WEST CENTRAL MINNESOTA
Communities Action

# HSP Home Visit
# Documentation in ChildPlus

**Performance Standards tell us:**

**1302.34 (3)** Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program.

**1302.34 (7)** Teachers, except those described in paragraph (b)(8) of this section, conduct at least two home visits per program year for each family, including one before the program year begins, if feasible, to engage the parents in the child's learning and development, except that such visits may take place at a program site or another safe location that affords privacy at the parent's request, or if a visit to the home presents significant safety hazards for staff.

***The expectation is that home visits are completed in the family's home.***

Home Visits/Parent Conferences should be completed and documented in this order:

Click on the Child/Education Tab/Events/Green Add Event Button and Choose Appropriate Visit in the Dropdown:

1. **1st Education Home Visit:** This is the Orientation/Transition into HS Visit and is done before they attend Center (Type O/T in the description.)
2. **1st Parent Conference:** First visit after classes begin, typically November
3. **2nd Parent Conference:** Typically a February visit
4. **2nd Education Home Visit:** Transition to K (or other programming) or Year End Visit
5. **Home Visit due to Classroom Closure:** Only to be used for this purpose

**Notes:**

- ✓ Document attempts to contact to set-up the Initial or Orientation/Transition into HS home visit in the Communication Log. The Communication Log is used to schedule the *first home visit only* so if they never get enrolled this visit does not show up on reports as an incomplete visit.
- ✓ Once the orientation visit is scheduled, move over to the Education Tab and enter as a scheduled home visit. Once the visit happens document the date and that status is complete. Event notes may be used for any notes you'd like to document regarding visit.
- ✓ Once you begin to schedule your next visit, add an event, choose the appropriate visit from dropdown and begin to document attempts in the event notes until the visit is complete.
- ✓ Document the home visit/parent conference within one week after it took place.
- ✓ Home Visits/Parent Conferences must be documented in the Education module individually (you can copy the event notes though.) Unless you'd like to try Entry Express and if so, contact Steph and she will walk you through it.