

EHS Enrolled Family Support Request Form Policy and Procedure

Policy: HSSPS 1302.16 (a) (2) A program must implement strategies to promote attendance.

Requirements:

- In the event of a Child Family Specialist (CFS) extended absence, NMCAA EHS Home Based will continue to offer weekly contact with enrolled families. The *Enrolled Family Support Request* Form offers ongoing communication and support to families who are enrolled in Early Head Start Home Based when in-person home visits are not achievable.
*The *Enrolled Family Support Request* Form is saved on NMCAAEHS.com under the Socialization/Family Engagement Tab.

Qualifications to use NMCAA EHS Home Based Enrolled Family Support Request Form

- When a Child Family Specialist position is vacant.
- In the event a Child Family Specialist has an extended leave of absence of more than two weeks.
 - Extended leave of absence qualifies as a Child Family Specialist being unavailable to offer home visits for more than two consecutive weeks.

Guidance:

- The PSC and CFS, when available, will work together to complete the form and upload to Google Docs. Uploading form to Google Docs allows for staff members involved to view requests and updates in real time.
- PSC will share completed form with the county's Socialization Specialist (SS) and their supervisor, EHS Coach.
- The PSC and CFS (If applicable) will schedule a time to meet with the county Socialization Specialist to discuss requirements and answer questions prior to contacting enrolled families whenever possible.
- The *EHS Enrolled Family Support Request* Form will be updated through Google Docs as needed by PSC.
- Socialization Specialists will check form weekly, prior to completing tasks to ensure the most recent updates.
- EHS Coach will discuss form and responsibilities at Socialization Specialist Monthly Recap.
- EHS Coach will touch base monthly with PSC to ensure proper communication.