

HOME BASED ATTENDANCE PROTOCOL

Category:	Regulations: 1302.16 Attendance
Activity/Steps:	
Promoting regular attendance:	We will track attendance on the EHS Completed Home Visit Checklist (Child File #19) <u>and</u> in ChildPlus under the Family Services Tab to ensure children are safe and ensure that families are receiving information about the benefits of regular attendance through newsletters, site bulletin boards, ChildPlus reports, Family Outcome Goals, and ChildPlus Reports.
1302.22 Home-Based Option Protocol:	* For information on service duration and minimum requirements of home visits refer to 1302.22 Home-Based Option Protocol which will outline that we must provide one home visit per week per family that last at least one hour and a half and provide a minimum of 46 visits per year.
Minimum Attendance Requirement:	<ul style="list-style-type: none"> • We will make up planned home visits that were canceled by the program. • To the extent possible attempt to make up planned home visits canceled by the family, when this is necessary to meet the minimum 90% attendance rate. • Not replace home visits for medical or social service appointments for the purposes of meeting the minimum requirements.
1st Home visit cancellation and parent has not called us to give us reason why:	<ul style="list-style-type: none"> o Family will be marked in Child Plus “Not met parent problem” o Family advocate or Home visitor will call parents <ul style="list-style-type: none"> • Document any effort or communication between parent in Communication Log in ChildPlus.
2nd consecutive home visit absent and parent has not called us to give us reason why:	<ul style="list-style-type: none"> o Family will be marked in Child Plus “ Not meet parent problem” <p>Family Advocate and/or home visitor, with the assistance of the ERSEA/Health Coordinator will develop an attendance action plan (Family Support #8) and email the Program Manager:</p> <ul style="list-style-type: none"> o Family advocate, if not available home visitor will go to the home for a surprise visit and share the attendance action plan (Family Support #8). o Document attempts or communication with parent on the Communication Log in ChildPlus. o FA will share plan with home visitor, so everyone is aware of plan. <p>If family was not home, staff will leave a copy of attendance letter (Parent Letter #3) informing family that they may be waitlisted. File a copy in family's file.</p> <ul style="list-style-type: none"> o EHS Manager will send letter to parents

<p>3rd consecutive missed home visit, if still no family contact <u>OR</u> Families that fall below a 90% attendance rate and are unable to keep to their action plan an:</p>	<p>o ERSEA CS Coordinator, EHS Manager, EHS Center Assistant Manager and Family Engagement Content Specialist will review each individual case to determine if waitlist is necessary.</p>
<p>If family is to be waitlisted: Will be waitlisted and accepted back into program upon point system and slot availability. If family decides to come back, once they are waitlisted, they must re-verify income.</p>	
<p>Severe Absenteeism</p>	
<p>If staff begin to notice severe Absenteeism, Family Advocate will connect with the ERSEA Health Coordinator. After 60 days, FA's are to run report 4140 – Home Visits. This report will help identify families with patterns of absence that put them at risk of missing 10% of program visits per year and develop appropriate strategies to improve individual attendance among identified families such as direct contact with parents or intensive case management, as necessary.</p>	
<p>Family Advocate or Home visitor will have a meeting in person or via phone regarding home visits attendance policy and requirements (each family must keep 90% attendance at all times).</p>	<ul style="list-style-type: none"> o Find out what is preventing child from having successful attendance. o What can we do to help family bring up attendance? o Transportation issues? o Family situation? o Health issues? o Staff will give guidance and resources to help bring up attendance. <ul style="list-style-type: none"> ●Contact managers or content specialist if you need guidance on how to individualize and follow-up for each family. o Document the meeting on an Attendance Action Plan (Family Support #8) o Document attempts or communication with parent on the Family Staff Contact Log.
<p>If family ceases to attend:</p>	<p>If family suddenly stops attending and if the families' attendance does not resume after all the above procedures have been followed, then the family will be dropped and put on the waitlist and the slot will become vacant and be filled as soon as possible within 30 days.</p>
<p>*EHS Managers and EHS ERSEA/Health Coordinators will keep Family Engagement Content Specialist up-to-date on attendance and absenteeism.</p>	
<p>Attendance Reports Shared with the Policy Council and Board of Directors</p>	<p>ChildPlus reports will be shared with the Policy Council and Board of directors to make ensure there is not a systematic program attendance issues. The program will use attendance data if site monthly average daily attendance falls below 85% to make changes in a timely manner.</p>

Supporting Attendance of Homeless Children:	If a program determines a child is eligible under homelessness, it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.
Family Leave of Absence Agreement	In the event that families request an extended amount of time off from class, they will be required to fill out a Family Leave of Absence Agreement (Family Support #10). In order to remain in compliance with all federal requirements and to encourage the family to keep at least 90% attendance, leave request will only be approved for maximum 2 weeks total. If there is a request of longer than two weeks, the request must be approved by the Family Engagement Content Specialist and/or the Head Start Director. Prior attendance record, special needs (medical, family emergency, etc.), and the reason for the request will all be taken into consideration before a decision is made. Failure to return on the specified date will result in the child being removed from active status to that of being placed on the waitlist. Center management will keep copies of all Family Leave of Absence Agreements.
Attendance Documentation:	Please refer to 1302.16(a) EHS Attendance Tracking In ChildPlus Protocol.