

EARLY HEAD START HOME BASED ATTENDANCE POLICY

Policy Number: ER0105-02	Effective Date: 12/18/01	Policy Council Approval Date: 1/26/2021 Revision: 1/6/2021
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PERFORMANCE OBJECTIVE: (1302.22) Early Head Start children and families are expected to participate in home visits.

SUMMARY:

Families with children in the Home Based option are expected to participate in weekly, 90-minute home visits, with a minimum of 46 home visits completed per year. Prenatal participants are expected to participate in bi-weekly, 60-minute home visits. Home Visitors will make every effort to support the families and address any barriers preventing completion of home visits.

OPERATIONAL PROCEDURES:

1. The Home Visitors are required to document home visit schedules and details in the Events tab under Family Services in ChildPlus. Home Visit attendance will be monitored quarterly by the Enrollment Coordinator, Using report 4140 – Home Visits.
2. The Home Visitors are required to track family contact weekly and to enter attendance into ChildPlus by the 5th of each month, Using report 2305 – Monthly Attendance.
3. Home Visit attendance will be monitored monthly by the Enrollment Coordinator. A monthly attendance report will be compiled and shared with the Head Start Policy Council and Board of Directors.
4. New enrollees will be given the attendance guidelines at enrollment. Families will sign a copy and Home Visitors will scan and attach the signed copy in the attendance tab in ChildPlus.
5. It is the responsibility of the family to contact their Home Visitor prior to the home visit scheduled date to cancel an appointment. If a home visit is cancelled, the Home Visitor will offer a make-up visit within the same quarter of the cancelled home visit.
6. If a Home Visitor cancels a home visit for any reason the visit must be made up within the same quarter of the cancelled home visit.
7. The Home Visitor will document all contact regarding attendance in the attendance follow-up section of ChildPlus. Monitored using report 2320.
8. No participant may be dropped for attendance without consultation and approval from the Enrollment Coordinator.

	At Risk:	Moderate Chronic Absenteeism:	Severe Chronic Absenteeism:
Home Based Option	Home Visitor will send a letter to the family any time they are unable to reschedule a missed home visit within the same quarter	<p>When 2 home visits with the family have not been made up, Attendance falls to 83% and constitutes Moderate Chronic Absenteeism.</p> <p>The Home Visitor will schedule a conference with the family and a Home Visit Attendance Improvement Plan will be completed by the Home Visitor and family.</p>	<p>When 4 home visits with the family have not been made up, Attendance falls to 66% and constitutes Severe Chronic Absenteeism.</p> <p>The family will receive a letter from the Home Visitor indicating the participant will be dropped unless the family contacts the Home Visitor and completes a home visit within 1 week.</p> <p>The participant may also be dropped from the program if the Home Visit Attendance Improvement Plan is not kept.</p>
Prenatal Option	Home Visitor will send a letter to the prenatal participant any time they are unable to reschedule a missed home visit within the same quarter	<p>When 1 home visit with the participant has not been made up, Attendance falls to 83% and constitutes Moderate Chronic Absenteeism.</p> <p>The Home Visitor will schedule a conference with her. A Home Visit Attendance Improvement Plan will be completed by the Home Visitor and prenatal participant.</p>	<p>When 2 missed home visits with the participant have not been made up, Attendance falls to 66% and constitutes Severe Chronic Absenteeism.</p> <p>The family will receive a letter from the Home Visitor indicating the participant will be dropped unless the family contacts the Home Visitor and completes a home visit within 1 week.</p> <p>The participant may also be dropped from the program if the Home Visit Attendance Improvement Plan is not kept.</p>

9. Attendance letters will emphasize the benefits of regular home visits. The family should be asked if any family support is needed to assist them in meeting home visit requirements. A copy of the signed Early Head Start Home Based Attendance Requirements form will be sent with the attendance letter.
10. The Early Head Start Home Based Education Services Supervisor will review and approve all Home Visit Attendance Improvement Plans. Plans will then be uploaded into the attendance tab in ChildPlus.
11. Conducting double home visits (more than 1 home visit in a day) must be approved by one of the Program Directors and written in the Home Visit Attendance Improvement Plan.
12. Home Visitors will take into consideration a family's cultural beliefs when scheduling home visits with participants, however the number of required home visits must be followed.

13. Home visits are expected to be completed in the home. Situations in which a home visit may not be conducted in the home include:
 - a. Safety Issues
 - b. Homeless Families
 - c. Other issues approved by the Early Head Start Home Based Education Services Supervisor
14. The Early Head Start Home Based Education Services Supervisor will document requests to complete home visits in a location other than the home on the case conference form and will be reviewed monthly.
15. Home Visits are expected to be completed with the child's primary caregiver. Visits with someone other than the primary caregiver are allowed if circumstances prevent the primary caregiver from being present. A written plan must be approved by the Early Head Start Home Based Education Services Supervisor and the Enrollment Coordinator. The plan must be temporary and last no more than 6 months.
16. If it is determined that missed home visits are due to an employee's negligent work performance, that employee will be subject to disciplinary action, which may include termination.
17. The following activities are not permitted to count as a home visit:
 - a. Medical visits including dental visits and immunizations
 - b. Appointments with Division of Social Services, SNAP, TANF, or Childcare Subsidy
18. Families who begin working and/or going to school and wish to stay in the home based option must complete their home visits between the hours of 8:00 am and 5:00 pm Monday through Friday, or receive approval by the home visitor and the Early Head Start Home Based Education Services Supervisor for an alternate schedule.