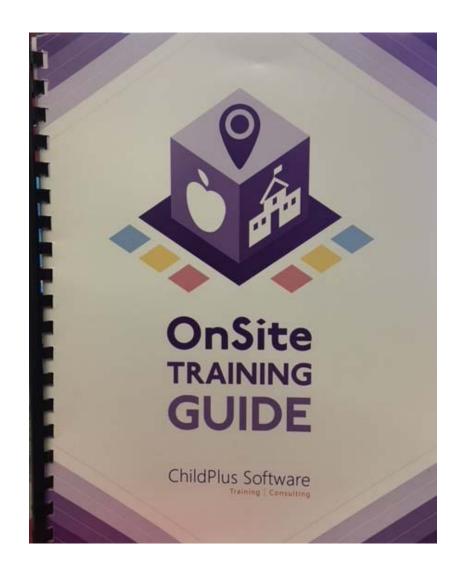
For Home Based Educators Only

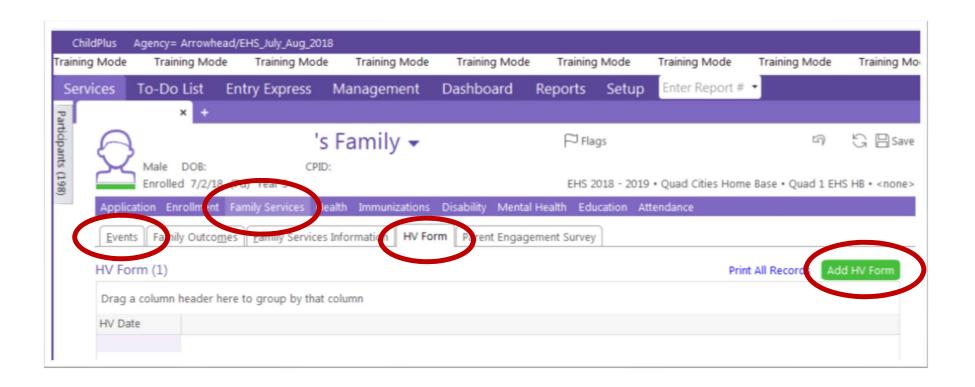
*BEFORE you begin...

make sure you have scheduled your home visits on the Events tab in Family Services.

Refer to your ChildPlus Training Manual starting on page 95 on how to schedule Home Visits,

or the training video "Scheduling Home Visits" in the staff online training library.



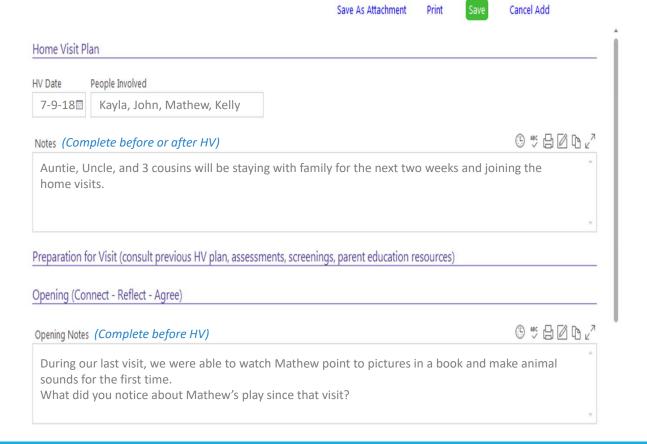


^{*}The Home Visit (Educational Home Base ONLY) form is located in Family Services, in the HV Form tab. You will need to click the green "Add HV Form" button each time you have a new Home Visit.

^{*}The Home Visit dates entered on the Events tab need to match the dates on the Home Visit Forms within ChildPlus.

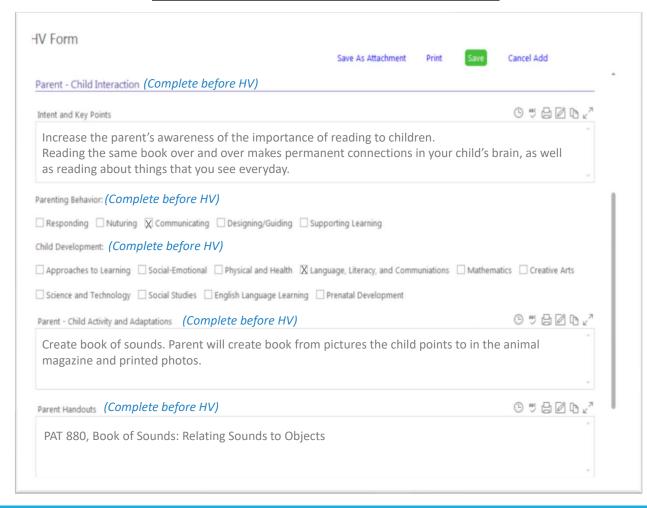
Opening

HV Form



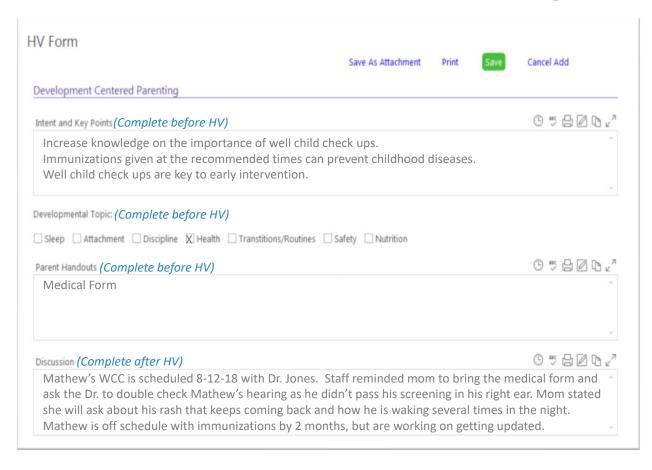
- You do not need to do the time stamp on this form.
- **Date**: Enter the date the visit occurred.
- People Involved: First names of those present for the home visit, unless there is a non-family member present, then full name.
- Notes: Add any additional notes that do not fit in a specific category. If you do not have any additional notes, enter "-" or "N/A".
- Preparation for Visit: This is your reminder to review the last HV form, screenings, assessments, and to read through at least two PAT educator resources to prepare for the visit.
- Opening Notes: Make note of what you would like to connect and reflect around with the family. It is also a reminder to agree with the family on how the visit will proceed.

Parent-Child Interaction



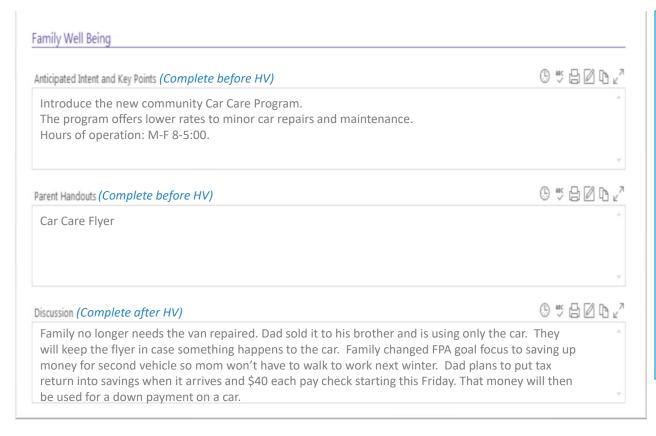
- Intent and Key Points: Enter the focus/ intent of the parent-child activity that you will be educating the parent on. List at least 2 key points you want the parent to know regarding this activity.
- Parenting Behavior: Click which parenting behaviors you are focusing on during this activity. Refer to the red page in your PAT Toolkit for more guidance.
- Child Development: Click which school readiness areas you are focusing on during this activity. You will notice these are your Child Observation Record (COR) categories.
- Parent-Child Activity and Adaptations: List your planned activity and any adaptations.
 You may not need any adaptations.
- Parent Handouts: List the title of the handout regarding the activity. If you do not have a handout type "-" or "N/A".

Development Centered Parenting



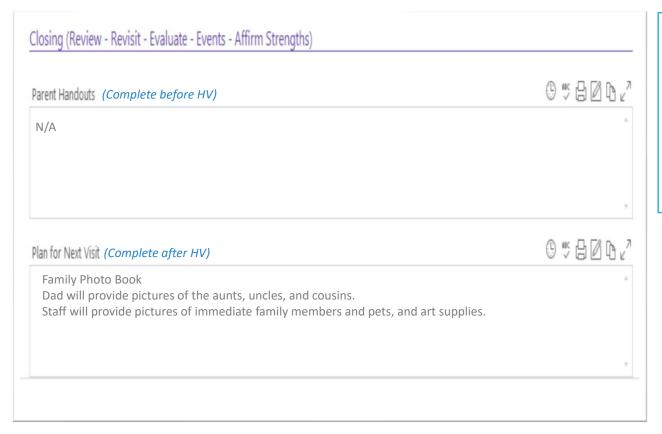
- Intent & Key Points: Enter the focus/ intent of the development centered parenting topic that you will be educating the parent on. List at least 2 key points you want the parent to know regarding this topic.
- Developmental Topic: Click the developmental topic that you are focusing on. Refer to the dark green pages in your PAT Toolkit for more guidance.
- Parent Handouts: List the title of the handout regarding this topic. If you do not have a handout type "-" or "N/A".
- Discussion: Type the main discussion points within this area. Ensure that your supervisor and a reviewer would be able to understand what took place during this section of your visit.

Family Well Being



- Intent & Key Points: Enter the focus/ intent of the family well being topic that you will be educating or discussing with the parent. List at least 2 key points you want the parent to know regarding this topic. Refer to the light green pages in your PAT Toolkit for more guidance.
- Parent Handouts: List the title of the handout regarding this topic. If you do not have a handout type "-" or "N/A".
- Discussion: Type the main discussion points within this area. Ensure that your supervisor and a reviewer would be able to understand what took place during this section of your visit.

Closing



- Parent Handouts: List the title(s) of the handout(s) that were not specific to any other category within your home visit form, such as your Site Newsletter. If you do not have a handout type "-" or "N/A".
- Plan for Next Visit: Document what you and the parent(s) planned together for the next home visit.

Questions?

Contact your supervisor for additional guidance.