

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call to set up application

* Review referral information prior to the call
* Introduce yourself by name and job title
* Introduce the EHS Home Based program – we provide weekly visits, our goal is to support parents as their child’s first and most important teacher. Home visitors do this through planning fun weekly activities together. Our first step in this process is to complete an application; I can come to your home to do so. Some of the documents that will support completing the application will be:
	+ Proof of 12 months of income
	+ Child’s immunization record
	+ Child Support documention
* Ask parent’s preference for communication, and this is the best phone number (call or text?)
	+ Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Schedule the application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Confirm Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Complete the Directions to Home below:

Type of home: Apartment Single Story Mobile Home Two-Story Home

Color of home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Entrance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking Directions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Safety Questions:
	+ Do you have any animals on the premises: Yes No
		- If yes, is it possible for you to keep your animals contained during our home visit? Yes No
	+ Does anyone smoke in the home: Yes No
		- If yes, please refrain from smoking during the visit in the home
	+ Who might participate in the visit?
	+ Is there anything else that might be helpful for us to know?
* “I look forward to meeting your family next \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up after call

* Add home visit to Outlook Calendar

8/23 EHS-HS Teams/EHS/Enrollment