

Siblings Family Services Check-In

Head Start Performance Standards

§ 1302.50 (b) (6)

Policy

The Siblings Family Services Check-Ins facilitate the sharing of information among teachers and family support staff, as appropriate and in accordance with Head Start Performance Standards, the Family Educational Rights and Privacy Act (FERPA); and the Individuals with Disabilities Education Act (IDEA). The Family Services Check-Ins are designed to promote coordinated and consistent family engagement strategies across the classroom, home, and community settings, ensuring effective collaboration and support for children and families while safeguarding their privacy rights.

When a parent/guardian has more than one child in either Early Head Start and/or Head Start, the Home-based Home Visitor(s) and Family Services Teacher(s) will hold a Siblings Family Services Check-In meeting once a month to review family's strengths, family goals, assessments, expressed needs and support. The Home-Based PAS supervisor will attend at least one Siblings FS Check in per zone/group during the program year to support establishing the collaboration between the two teams.

Staff have a shared responsibility to schedule Sibling Family Services Check-In meetings at the beginning of the program year or as soon as possible the other sibling is enrolled in the program. Documented meetings in Outlook Calendar. These meetings are to be done in person or virtually (Microsoft Teams/Zoom platform).

If staff encounter any barriers to scheduling these meetings, they should reach out to their immediate Program Area Supervisor for support.

Procedures

The purpose of Siblings Family Services Check-In meetings is:

- To give the staff a set time to seek input and collaborate around resources and family needs and to ensure staff are not duplicating services.
- To allow the staff to discuss and brainstorm ideas about helping and empowering families.
- To identify families with increasing needs and to develop ideas for how best to support the family.
- To ensure that we are meeting our responsibilities to families.
- To enable us to establish the best possible method(s) for providing services and resources to the child and family.
- To create an opportunity to communicate within the team about family progress and outcomes, as well as barriers to services or progress that a family may be encountering.
- To identify any required health screenings or other follow-up needs that are incomplete and identify who will follow-up.

During these meetings, staff will review the family strengths, needs, and progress, as well as barriers to progress that may require additional resources and services. Staff will review documentation according to the **Family Services Check-in Checklist (Siblings)**.

Staff involved in these meetings will keep a copy of the filled-out checklist form. This form will be kept in a confidential labeled blue file folder and placed in front of files for easy access to the Family Services Supervisor or PAS.

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During these meetings, staff should share with one another any contacts and experiences that they have had with the family, such as:

- Information about required screenings, attendance, and behavioral concerns.
- The Strengths and Needs Assessment (SNA) results.
- Identified strengths and needs.
- Family well-being checks' status.
- Any referrals already in place and the family's progress or barriers towards their ongoing goals.
- Child Abuse reports.

Documentation Standards

Document notes and follow-up entries in ChildPlus as soon as possible after the encounter, but no later than 36 hours following the meeting. If staff are unable to record the contact in ChildPlus, they must notify their supervisor promptly.

To ensure consistency and objectivity across records and throughout the program, refer to the **Documentation Standards** article in ChildPlus for guidance on applying proper documentation practices to all updates.

Staff participating in the meeting will share responsibility for documenting and entering meeting notes into ChildPlus. For information about documenting Sibling Family Services Check-In meetings, please see the ***Family Services*** section of the ***ChildPlus Portal, Document a Family Services Check-In for Siblings*** article.