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**Enrollment Guidance**

HSPPS 1302.15 A program must maintain its funded enrollment level and fill any vacancy as soon as possible.

As a top priority, Early Head Start Recruitment and Health Specialists (R&H) and Child Family Specialists (CFS) will ensure full enrollment in Early Head Start. All EHS slots need to be filled as soon as possible**. Any exceptions outside 10 days must be brought to the attention of the PSC.** This guidance will be followed when a face-to-face visit cannot happen due to a pandemic, natural disaster or other event that deems a face to face visit unsafe for families or staff.

**Procedure**

* Staff will ensure the application is current.
* *The EHS program year is from September 1 to August 31.*
* **An application is good to use if**: You take an application on/or after September 1 and enroll the child/pregnant mom before Aug 31 of the same program year.
* **Please Note**: Any applications taken after Jan 1 are good for the remaining months and good for the next program year.
* The expiration date should be noted on the EHS Eligibility and Verification Form.
* Child Plus must accurately reflect class lists and waitlists.
* R & H will review wait lists monthly to ensure accuracy.
* The CFS is **required** to contact their PSC as soon as they are aware a family plans to drop. The PSC will then identify the next eligible child on the waitlist to fill the opening. The R & H will work with the CFS and family to set up an enrollment date
* A change of status will be completed by the PSC for each drop and add and e-mailed to Michelle Karns, CC’ing Chris Welton and the R & H.
* R&H will scan the application packet into Child Plus.
* Acceptance will happen through a phone call
* The enrollment visit must be completed in person if staff and family is able to pass the health appraisal. If the family or staff is unable to pass the health appraisal the visit will be completed virtually if the family has the ability. If the family does not have the ability to meet virtually, the enrollment visit can be completed over the phone (with PSC approval).
* The CFS will complete the enrollment process with the family, including following the timelines and completing processes and forms as listed on the EHS Child/Family Information Activities and Inventory or Expectant Family Activities and Inventory.
	+ Review the Child Health History, noting any changes with date and your intiials. (NA for expectant families)
	+ Review and complete Family Partnership Agreement or Expectant Family Partnership Agreement with the family.
	+ Review the Parent Handbook, sharing that it is available on our website
	+ Review Child Abuse Reporting Policy (see parent handbook)
	+ Give the family a copy of the Family Resource Directory
	+ Complete the Parent Consent Form (you may not complete any screenings until this form is returned and signed by the parent)
	+ Complete the Getting to Know Your Child with the family (NA for expectant families)
	+ Complete the Home Safety Checklist with the family
	+ Review Pedestrian Safety with the family (NA for expectant families)
	+ Complete the Prenatal Nutritional Assessment with the family (Expectant families only)
* 45 days requirements will be completed (they will only be completed upon receipt of the signed Parent Consent form):
	+ ASQ 3 Screener
	+ DECA I/T
	+ Hearing and Vision Screenings
* Edinburgh (Expectant families only)
* Family Outcome Tools
	+ See FOT Guidance
	+ Family partnership goals will be set with the family within 3 months of enrollment, PSC’s will be updated if this is not able to happen and notes will be made in Child Plus

**2/22** p:hs/ehs/enrollment/COVID19

**Enrollment Checklist**

❑ Refer to the Health What’s Due When to support medical and dental requirements – noting them on the top of the in-kind form

❑ Review the Community Connections

❑ Note any needs under Family Services tab, adding Need Identified in Child Plus, along with any referrals or services given by CFS or noted by R & H

❑ Review the Child Health History, noting changes with date and your initials (NA for expectant families) *Note some apps do not have a health history done and CFS will need to do one*

❑ Review the Family Partnership Agreement or Expectant Family Partnership Agreement

❑ Document under CP Family Services Information tab it was completed, with the completion date and expiration date.

❑ Review the Parent Handbook, sharing that it is available on our website

❑ Review the Child Abuse Reporting (see handbook)

❑ Give the family a copy of the Family Resource Directory

❑ Complete the Parent Consent Form (you may not complete any screenings until this form is signed)

❑ Complete the Getting to Know Your Child with the family (NA for expectant families)

❑ Complete the Home Safety Checklist with the family

❑ Review Pedestrian Safety with the family

❑ Complete the Prenatal Nutritional Assessment with the family (expectant families only)

**45 Day Requirements**

❑ ASQ 3 Screener, completed

❑ Document in Child Plus

❑ DECA I/T, completed

❑ Documented in Child Plus

❑ Hearing & Vision Screening

❑ Review the Hearing Screening Fact Sheet and the Vision Screening Fact Sheet with the family prior to screening

❑ Complete the Hearing and Vision Initial Screen and send to the R & H

❑ If child does not pass either screener, complete the appropriate Rescreen Form, send to R & H upon completion

❑ Edinburgh (completed with expectant families and families with children under the age of 1 year

**Family Partnership**

❑ Family Needs Assessment and Parenting Routines will be completed according to guidance

❑ Document results in Child Plus

❑ Note any needs/referrals in Child Plus Family Services Information tab and note Need Identified in CP

❑ Family Partnership goal set within 3 months

❑ Document in CP under Family Service tab

❑ Document in CP under Family Services Information tab that family is in goal setting process

❑ Make your PSC aware and document reason if goal takes longer than 3 months to complete