A Guide to Team Home Visits

Rationale: Why Team Home Visits?

- Pro-active approach to parent involvement
- Reach out to families
- Convenient for families
- Address student concerns and develop family-centered action plan
- “Effective home visiting furthers the mental, emotional, and physical health and development of the child by serving the whole family”-Michigan State Board of Education

Staff Participation: Who Can Do a Home Visit?

- Administrator
- Attendance Liaison
- CHOW
- Counselor
- CWAL
- Dean
- LSP
- Nurse
- Parent Liaison
- Outreach Consultant
- School Resource Officer (SRO)
- SIT Intern (with site supervisor)
- Student Advisor
- Teacher
- Wellness Coordinator
- Any SFUSD staff person informed of home visit protocol

Staff Preparation

- Identify a staff member who has relationship with family
- Staff members team up, go in pairs
- Notify caregiver, schedule visit in advance when possible (provide translation if necessary)
- Review records, family history, cultural background
- Make copies of pertinent records (i.e. emergency card, attendance record)
- Prepare informational material (Resources, district brochures, business cards, etc.)
- Notify secretary/school personnel of location and time of home visit
- Bring copies of Consent form and Release of Information forms (in case necessary)
- Review Safety Tips (see next page)

Adapted from Policy of Bellevue School District, No. 405, Washington State and Michigan Department of Education, Early Childhood Programs
A Guide to Team Home Visits (ct’d)

The Visit: Protocol and Timeline

A. Arrival
- Set the tone (warm introduction, thank family for time and participation, etc.)
- Establish rapport/develop caring relationship
- Include all family members in the home who would like to participate
- Suggest an environment conducive to meeting- Visit can occur somewhere in the community (i.e. café, library, conference room, etc.) if family feels more comfortable.

B. During the Visit
- Review purpose of visit; allow family input
- Refer to Team Home Visit Report and record pertinent information
- Student/family strengths
- Establish goals
- Give information
- Elicit feedback from family
- Share resources
- Answer questions

C. Concluding the Visit
- Summarize Visit
- Discuss next steps
- Provide business cards, contact info.
- Closure and goodbye

D. After the Visit
- Document visit
- Evaluate visit
- Follow-through on referrals, action items, etc.
- Additional follow-up items, documentation (i.e. CPS report)
- Send family a copy of document

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# A Guide to Team Home Visits

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<thead>
<tr>
<th><strong>Remember to:</strong></th>
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<tbody>
<tr>
<td>• Be a good listener</td>
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<tr>
<td>• Have specific goals or objectives for each visit</td>
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<td>• Be flexible</td>
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<tr>
<td>• Be prompt to your home visits</td>
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<tr>
<td>• Realize the limitations of your role</td>
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<td>• Help parents become more independent</td>
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<td>• Keep language appropriate</td>
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<td>• Dress appropriately and comfortably</td>
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<tr>
<td>• Be confident</td>
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<tr>
<td>• Remember that small improvements lead to big ones</td>
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<td>• Be yourself</td>
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<td>• Respect cultural and ethnic values</td>
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<td>• Monitor your own behavior- the parent is observing you</td>
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<tr>
<th><strong>Avoid:</strong></th>
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<tr>
<td>• Imposing values</td>
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<tr>
<td>• Bringing visitors without the parent’s permission</td>
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<td>• Socializing excessively at the beginning of the visit</td>
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<tr>
<td>• Excluding other members of the family from the visit</td>
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<td>• Talking about families in public</td>
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<tr>
<td>• Being the center of attention</td>
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<td>• Expecting perfection from the parent</td>
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<tr>
<td>• Asking the parent to do something you wouldn’t do</td>
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## Safety Tips

**Safety First!**
- Try to complete home visits early in the day
- Stay alert
- Dress appropriately
- Leave jewelry at home
- Leave purse at office or trunk
- Carry necessary cash, keys, and driver’s license on person
- Remove yourself from dangerous situations
- Travel in pairs when possible
- Survey the neighborhood
- Identify safe areas (i.e. restaurants, telephones, rest rooms, police stations)
- Trust your instincts
- Consider a neutral meeting location if visit cannot be made safely at home (i.e. library, conference rooms, restaurants)
- Take universal precaution by washing hands before/after visit
- Ask family members to come out to meet you if uncomfortable with area
- Keep car in good repair
- Keep emergency supplies in car, include all-weather gear
- Ask family to secure pets before arrival
- Attend safety seminars
- Consider the use of cellular phones or pagers

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