

0-5 Task and Activity Guide

Home Based Home Visitor 2022-2023

Daily

- ☐ Complete electronic timesheet and mileage sheet as directed.
 - ☐ Check mail, email, phone messages and center log.
 - ☐ Complete destination log if going on a visit.
 - ☐ Complete Child observations, enter into My Teaching Strategies.
 - ☐ Follow up on emergent items.
 - ☐ Update Outlook Calendar as needed
 - ☐ Cleaning tasks as assigned
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Home Visiting Days

- ☐ Review notes, needs, plans and documentation in SHINE prior to visit.
 - ☐ Gather resources for family prior to home visits.
 - ☐ Document home visit summary, and family input with planning, into Shine (within 24 hrs. of visit).
 - ☐ EHS ONLY Document visits in Partners for a Healthy Baby according to Policy and Procedure
 - ☐ Document any cancellations in SHINE following Policy and Procedure (within 24 hrs. of visit).
 - ☐ Review Family Strengths and Needs (FSN) and update scores when appropriate and update Special Service Plans (SSP) (if applicable) in Shine.
 - ☐ Update Health Requirements in SHINE (if applicable).
 - ☐ Update Family Life Practice/Family Goals (and Transition Goal when applicable) in Shine.
 - ☐ Document Identified Needs, and all applicable case notes (within 24 hrs. of visit).
 - ☐ Document all applicable PIR services and resources given (within 24 hrs. of visit).
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Playgroup Session Week/Days

- ☐ Submit completed lesson plans to Site Manager or ED Managers by the **Friday** before playgroup.
- ☐ Ensure daily safety inspection of indoor/outdoor classroom is completed prior to children arriving.
- ☐ Set up curriculum materials according to lesson plan, implement planned individualization, including IFSP goals, implement universal support strategies (as per child guidance procedure) and My Teaching Strategies.
- ☐ Implement routines and lesson plan/curriculum to fidelity.
- ☐ Perform health checks
- ☐ Ensure parent/guardian has signed child into Playground data system and number of children correspond with whiteboard
- ☐ Participate in all classroom activities, routines and meaningful interactions with children and families.
- ☐ Encourage and provide opportunities for parents to connect with each other
- ☐ Perform redundant counting, HOURLY and during transitions like: when going from inside to outside, outside to inside and during transitions. Then update the classroom whiteboard
- ☐ Gather Observations
- ☐ Monitor children's food allergies. Notify health of any newly occurring allergies
- ☐ Fill out Ouch Reports and Challenging Behavior Observations as needed. Follow up with parent, obtain signature, enter into Shine, then shred
- ☐ Check in with other HB visitors and SM as needed

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Weekly

- ☐ Review IFSPs, IFSP Goals tracking sheet and check communication log.
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Monthly

- ☐ Participate in monthly one-to-one reflective supervision with Site Manager.
 - ☐ Participate in Center Meetings.
 - ☐ Review observations by Objectives Report and the Class Profile Report in My Teaching Strategies.
 - ☐ Participate in your Centers Mental Health Consultation
 - ☐ Initiate shared family contact with Family Advocate (if applicable).
 - ☐ Check health & dental needs, create or update plans, document follow-up.
 - ☐ Complete Family Engagement Documentation: 30-day goal, needs identified & emergency crisis follow up, referrals given
 - ☐ Attend FA/SP meetings.
 - ☐ Staff with shared families (if applicable)
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Four Times Annually

- ☐ Complete Checkpoints.
 - ☐ Complete Family Conference Forms and Family Progress Reports.
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Two Times Annually

- ☐ Participate in safety and sanitation walk-through.
 - ☐ Participate in HOVRS Observation and Debrief
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Annually

- ☐ Self-assess using the HOVRs Tool
 - ☐ Participate in a minimum of 15 hours of professional development training.
 - ☐ Participate in coaching/professional development as assigned.
 - ☐ Complete Mandatory trainings as determined by HR department.
 - ☐ EHS- Complete Transition Conference by age 32 months.
 - ☐ EHS - Complete Transition Report one week prior to child's 3rd birthday or at the end of the year.
 - ☐ 0-5 end of year Transition Reports for Final conference
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Ongoing/As Needed

- ☐ If the family cannot provide dental or medical home or source of insurance, update the plan to show progress to getting them (possible Community Health Worker Referral when needed).
- ☐ EHS- Certified Infant Massage Instructor (CIMI) Recertification (If Applicable, Staff TBD).

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- ☐ Review electronic child files.
 - ☐ Review incoming disabilities paperwork.
 - ☐ Evaluate and review fire/evacuation and other drill protocol for each site you have playgroup
 - ☐ Provide an initial home visit and Individual Care Plan (EHS) for all children, including children entering the program mid-year.
 - ☐ Provide developmental and behavioral screenings (ASQ/ASQSE) within 45-days of enrollment and ongoing as needed for monitoring child's developmental progress.
 - ☐ Support hearing and vision screenings at the center or in the home (whatever works best for the family) to be completed within 45 days of enrollment.
 - ☐ Develop activities prior to hearing and vision screenings, dental exam, speech services, etc.
 - ☐ Attend IFSP meeting, and document IFSP meeting summary in data system.
 - ☐ EHS – Follow Newborn screening protocol according to the policy and procedure
 - ☐ Complete child abuse reports as needed.
 - ☐ Review Policies and Procedures and implement them, ask Site Managers for clarification as needed.
 - ☐ Attend consultations.
 - ☐ Meet with Ed Coach to debrief classroom observations/access support with child guidance (as scheduled).
 - ☐ Attend Ed Trainings
 - ☐ Follow up with agency health department on any health/nutrition issues.
 - ☐ Maintain up to date TS Gold Inter Rater Reliability Certification (EHS for Infant/Toddlers and Twos. HS for Preschool)
 - ☐ Support the home language acquisition of enrolled children.
 - ☐ Maintain current certifications: Food Handler's Card, CPR/First Aid, and Criminal Background Registry (CBR).
 - ☐ Other tasks as assigned
 - ☐ Meet with Site Manager to update PDP.
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| <input type="checkbox"/> Refer to 0-5 Teacher/Specialist Dates & Deadlines |
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