

## 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      | ▪ LSP                 | ▪ SIT Intern                                             |
| ▪ Attendance Liaison | ▪ Nurse               | ▪ (with site supervisor)                                 |
| ▪ CHOW               | ▪ Parent Liaison      | ▪ Student Advisor                                        |
| ▪ Counselor          | ▪ Outreach Consultant | ▪ Teacher                                                |
| ▪ CWAL               | ▪ School Resource     | ▪ Wellness Coordinator                                   |
| ▪ Dean               | ▪ Officer (SRO)       | ▪ 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*)



## 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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### Suggestions

#### **Remember to:**

- Be a good listener
- Have specific goals or objectives for each visit
- Be flexible
- Be prompt to your home visits
- Realize the limitations of your role
- Help parents become more independent
- Keep language appropriate
- Dress appropriately and comfortably
- Be confident
- Remember that small improvements lead to big ones
- Be yourself
- Respect cultural and ethnic values
- Monitor your own behavior- the parent is observing you

#### **Avoid:**

- Imposing values
- Bringing visitors without the parent's permission
- Socializing excessively at the beginning of the visit
- Excluding other members of the family from the visit
- Talking about families in public
- Being the center of attention
- Expecting perfection from the parent
- Asking the parent to do something you wouldn't do

### 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