

File Review Tool

Home Visitor: Date file review completed:

Child Initials: Enrollment Date:

**Personal Visits**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The Foundational Personal Visit Plan****or Personal Visit Planning Guides****reviewed indicate that:** | PlanningGuide1 | Planning Guide2 | Planning Guide3 | Planning Guide 4 | Planning Guide5 | Planning Guide6 | Notes |
|  | Date\_\_\_\_ | Date\_\_\_\_ | Date\_\_\_\_ | Date\_\_\_\_ | Date\_\_\_\_ | Date\_\_\_\_ |  |
| Foundational Personal Visit Plans or a *Personal Visit Planning Guide* were used to design and deliver the visit |  |  |  |  |  |  |  |
| The visit took place in the home, except in a case of extenuating circumstancesReason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
| The visit addressed all three areas of emphasis:Parent-Child InteractionDevelopment Centered ParentingFamily Well-Being |  |  |  |  |  |  |  |
| Teaching Strategies GOLD is up to date in the TS GOLD platform |  |  |  |  |  |  |  |
| The family helped plan the visit |  |  |  |  |  |  |  |
| The Parent/Guardian signed the Planning Guide |  |  |  |  |  |  |  |
| One key point is identified in each area of emphasis |  |  |  |  |  |  |  |
| The intent was identified in each area of emphasis |  |  |  |  |  |  |  |
| All components of the Personal Visit Planning Guide were filled out |  |  |  |  |  |  |  |
| The child’s developmental goal is written on the form and the activity supported the goal |  |  |  |  |  |  |  |
| Anecdotal observations were noted (lesson plan, GOLD, notes, etc.) |  |  |  |  |  |  |  |

# 1302.35 Education in home-based programs.

(a) *Purpose*. A home-based program must provide home visits and group socialization activities that promote secure parent-child relationships and help parents provide high-quality early learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. A program must implement a research-based curriculum that delivers developmentally, linguistically, and culturally appropriate home visits and group socialization activities that support children’s cognitive, social, and emotional growth for later success in school.

**Procedure:**

* Coach/Mentor will review the last 6 Planning Guides
* Coach/Mentor and CFS will plan a time to meet and follow-up
* CFS are able to be present for file review, but can choose not to attend - CFS will choose if they would like further support in planning

7/23