

EHS Home-Based and Coffee Creek Conferences and Program Transition Services

Head Start Performance Standards

§ 1302.33 (b)	§ 1302.70	§ 1302.72
§ 1302.34 (a) (b) (1) (2) (3) (4)	§ 1302.71	

Policy

Community Action Head Start requires Staff to conduct conferences every quarter the child is enrolled or as outlined in the appropriate version of the **Home Visit and Conference Timelines for Later Enrolling Children**. Staff will maintain the ordinal number of the conference event, regardless of when the conference occurs. For example, if a child begins in February, the 1st conference will be in April; the 2nd in May; and the 3rd will be the Transition Conference at the end of the program year.

Community Action uses **Desired Results Developmental Profile (DRDP)** © to document observations and evaluate the developmental progress of each child. At the end of each quarter, Staff complete assessments by selecting the developmental level for each child on the continuum. Staff then creates the DRDP **Child Rating Record**, which gives parent(s)/guardian(s) estimates their child's developmental progress within each domain. Parent(s)/Guardian(s) are asked to provide additional insight and information regarding the child's strengths, interests, and areas of concern to empower them as the child's first teacher and actively involve them in planning for their child's education and development.

Observations and DRDP **Parent Report** will be printed in addition to DRDP **Child Rating Record**. A copy of the reports will be provided to the family. Staff will review the information with the parent(s)/guardian(s) to enhance their knowledge and understanding of their child's educational and developmental progress. Observations and feedback from the family regarding their child's progress shared at the conference will be documented in the notes section of the Conference Event record in ChildPlus.

Every child and family enrolled in our program will receive transition services, in the form of a Conference at the end of the program year or before their last day for children withdrawing from the program prior to the end of the program year, whenever possible. If a child leaves the program during the school year, every effort will be made to schedule a Transition Conference before the child's last day in the program.

Staff will conduct a Transition Conference for every child who will be **3 years old on or before Sept.1** of the next program year or, for those in Coffee Creek, whose parent has a release date prior to the end of the program year. To facilitate transitions between EHS and Head Start (HS), Staff will initiate transition planning at the first home visit. Transition planning will be noted on the home visit record and in the communication log as appropriate. Staff must review additional transition information in each conference. Staff will conduct a Transition Conference for all children transitioning out of Early Head Start to another program model or out of Community Action Head Start at the end of the program year.

For children with special needs, see the **Transition for Children with Special Needs Policy and Procedure** for additional requirements.

All conferences are documented in ChildPlus under the education tab with the date of the conference. A new Conference Event will be created for each conference.

Forms Referenced:

[Parent Report or Report Card Comments Handout

Supporting Transitions Early Educators Partnering with Families, Emergency Contact, Parent-Home Visitor or Teacher Conference Form, Strengths and Needs Assessment and Family Partnership Agreement, Home Based Home Visit and Conference Timelines for Later Enrolling Children (versions for each program model), EHS Home-Based Registration Timeline (multiple versions for different enrollment type)]

Procedure

Community Action Home-Based and Coffee Creek will review the **DRDP Parent Report** to document observations and assess the developmental level and progress of each child. Parent(s)/Guardian(s) are asked to provide additional insight and information regarding the child's strengths, interests, and areas of concern to empower them as the child's first teacher and actively involve them in planning for their child's education and development.

Staff will complete assessments in the Fall, Winter, Spring and Summer cycles. Refer to the **Home Based Home Visit and Conference Timelines for Later Enrolling Children** version appropriate for their program model when scheduling Conferences for children who start after September of the program year. After completing assessments, Staff will complete a conference with the family following Fall, Winter and Summer quarterly assessment of each child's development and progress. Because the time period between the Spring and Summer assessments is so short, the Spring cycle is **optional**. The **DRDP © Parent Report and Child Rating Record** is created after each assessment cycle. Staff may choose to use the alternative Parent-Home Visitor or Teacher Conference Form for later enrolling children if the child enrolled mid-quarter and assessments were not completed before scheduling the conference.

Transition planning begins after completing the initial registration visits according to the appropriate **EHS Home-Based Registration Timeline** for every child who will be 3 years old on or before September 1st of the next program year or, for Coffee Creek, the parent release date will be within the program year (if known). The process begins using the **Learn** section of **Supporting Transitions Early Educators Partnering with Families** handout (pg.1) as a guide to begin developing the Transition Plan. For **all** children who will be transitioning **out** of Community Action Head Start to another early childhood program, including preschoolers in the Coffee Creek program, Staff will initiate the **EHS Transition (or Transition to Kindergarten for Coffee Creek) Event** in ChildPlus. See **Documenting the Conference** on page 5.

Coffee Creek Staff will follow the **Preschool Conferences and Program Transition Services Policy and Procedure** for children transitioning from Coffee Creek to Kindergarten.

Fall Quarter-1st Conference

After the first assessment cycle, Staff will print the **5020 DRDP Child Rating Record**, **5023 DRDP Portfolio**, and **5024 DRDP Parent Report** for the individual child.

To print Observations:

- Open Report 5023 DRDP Portfolio
- Select the current **EHS** program year.
- Select the location: use the triangle next to Community Action to open the list of sites; then the triangle next to Home Based to open the list of zones. Select Coffee Creek or the appropriate zone.
- Set the **Assessment Period** to the previous quarter (the assessments just completed).
- Select **all Measures**.
- Set **Type** to File, Note, Photo.
- Make sure the Page Break is set for **After Each Child**.
- Using the "**Individual**" button, select the child(ren) to print or print all using the "**View**" button.

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- Group observations list all the children observed, so they may **not** be included until they have been individualized.
- **Before printing photo observations:** Check the consent form for permission to share another child's picture. If any parents did not consent to **any** photos, staff must remove any photos which include their child before printing another child's observation print out.
 - If any parent(s)/guardian(s) did not consent to publicity photos, staff **must** ask permission from those parent(s)/guardian(s) before including photos of their child in someone else's observation print out.

To create the **Child Rating Record:**

1. Open Report 5020 DRDP Child Rating Record
2. Select the current **EHS** program year.
3. Select the location: use the triangle next to Community Action to open the list of sites; then the triangle next to Home Based to open the list of zones. Select Coffee Creek or the appropriate zone.
4. Set the Time Frame is set to **Most Recent Assessment**.
5. Set the Page Break is set for **After Each Child**.
6. Using the "**Individual**" button, select the child(ren) to print or print all using the "**View**" button.

To print the **Parent Report:**

1. Open Report 5024 DRDP Parent Report.
2. Select the current **EHS** program year.
3. Select the location: use the triangle next to Community Action to open the list of sites; then the triangle next to Home Based to open the list of zones. Select Coffee Creek or the appropriate zone.
4. Set the **Assessment Period** to the previous quarter (the assessments just completed).
5. Set Domains to **All Domains**.
6. Select all three in **Optional Data**.
7. Using the "**Individual**" button, select the child(ren) to print or print all using the "**View**" button.

Preparing for the Conference

Staff will contact the parent(s)/guardian(s) in person or by phone two to seven days in advance to schedule the conference. Staff will share the information at the next scheduled home visit.

Staff will bring the following items to the conference:

- **5020 DRDP Child Rating Record, 5023 DRDP Portfolio, and 5024 DRDP Parent Report.**
- Portfolio work samples.
- The **Strengths and Needs Assessment and Family Partnership Agreement** form (the same form in which the Preliminary Assessment of the Strengths and Needs portion was completed at the home visit)
- Staff will bring the most recent ASQ and ASQ-SE results if they were not reviewed at the last home visit.

For children enrolled following the completion of assessments *and more than five weeks before the next assessment cycle*, the alternate **Parent-Teacher or Home Visitor Conference Form**, with supporting

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observations, will be used instead. When using the alternative **Parent-Teacher or Home Visitor Conference Form**, follow the same procedures for printing observations and documenting the conference.

The Conference

Staff will:

- Review the DRDP reports with the parent(s)/guardian(s) and discuss the child's strengths and areas needing support.
- Ask the family for their observations and input regarding the child's abilities. Document their comments in the notes section of the Conference Event in the Education Module in ChildPlus.
- If they have not already done so, Staff will review the most recent ASQ and ASQ-SE results at the conference.
- Together with the parent(s)/guardian(s), identify two education goals for the child and record them in the in the Education Module of ChildPlus as outlined in steps 1-7 below.

Transition Services

- Review the **Learn section of Supporting Transitions Early Educators Partnering with Families** (pg. 1) with families. Add notes to the Home Visit Record.

Family Partnership Agreement:

- Introduce and complete the **Family Partnership Agreement** on the same **Strengths and Needs Assessment and Family Partnership Agreement** form in which the Preliminary Assessment of the Strengths and Needs portion was completed previously.
- See the **Family Partnership Agreement Family Goals and Plans Policy and Procedure** for guidance in completing the family goal setting process.

Documenting the Conference:

Create the 1st Conference Event and then add the date planned to review the child's outcomes in the **Scheduled Date** box. **This date will not change**, regardless of whether or not the conference actually took place as planned. In the event the conference is rescheduled, use **Add Action** to the Conference Event to enter the reason the date changed.

1. After the conference is completed, enter the date the conference actually occurred in the **Event Date** box. Use **Add Action** to enter "Conference completed. See Home Visit/Conference Record" as well as any relevant information to the notes section. Change the status of the event to **Complete**.
2. Create **New Education Goal** event in ChildPlus for each education goal selected.
3. The Status will be set to "Continue to Monitor" until observations show the child has met the goal.
4. In the description will be the goal, Use the **exact language** from the **DRDP Objectives**. Use the notes section to add any additional information if necessary.
5. In the notes section, click on the clock to add the Staff member's name, date, and time. Enter "See notes on Home Visit Record or Conference Attachment."
6. Once the goal is met, change the status of the goal to **Complete**.
7. Add the New Education Goal set with the parents at the conference as described in steps 1-4.

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Page 4 of 7

Revised 8/2025

- See **Individualizing Policy and Procedure** for guidelines regarding establishing individual education goals, planning to support those goals, follow up with parent(s)/guardian(s) and documentation of progress.
- For children with behavioral concerns, include sentences or bullet points to provide information about strategies which help the child succeed, if appropriate. See the **Parent Report or Report Card Comments Handout** for additional guidance in writing the comments.

Attach copies of the Parent Report and observations to the conference event, after which the original may be given to the family or shredded. See the ChildPlus Training Portal for information about adding the attachments

- For children turning **3 years old on or before 9/1**, open the Transition Event. Set the Status to Continue to Monitor and enter “See notes on Home Visit Record for DD-MM-YY” in the notes section. Save the event.
 - Staff will document any transition conversations that occur between conferences on the home visit record. After the home visit, staff use Add Action to add “See notes on Home Visit record for DD-MM-YY”.
 - If the child withdraws or transitions to Head Start, see the **Transition Conference** on page 7.

See the Education Module in the ChildPlus Training Module for step-by-step instructions:

<https://communityaction701.sharepoint.com/sites/ChildPlusTrainingPortal/SitePages/Education-Module.aspx>

Winter Quarter-2nd Home Visit and 2nd Conference

Preparing for the Home Visit/Conference:

Print the **5020 DRDP Child Rating Record**, **5023 DRDP Portfolio**, and **5024 DRDP Parent Report** for the individual child as before.

The Conference portion of the Home Visit:

- Review the DRDP reports as before. Document the parent(s)/guardian(s) observations and comments about the child’s progress and interest in the activities they have been doing at home to support those goals on the conference form.
- Update the child’s progress regarding the educational goals with a clear indicator of the status of each goal. For example, the goal ‘continuing’, ‘progressing’ or ‘complete’ or the goal ‘needs more time’, ‘going well’ or ‘met’.
- Set a new educational goal if the child has completed a previously set goal and develop a list of activities to support this goal as before. For children with an IFSP, at least one goal must align with the goals on the IFSP. See instructions for updating and adding new Education Goals on the top of page 5.
- After the conference, add parent comments to the comment section of the Conference Event as before.

Transition Services

- For families who wish to continue into Community Action Head Start, an application for the Head Start will be completed with the family.
- Continue with the **Share** section of Supporting Transitions Early Educators Partnering with Families (pg. 2) with families. Add notes to the Home Visit Record, ChildPlus communication log or EHS Planning Form for Children Transitioning to Other Preschool Programs as appropriate.

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Family Partnership Agreement:

Complete the Mid-Year Assessment of the Strengths and Needs Assessment form. Review and update the status of the family goals on the Family Partnership Agreement. Document as before.

Documenting the Home Visit/Conference

Document the conference as before.

Spring Quarter-3rd Conference-Optional

This conference is **Optional**.

If staff or parents choose to hold a spring conference, it will typically be the 3rd conference for most children. Print the **5020 DRDP Child Rating Record**, **5023 DRDP Portfolio**, and **5024 DRDP Parent Report** for the individual child as before.

- Review the reports with the family at an upcoming home visit as before.
- Set a new educational goal if the child has completed a previously set goal and develop a list of activities to support this goal as before. For children with an IFSP, at least one goal must align with the goals on the IFSP. See instructions for updating and adding new Education Goals on the top of page 5.
- Document the Conference as before.

Transition Services

- If the child is ineligible for Community Action Head Start, staff support the family with finding another appropriate preschool option if the family wishes. Document as before.
- If there are no remaining questions or concerns from the Share section of Supporting Transitions Early Educators Partnering with Families, begin moving into the **Plan** section (pg.3-4) of the Supporting Transitions Early Educators Partnering with Families document.
 - Review and make any updates to the plan as needed.

Documenting the Home Visit/Conference

- Document as before.

Summer Quarter Conference or Transition Conference

This is typically the 4th conference for most children. This is the “**Transition Conference**” for Home-Based and Coffee Creek program as it is near the end of the program year. See **Additional Guidelines For children transitioning out of Coffee Creek prior to the end of the program year due to the mother’s release date** on the last page for specific information regarding transitions from that program.

- Prepare the Parent Report and observations as before.
- Ask the family for their observations and assessments of the child. Document the parent(s)/guardian(s) comments about the child’s progress and interest in the activities they have been doing at home to support those goals on the conference form.
- Update the child’s progress regarding the educational goals with a clear indicator of the status of each goal. For example, the goal ‘continuing’, ‘progressing’ or ‘complete’ or the goal ‘needs more time’, ‘going well’ or ‘met’.

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- Update progress on the educational goals. Give the families ideas for activities to continue their child's learning and development until the new program year begins.

Transition Services

- Review the **Plan** section of Supporting Transitions Early Educators Partnering with Families (pgs. 3-4) with families. Address any remaining questions, concerns or incomplete steps on the Home Visit Record.

Family Services

Review and update the status of the family goals on the Family Partnership Agreement as before.

Documenting the Conference

Document the conference as before.

Additional Guidelines for Preschool Children Transitioning Out of Coffee Creek Prior to the End of the Program Year Due to the Mother's Release Date

- For children transferring within Community Action, Coffee Creek staff will keep enrollment informed of any changes in the child's address.
- For children transitioning out of Community Action Head Start, an application for the local program will be completed and submitted with the appropriate documentation whenever possible.
 - Staff will support the parent(s) or caregiver(s) in contacting the Staff of the new classroom and create a tentative schedule for the parent(s)/guardian(s) to visit regularly, with the amount of time spent in the classroom gradually increasing. A parent/guardian must accompany the child and remain with the child at all times during the visits.

OR

- Coffee Creek staff will coordinate with a Home-Based program to arrange for the Staff to come to Coffee Creek to meet and get to know the parent and child.
- The transition plan will be reviewed and revised with parent(s)/guardian(s) to include any plans for classroom or Staff visits.
- For children who will transition out of Community Action Head Start:
 - Coffee Creek staff will encourage children transferring to a center-based classroom to visit the new classroom. Staff will work with parents and/or caregivers to arrange visits to the new classrooms.
 - Use **Add Action** to add "See Home Visit Record" notes to the EHS Transition Event.

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Page **7** of **7**

Revised 8/2025