

## Home Visit Observation Policy and Procedure

**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 and Coaches will provide 2 support visits and then 4 home visits using the Parents as Teachers Home Visiting Observations Tool within their first year.

### **General:**

- After CFS completes first year of employment with EHS, their Coach will conduct a PAT Personal Visit Observation Tool annually with each CFS. Once a Professional Development goal has been established with their Coach, the CFS will receive a second observation focused on the practice identified in the Professional Development goal.
- The Coach will reflect with the CFS regarding the observed visit within 48 hours of the observation.
- PAT scores will be documented in ChildPlus. Spring observations must be completed and entered into ChildPlus by July 1<sup>st</sup>; data will be considered when identifying practices for the PD Needs Survey. Individually CFS can reflect on their observation to identify a PD goal. A second observation will be completed by February 28 and the PD goal practice will be the focus of this observation.

### **Collected Data:**

- 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)]**
- PAT Personal Home Visit Observation Tool data will be aggregated to monitor growth and performance of CFS staff as a whole.
- Data from the 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.