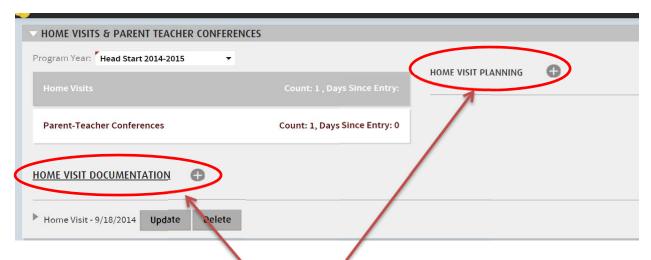# Documenting Initial Home Visits and Parent Teachers Conferences Using Shine

December 16, 2014

Start on the Education Tab then go down the page to the Home Visit/Parent Teacher Conference Section of the page. Each child will have one home visit which is the Initial Home Visit performed by the teacher. Enter an Initial Home Visit or an attempted Initial Home Visit by clicking on Home Visit to open that section.
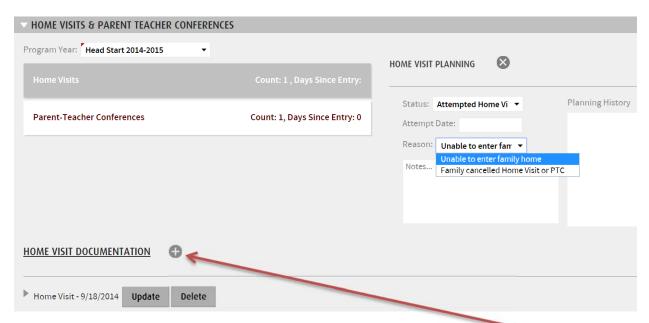

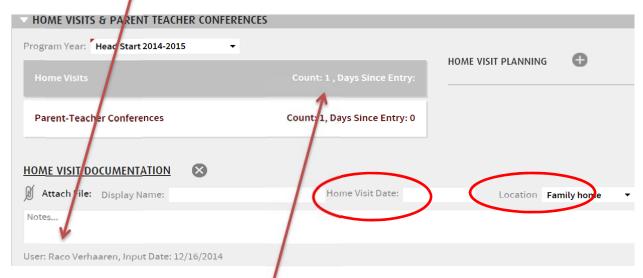When you open the Home Visit or Parent-Teacher Conference section it will look like this.

There are two areas that open, Documentation and Planning. Planning is for when you attempt to do a visit or conference and cannot complete it. Documentation is for when you successfully complete a visit or conference.

We will start with a child we attempted to do a visit on but they were not home or cancelled for some reason. You will click on the (+) sign next to planning to open that section up. Then you will enter attempted home visit under status, then the date of the attempt, and the reason of cancelled or unable to enter home (meaning you went to the house and they were not home). Then you can also enter notes regarding the exact situation. When done click save and the note will move over to the planning history on the right which keeps a running chain of events.
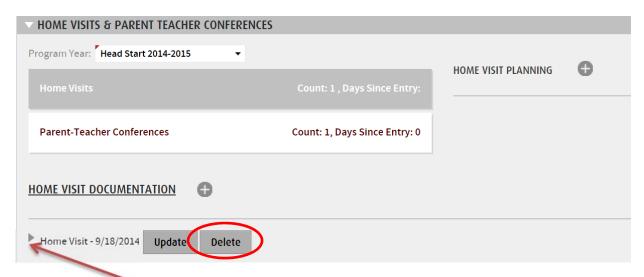

Next let's go over entering a successful visit under documentation. You will click on the (+) sign next to documentation to open that section. Then you will enter the date of the visit, where the visit was done, and notes on the visit (detail of notes will depend on your Ed. Supervisor). You do not need to enter a display name.

After you have saved the entry it will show the count of how many entries you have without needing to go into the section.

If you do go into the section you will see the entries here. You can also delete an entry if it was done in error. Parent-Teacher Conferences are entered the exact same way as the Home Visits.

▼ HOME VISITS & PARENT TEACHER CONFERENCES

Program Year: Head Start 2014-2015 ▼

| Home Visits | Count: 1 , Days Since Entry: |
| Parent-Teacher Conferences | Count: 1, Days Since Entry: 0 |

HOME VISIT PLANNING ⊕

HOME VISIT DOCUMENTATION ⊕

▶ Home Visit - 9/18/2014   Update   Delete

If you click on the arrow to the left of the entry it will open and you can edit your entry.