

# **Family Home Visit Plan**

(Hot Sheet)

CF/E-18 Revised 1/17

(mandatory)

The Family Home Visit Plan is used to document individualized goals and learning experiences completed each week with the family. This form is used as the Parent Contact Record for Home Based Services.

1. Complete Home Based Educator's contact information.
2. Complete Child/Pregnant Woman's name, and Parent/Guardian's name and date.
3. Complete Child's (Sibling) Name if applicable.
4. Check the box for the location of the visit. If not in the family's home, check "other" and indicate location on line provided.
5. Enter start time and end time of the home visit. Calculate total minutes and enter on line provided. If visit lasted less than 90 minutes, indicate reason why on line provided.
6. If other participants are present, indicate who on the line provided.
7. Making a Connection: Make a connection as prompted by the GGK/GGF Module and record any information shared by family and/or Home Educator and details of the visit as needed.
8. Observations: Record any observations noted during the home visit. May also include observations shared by family.
9. Learning Experiences:
  - a. GGK/GGF Activity: Record the name of the activity in the box.
  - b. Check the "Ready for Play" or "Getting in Sync" box to indicate which one was completed prior to doing the activity to ensure the child was ready for the interaction.
  - c. Record the Module and Subsection being utilized for the home visit and any Handouts that were provided to the family.
10. Daily Do's:
  - a. Locate which Daily Do will be focused on during the home visit and on the line provided, record an "F" for Facilitated (the Home Based Educator guided the parent/guardian with completing the Daily Do with the child), or "O" for Observed (the Home Based Educator observed the parent/guardian complete the Daily Do with the child independently).
11. Planning for Next Visit:
  - School Readiness Goal:
    - a. Enter the child's individual school readiness goal from one of the five central domains. The child's school readiness goal will be developed utilizing the Home Base School Readiness Plan until the first AEPS assessment has been completed. After the first AEPS assessment has been completed, the assessment results will

be utilized to develop the bi-weekly school readiness goals. (SR goals can be carried over week-after-week as long as a goal is set in each of the five central domains over the collection period).

- b. Check the box if the child's goal correlates to the IFSP/IEP. (note: there must be one goal per month with a connection to the child's IFSP/IEP).
  - Home Visit: Date/Time/Location - Enter the date, time and location of the next home visit.
  - Play Group Planning Family Input - Indicate the learning experiences the parent/guardian would like to facilitate/lead at the next playgroup.
  - Materials/Information to Provide: Indicate materials needed to complete the identified learning experiences at the next playgroup.
  - Playgroup: Date/Time/Location: Enter the date, time, and location for the next playgroup.
  - Results Reviewed: Check appropriate box for any results reviewed with family (ASQ, ASQ-SE, or AEPS). Document follow-up as needed in the space provided.
12. Parent Meeting Date/Time/Location: Enter the date, time and location of the next parent meeting.
  13. Visit Cancelled: Check box if visit was cancelled. Explain on line provided.
  14. Make-up Visit: If visit is a make-up visit, check box and indicate the date of the visit that is being made up.
  15. Parent/Guardian Signature/Date: Parent/Guardian signs and dates Family Home Visit Plan at the conclusion of each home visit.
  16. Home Based Educator Signature/Date: Home Based Educator signs and dates the Family Home Visit Plan at the conclusion of each home visit.
  17. Distribution: White - Child File; Yellow - Parent/Guardian