

3b. Process for Shared Family Services

- Created 09/10
- Reviewed 07/24

In order to provide unduplicated, meaningful and quality services to our program families enrolled in both Early Head Start and Head Start/ECEAP, the below process will be followed with the EHS staff taking the lead.

Staff are responsible for reviewing their caseload in ChildPlus. This may be found in the Enrollment or Family Services modules.

Communication

- If the staff become aware of a major family need or crisis, they will communicate with one another to discuss and determine a joint plan of action. Communication between EHS and HS/ECEAP staff shall occur at least monthly to establish a plan for the family.
- If a community referral (CPS) report is made by any staff member, the reporting party will notify the other involved staff member via phone call and email within the hour that a CPS report was made.

Documents:

- Families of Early Head Start children who enter the program prior to their Head Start/ECEAP sibling:
 - Head Start/ECEAP staff will initiate a phone call to the Early Head Start Family Advocate or Early Head Start Home Visitor to make a plan on who is to start the Family Connection Tool and a plan for sharing it with each other. Copies of the front of the Family Connection Tool and the SMART Goals would be exchanged between EHS and Head Start/ECEAP when update are made.
- Families of Early Head Start children who enter the program after their Head Start/ECEAP sibling have started 3-5 services:
 - EHS Family Advocate or EHS Home Visitor staff will initiate a phone call to the Head Start/ECEAP staff to make a plan on who to start the Family Connection Tool and to determine a plan for sharing it with each other. Copies of the Family Picture and Family Partnership Agreement shall be exchanged between EHS and Head Start/ECEAP when update are made.

Home Visits, Teacher Home Visits, Conferences

For families enrolled in Head Start/ECEAP and EHS, staff will conduct home visits in coordination with

each program to better suit the needs of the families, whenever possible. The EHS staff will be invited

to join in the Parent/Teacher Conference for the preschool child as a measure of continuity for the

family.

Case Management

Documentation of family services, health services and education services will be completed as noted in

the database server handbook that the staff is utilizing.

Shared Family Staffings

- **Held:** October, January and April
- **What:** Formal documentation of coordination of services between EHS staff and Head Start/ECEAP Family Advocate will be done and documented in ChildPlus under the description of Shared Staffing.