

Mercer County Head Start Policies and Procedures

P/P Topic:	Family Advocate Home Visit	P/P #:	
Part:	1304.40	PC Approval Date:	05/24/11
Subpart:	<i>Family and Community Partnerships</i>	Last Reviewed Date:	05/24/11
Section Title(s):	<i>Family Partnerships</i>	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1304.40(i)(1)-(3)	Monitoring Responsibility:	Family & Community Partnership Manager

(A) Policy	Family Advocates will complete at least one home visit with each family, to be offered in the home, unless otherwise requested by the parent/guardian or for safety reasons. The home visit will be conducted in the family home language, language of choice or through interpretation. The focus of this visit is to build rapport, identify a goal and provide information or referrals on topics of the family members needs. Additionally, to encourage the family's involvement within the program.
(B) Responsibility	Family Advocates
(C) Procedure	<ul style="list-style-type: none"> • Family Advocates will conduct a Home Visit no later than 60 days after the child's start date • Family Advocate will complete the Family Partnership/ Home Visit Record which includes: <ul style="list-style-type: none"> ❖ Completed Family Service Assessment ❖ Parent Involvement/Volunteering ❖ Community Resource Handbook ❖ Explanation and Completion of Family Partnership Agreement with family ❖ Verify/Update information on Application <ul style="list-style-type: none"> ➤ Employment ➤ Address changes ➤ Phone Number ➤ Emergency contact numbers • Family Advocates will document home visit, FSA changes, FPA, Referrals, and all other information in GE and also to specific staff members as necessary

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