

## 0-5 Child & Family Staffings

### Head Start Program Performance Standards:

1302.50(b)(6) Family engagement approach

### Procedure: Staffings

#### Purpose:

Consistent communication between staff ensures a strong partnership in supporting children and families for success in school and life. Staffings provide dedicated time for teams to discuss each child and family and deliver coordinated wraparound services.

#### Staffings are a time to:

- Ensure follow-up in all service areas: Family Services, Education, Health, and Mental Health/Disabilities.
- Foster collaboration between Education and Family Services staff to support the family and child.
- Identify additional support needs, such as consultations for attendance issues.
- Address missing or outdated documentation.
- Coordinate services when multiple staff are supporting the same family.

#### A. General guidelines:

Staffings are conducted quarterly (Fall, Winter, Spring) by:

- Teachers & Family Advocates
- Home Visitors & Site Managers
- Family Advocates who share families

Staffings are also to be completed as children transition from classroom to classroom, center to center or program to program. Please refer to the [Transition Policy 0-5](#) for more guidance.

Staff are expected to communicate effectively, honor scheduled staffing times, and come prepared to collaborate and meet deadlines.

## **B. Shared Family Staffing:**

To ensure coordinated, seamless services, Family Advocates and Home-Based Home Visitors (HBHVs) will participate in quarterly staffings for families enrolled in multiple programs or supported by two different advocates. The first contact must be initiated and documented by the deadline.

### **Immediate Family Needs and Crises:**

The FA or HBHV will immediately contact their partner when:

- A child welfare report is made.
- Family status changes occur, including:
  - Basic Needs Crisis: homelessness, lack of food, no utilities
  - Medical or Health Crises (e.g., chronic head lice)
  - Court Issues: custody changes or restraining orders
  - Child enrollment in Head Start or Early Head Start
  - Chronic Poor Attendance: attendance goal and planning meeting

## **C. Documentation:**

Family Advocates/Home-Based Home Visitors will document staffings according to the *Staffings conversation and documentation screenshot guide*

- Documentation should include:
  - A summary of the staffing discussion.
  - Significant updates or changes related to the child or family.
  - Follow-up steps, action items, or additional support needed.
- Documentation should be written using a strength-based lens that recognizes family strengths, efforts, and progress while also documenting needs, concerns, and supports provided.
- Ongoing staffings should be documented in a way that maintains a clear history of communication, decisions, and support provided over time.