**Guidance for Using the HOVRS-A+ &**

**Parents as Teachers Personal Visit Observation Tool:**

**1302.35 Education in home-based programs.** (d) Home-based curriculum. A program that operates the home-based option must: (2) Support staff in the effective implementation of the curriculum and at a minimum monitor curriculum implementation and fidelity, and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development.

***First Year Child Family Specialists (CFS):***

* First year Child Family Specialists (CFS) will attend Parents as Teachers Foundational Training at the earliest time offered. Program Service Coordinators (PSC) will assess CFS using Parents as Teachers Personal Visit Observation tool 6 months from Parents as Teachers Foundational Training.
* First year CFS will be assessed bi-monthly by their PSC using the HOVRS-A+ assessment. CFS staff will be assessed using all seven scales.

***General:***

* After CFS completes first year of employment with EHS, PSC will conduct HOVRS-A+ assessment and PAT Personal Visit Observation Tool bi-annually with each CFS. CFS staff will continue to be assessed using all seven scales from HOVRS-A+ assessment.
* PSC will share results with the CFS within one week of observation.
* All HOVRS-A+ and PAT scores will be documented in ChildPlus. Fall observations must be completed and entered into ChildPlus by January 1st of the program year. Spring observations must be completed and entered into ChildPlus by June 1st of the program year.

***Collected Data:***

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* The collected data will be used by the EHS Coach to create a Needs Assessment Survey that will identify strengths, areas of needed support, and which staff would benefit most from coaching support. **[HSPS 1302.92 (c)(1)]**
* HOVRS-A+ and PAT Personal Visit Observation Tool data will be aggregated to monitor growth and performance of CFS staff as a whole.
* Data from HOVRS-A+ assessment and PAT Personal Visit Observation Tool will be used to design Comprehensive Practice Based Coaching Goals, Professional Development Goals, and inform planning for professional development during the program year.