

Attendance - Home-Based

Performance Standard

§ 1302.16

§ 1302.22 (3)

Policy

All families are encouraged to maintain regular attendance in the Early Head Start/Head Start programs. The program must maintain attendance records for each child according to Head Start Performance Standards (HSPS). If the program's monthly average daily attendance rate falls below 85%, the program must analyze the causes of absenteeism to identify issues contributing to the absenteeism rate.

Within the first 60 days of the program operation and thereafter, each participant's attendance must be analyzed to identify participants with patterns of absences that put them at risk of missing less than 90% (ten percent of program days per year).

Attendance will be monitored to ensure vacancies are identified and filled promptly within 30 days.

The program provides families with information that helps them understand the importance of regular attendance and encourages regular attendance.

The Home Visitor will support families in identifying barriers to maintaining regular attendance and initiate Coordinated Care Meetings with families with children who have below 90% attendance.

The program shall conduct one home visit per week per family. Each home visit must last a minimum of one and a half (1.5) hours. The program **must** provide a minimum of 46 home visits per family per program year.

The program will offer a minimum of 22 group socializations throughout the program year.

Procedure

Recording Attendance

All attendance recordings **must** be taken by the end of the day and will be recorded in the Education Module under the Home-Based Visits tab in ChildPlus.

All present, excused, unexcused home visits, known/unknown absence reasons, and attendance/contact notes **must** be recorded daily and entered in the Home-Based Module by the end of the day.

Absence

In the event that a family is not present or running late for their home visit, the Home Visitor will;

1. Wait a minimum of 15 minutes for the family to arrive- or be present.
2. Call the phone number(s) on record.
 - a. If contact cannot be made, the Home Visitor will leave a voice mail on the family's phone and leave a note on the family's door asking the family to contact them by the next business day with the reason for the absence. A minimum of three attempts

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Canceled Home Visit by the Family or the Program

Parent(s)/guardian(s) are asked to call their Home Visitor at least an hour before their scheduled home visit when a home visit cannot be completed with a reason for the cancellation.

- **Make-up Visits:** The program **must** make up any planned home visits that are canceled by the program or by the family. These makeup visits must occur within the same week or within 30 days to meet the required minimum.
- The program will not count home visits replaced by medical or social service appointments toward meeting the minimum requirement. These **must** be made up within the same week or within 30 days to meet the required minimum.

Multiple Canceled/Missed Home Visits

After two consecutive unknown reasons for canceled/missed home visits by the parent(s)/guardian(s) in a month and the Home Visitor has not been able to make contact by phone, drive by the family's house, text, or email after three attempts, the Home Visitor must follow the **Loss of Contact** procedure.

Extended Absences

Extended absences may occur due to a family's long-distance travel or other unforeseen circumstances and are accommodated on a case-by-case basis. Depending on the circumstance, a coordinated care meeting may be needed.

- Families are encouraged to notify their Home Visitor in advance with an anticipated time frame for the absences.

The Home Visitor must report all extended absences over 3 days to their Program Area Supervisor (PAS), Program Manager, and the ERSEA Supervisor.

- The PAS will review the extended leave to determine whether it constitutes a vacancy.
- If the absence constitutes a vacancy, the PAS or the ERSEA Supervisor will instruct the Home Visitor to start the drop process.
- If the absence is not considered a vacancy, the Home Visitor will offer to complete as many missed home visits as possible upon their return.

Chronic Poor Attendance

Within 60 days of the program, when a child/participant is at risk or has missed 10% (3-4 missed home visits in a month) of the program and the child's average daily attendance (year to date) is less than 90%, the Home Visitor **must** identify if a coordinated care meeting (CCM) is needed. See the **Coordinated Care Meeting** procedure.

Coordinated Care Meeting (CCM)

If the Home Visitor has initiated a CCM, the meeting includes the child's parent(s)/guardian(s), the Home Visitor, and the Home-Based Program Area Supervisor. During the meeting, the team will support the parent(s)/guardian(s) in identifying barriers that prevent the family from attending home visits regularly, identifying the reasons for absence, sharing attendance records, and developing a plan to support them.

- In cases of medical issues or prolonged illness absences, invite the Health Services Supervisor to attend the CCM.
- If a child receives services through NWRESA or Mental Health services, invite the Disabilities & Mental Health Services Supervisor to attend the CCM.

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During the CCM, the Home Visitor, along with the team, will:

- Complete the **Early Head Start Home-Based Attendance Plan** form with the parent(s)/guardian(s).
 - One copy of the completed form is given to the parent(s)/guardian(s).
 - One copy of the completed form is uploaded into the Education Module in ChildPlus.
 - A copy is sent/emailed to the ERSEA Supervisor.
- Support the family if a barrier prevents the child/participant from attending regularly, and develop a plan to support the child and family.
- Identify the reasons for absences.
- Use the **Parent Agreement** form as a guide for discussion
- Share the participant's conference form, attendance record, and DRDP child outcomes report.
- Incorporate parents' comments to develop a plan to support the participant.
- Establish a check-in date – allowing time for improvement.

If the family participates in a **Coordinated Care Meeting**, the Home Visitor will document the meeting in Childplus.

If there is no improvement from the CCM in 30 days, the Home Visitor will initiate another CCM.

- If the child/participant's attendance does not improve after the second CCM, the PAS or the ERSEA Supervisor must consider the slot a vacancy and instruct the Home Visitor to start the drop process (Refer to the **Enrollment- Home-Based Policy**).

Loss of Contact

When loss of contact has occurred, the Home Visitor will notify their Program Area Supervisor first, then ask their Enrollment Assistant to send the family a **Loss of Contact letter** via postal mail. Parent(s)/Guardian(s) can re-establish contact and continue participating in the program by responding to program staff within five business days of receipt of the notification.

Socialization

Socialization schedules and reminders will be shared with families during their regular home visits and documented on the Home Visit Record. If a scheduled socialization must be canceled, families are informed by their Home Visitor

- **Canceled Group Socialization:**
The program **must** make up for any **canceled group socialization** that was canceled by the program to ensure that families receive the full benefit of the 22 minimum requirements. These makeup socializations must occur within the same week or within 30 days to meet the required minimum requirements.
- The program will not count group socialization activities replaced by **medical or social service appointments** toward meeting the minimum requirement of 22 socializations.
- Do to confidentiality and safety of children, only parents or legal guardians and young siblings can participate in socialization groups.