## HEAD START 2020-2021 Timeline (When in Regular Services)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Details and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Child Attendance Day</strong></td>
<td>September 8, 2020</td>
<td></td>
</tr>
<tr>
<td><strong>COVID-19 Parent Questionnaire</strong></td>
<td>Sept. 8th - Sept. 11</td>
<td>To be completed over the phone within the first week of when a child starts.</td>
</tr>
<tr>
<td><strong>ASQ-3 / ASQ:SE-2</strong></td>
<td>Sept. 8th – Oct. 22nd</td>
<td>To be completed within the first 45 days of when a child starts.</td>
</tr>
<tr>
<td><strong>1st Home Visit</strong></td>
<td>Sept 8th – Oct. 30th</td>
<td>Due to COVID some adjustments may need to be made</td>
</tr>
<tr>
<td><strong>1st FA Visit</strong></td>
<td>Sept 8th – Oct. 30th</td>
<td>Due to COVID some adjustments may need to be made</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcomes Assessment, Needs Assessment, Family Goal, referrals, and Title 1 Migrant Forms due. (Email Title 1 Migrant Forms to Family Engagement Content Specialist)</td>
</tr>
<tr>
<td><strong>Begin to individualize on the lesson plan</strong></td>
<td>Week of October 21st</td>
<td>Begin with School Readiness Goal</td>
</tr>
<tr>
<td><strong>TS Gold Fall Checkpoint Period</strong></td>
<td>Sept. 8th – Nov. 20th</td>
<td>After finalizing Fall checkpoint, print Fall observations of each child and place one copy in the child’s file and one copy to be shared at visit or sent home. DO NOT INCLUDE other children’s names or photos.</td>
</tr>
<tr>
<td><strong>2nd Home Visit (FA attends if needed)</strong></td>
<td>Nov. 4th – Jan. 15th</td>
<td>2 Portfolios to be developed and shared at this visit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due to COVID During this time frame if Remote/virtual visits are occurring see timelines below</td>
</tr>
<tr>
<td><strong>TS Gold Winter Checkpoint Period</strong></td>
<td>Nov. 23rd – Feb. 19th</td>
<td>After finalizing the Winter checkpoint, print Winter observations of each child and place one copy in the child’s file and one copy to be shared at visit or sent home. DO NOT INCLUDE other children’s names or photos.</td>
</tr>
<tr>
<td><strong>2nd FA Visit (at the home)</strong></td>
<td>Nov. 30th – Jan. 29th ¹</td>
<td>Due to COVID some adjustments may need to be made</td>
</tr>
<tr>
<td><strong>1st Parent-Teacher Conference</strong></td>
<td>Jan. 18th – March 19th</td>
<td>This visit will include the kinder packet 2 portfolio labels to be developed and shared at this visit</td>
</tr>
<tr>
<td><strong>3rd FA Visit (at the Center)</strong></td>
<td>Feb. 22nd – April 16th</td>
<td>3rd round of Outcomes Assessment, Needs Assessment, Family Goal, Referrals, and Family Engagement Recruitment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Begin spring enrollments.</td>
</tr>
<tr>
<td><strong>TS Gold Spring Checkpoint Period</strong></td>
<td>Feb. 22nd – May 14th</td>
<td>After finalizing Spring checkpoint, print Spring observations for each child and place one copy in file and send one copy home</td>
</tr>
<tr>
<td>Week of May 18th</td>
<td>DO NOT INCLUDE other children’s names or photos</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2nd Parent -Teacher Conference</td>
<td>March 22nd – May 21st</td>
<td></td>
</tr>
<tr>
<td><strong>FA: focus on enrollments</strong></td>
<td>April 19th – May 27th (27 work days)</td>
<td></td>
</tr>
<tr>
<td>Focus on enrollments. Final check in on families, referrals, resources needed, and close family goals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last week to Individualize</td>
<td>May 10th East Yakima-May 24th</td>
<td></td>
</tr>
<tr>
<td>Home goals / teacher goals / IEP / Interventions / BMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send Individual Child Profile report to family (place one copy in child’s file)</td>
<td>Week of May 17th East Yakima-Week of May 31st</td>
<td></td>
</tr>
<tr>
<td>Complete Classroom Inventory List</td>
<td>Week of May 17th East Yakima-Week of May 31st</td>
<td></td>
</tr>
<tr>
<td>Submit one copy to SRCS and leave one posted in the classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn in materials(camera, TSG binder &amp; lesson plans) and clean-up classroom</td>
<td>Can start May 24th / East Yakima-June 8th after children leave</td>
<td></td>
</tr>
<tr>
<td>Blocks need to go in boxes. Leave classroom set-up as is, place items in shelf in a clear plastic bag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last child Attendance Date</td>
<td>May 24th East Yakima-June 8th</td>
<td></td>
</tr>
</tbody>
</table>

- If a child enrolls from September – end of November they will need 4 visits, if a child enrolls from December-February they need 3 visits. If a child enrolls from March to April (2) visits. If a child enrolls in May one visit.

**Health-In Person Services**

- Refer to 2020 ChildPlus Health Training Powerpoint or contact Andrea Smith and Maria Rodriguez for questions

<table>
<thead>
<tr>
<th>Week</th>
<th>Area</th>
<th>Item</th>
<th>By Whom</th>
<th>Check Box</th>
</tr>
</thead>
</table>
| 1    | Health | • Health History Form  
  ○ Write on the side of the initial health history and document in ChildPlus under health events. If this was not done during remote.  
  • Make sure we have a signed and completed Release of Information Form on file and current | Family Advocate | ☐ |

-
to request dental, well child, and lead testing results.

- If one is needed please mail a consent to the families with an envelope, return address, and stamp listed on it.
- You may highlight the area that needs to be signed. This form must be completely filled out

**Or**

- Families may come to center to sign documents. Please make sure the family stays in the vehicle and calls the center to let them know they are there. Family Staff members will go to the car, in full PPE, to provide paperwork and pen that the family can keep. Family will be required to wear a face mask. Staff member will let family know if any questions come up or paperwork is completed to call the center. Staff member will not stay with the family but go back into the center. When the family calls to say paperwork is done, a staff member in full PPE will go to the vehicle to pick up paperwork.

- Input immunizations into ChildPlus from the WAIIS or other authorized immunization reports.
  - Print out immunization print out and email copy to Maria R. Early Learning Nurse and Andrea Smith Health Nutrition Content Specialist to review.

<table>
<thead>
<tr>
<th>2-5</th>
<th>Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>Vision and Hearing</strong> exam.</td>
<td>Family Advocate</td>
</tr>
<tr>
<td>- Complete a new health event for actual exam</td>
<td></td>
</tr>
<tr>
<td>- Upload into ChildPlus under health attachments with education with parent rejects</td>
<td></td>
</tr>
<tr>
<td>- <strong>For ALL</strong> children complete a <strong>Growth Assessment</strong> and document in ChildPlus</td>
<td></td>
</tr>
<tr>
<td>- Complete referral if child is obese.</td>
<td></td>
</tr>
<tr>
<td>- Upload into ChildPlus under health attachments with education with parent rejects</td>
<td></td>
</tr>
<tr>
<td>- Past Due immunizations letters need to go out to the families, and family advocates please</td>
<td></td>
</tr>
</tbody>
</table>
work with staff to schedule appointments. Immunizations are still being conducted at clinics, but may be during special hours.

- Request the most recent dental and physical exam from the child's clinic.

<table>
<thead>
<tr>
<th>6-11</th>
<th><strong>Health</strong></th>
</tr>
</thead>
</table>
|      | ● Complete HDN #36 Health Status Determination (Dental and Physical).  
  ○ Input into ChildPlus  
  ● Complete Nutrition Assessment  
  ● Continue working with families on past due immunization status.  
  ● Request the most recent dental and physical exam from the child's clinic.  
    ○ If you do not hear from the clinic within 30 days of when it was first sent. Please call the clinic to make sure they received it.  
    ○ When a well child exam, dental, lead test, or immunizations come in please update ChildPlus and upload into health attachments. This can only be done when you physically have the exam  |
|      | Family Advocate |

| Health | ● Continue working with families on past due immunization status.  
  ● Continue to request the most recent dental and physical exam from the child's clinic.  
    ○ If you do not hear from the clinic within 30 days of when it was first sent. Please call the clinic to make sure they received it.  
    ○ When a well child exam, dental, lead test, or immunizations come in please update ChildPlus and upload into health attachments. This can only be done when you physically have the exam  
  ● Send out reminders to families 30 days prior to expiration of well child exam, dental, and immunization to schedule appointment with provider  |
<p>|        | Family Advocate |</p>
<table>
<thead>
<tr>
<th>12-end of program</th>
<th>Health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Continue working with families on past due immunization status.</td>
<td>Family Advocate</td>
</tr>
<tr>
<td></td>
<td>● Continue to request the most recent dental and physical exam from the child's clinic.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ If you do not hear from the clinic within 30 days of when it was first sent. Please call the clinic to make sure they received it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ When a well child exam, dental, lead test, or immunizations come in please update ChildPlus and upload into health attachments. This can only be done when you physically have the exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Send out reminders to families 30 days prior to expiration of well child exam, dental, and immunization to schedule appointment with provider</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ Document in ChildPlus under new health event. Remember an event date, expiration date, and event status does not need to be inputted to add notes.</td>
<td></td>
</tr>
</tbody>
</table>
### Head Start 2020-2021 Timeline (when in Home Remote Services)

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Content Area(s):</th>
<th>Task(s) to be completed:</th>
<th>Staff Member:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/2020 to 8/21/2020</td>
<td>ERSEA</td>
<td>Family Advocates will be finalizing files ensuring that all required documents are in the file ensuring an active waitlist.</td>
<td>Family Advocates</td>
</tr>
<tr>
<td>8/25/2020 to 9/4/2020</td>
<td>Family Support</td>
<td>Call approved accepted families to complete parent orientation over the phone.</td>
<td>Family Advocates</td>
</tr>
<tr>
<td>9/8/2020</td>
<td>Family Support</td>
<td>• Complete the Covid-19 Parent Questionnaire &amp; Resources (Completed over the phone)</td>
<td>Family Advocates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ *this will determine 1st attendance day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Enter a Covid-19 Event and Action into ChildPlus in the family services tab.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Questionnaire is a Google Form, Roger will email the FA a PDF copy, FA will upload that copy to ChildPlus once they receive it from Roger.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Health History Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Write on the side of the initial health history and document in ChildPlus under health event “Done over the phone due to COVID-19”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Make sure we have a signed and completed Release of Information Form on file and current to receive dental, well child, and lead testing results.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ If one is needed please mail a consent to the families with an envelope and return address listed on it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Input immunizations into ChildPlus from the WAIIS or other authorized immunization reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Print out immunization print out and email copy to Maria R. Early Learning Nurse and Andrea Smith Health Nutrition Content Specialist to review.</td>
<td></td>
</tr>
<tr>
<td>9/14/20</td>
<td>Education</td>
<td><strong>Topic for home-task packet:</strong> Social-Emotional (All About Me) First packet delivered to families-week of 9/8/20</td>
<td>Classroom Staff</td>
</tr>
</tbody>
</table>
1st Home Virtual Visit:

- Use Conversation Starter Form
- The teacher will introduce themselves and welcome the family to the program.
- Inform the parent of the process of the remote services to their child and the bi-weekly check-ins they will receive from the teacher.
- Explain to the parent how they will receive bi-weekly home task activities to support their child’s learning and the bi-weekly check-in call to see how child is doing with the packet.
- Inform the parent that we will be moving into having face time visits and live virtual meetings and classroom sessions.
- Inform the parents that we as a program will continue to provide the best services we can (even remotely) and we will utilize our screenings forms, assessment system, observe and support children’s learnings and share data reports on children’s progress.
- Introduce the TS Gold Progression level form and the Objectives for Development & Learning and how these forms guide us in how to prepare their children for kindergarten.
- Talk to parents about what they would like their children to learn, and lead this conversation to establishing a home goal for the child.
- Inform the parents that you have sent the ASQ & ASQ:SE questionnaires home and explain why we use these screenings. Ask the parents if they would like to complete the questionnaires with you over the phone or if they want to complete the questionnaires on their own and then either drop off the questionnaire at the center or hand to the bus driver at the next home-task packet delivery. Please make sure you inform parents that we do have a 45 day timeline.
| 9/14/20 | • Complete over the phone Home Language Survey and explain how this form is used to support English Language Acquisition.  

• If the child is on an IEP, then inform them that we have a content specialist that helps teachers support the IEP goals in the classrooms and share how children are doing with the established IEP goals. At this time you could ask the parents if they would like their home goal to be “ONE” of the IEP goals.  

• Inform the parent that in their home task packet you have included the Celebration Policy and ask if they have any questions about the information on the policy.  

• Inform parents that we do have selected VIP days for children, explain what VIP is and that we will keep them informed in how and when we start VIP.  

• If needed, share the information from Parent Orientation or Family Handbook (if the parent(s) did not attend orientation or receive a handbook).  

• Introduce to the parent the in-kind home goal sheet and share how you will be sending this form in the child’s home task packet and parents need to fill out the form when they work on the activity that supports the child’s home goal.  

• Explain to the parents that their child will be receiving a tablet that has learning experiences their child can play for 30 minutes a week and this will support our assessment system and develop the skills the children need for kindergarten. We will know when the tablets will be handed out.  

• If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/14/20</td>
<td></td>
<td>completed. This is only done if the family shares info about a family changes due to COVID.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conclude the visit by thanking the parent(s) for taking time to meet with you. Inform them of the next bi-weekly check in and see if parents want to schedule a date and time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• You will document and label 1st virtual home visit in Child Plus under education-same location</td>
</tr>
<tr>
<td>9/21/20</td>
<td>Family Support</td>
<td>• Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complete a Family Outcomes Assessment (Completed over the phone) - enter directly into ChildP</td>
</tr>
<tr>
<td>9/28/20</td>
<td>Education Special Services</td>
<td><strong>Topic for Home Task Packet:</strong> Physical Development 2nd packet delivered to families</td>
</tr>
<tr>
<td></td>
<td>Classroom Staff</td>
<td><strong>Bi-Weekly check-in:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Introduce to the parents the home task packet and the focused domain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ask the parent on how/ what the child did with the materials that were sent in the packet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ask parent to share pictures or observations that they see in their child while they are exploring the materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Inform parents that we can send videos and online resources for them to use at home as long as they share their permission to text them or to email them the resources. Also work with families in setting-up to have live chat or zoom visits (explain how we can use the Hatch tablet to have live visits).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow- up on ASQ3 and ASQ SE2 questionnaires to be completed( if needed). share the results of the screenings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ask parents if they have any questions or concerns about IEP/IFSP.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9/28/20</td>
<td>Education</td>
<td>Contact the SSCS if parents have any concerns. If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate, then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID. Document parent check-in in Child Plus under education-create a Home Base Remote Event-add action-Label 2nd Bi-weekly Check-in-to add your documentation.</td>
</tr>
<tr>
<td>10/5/20</td>
<td>Family Support</td>
<td>Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event. Complete Needs Assessment and Establish Family Goal (Completed over the phone) ○ To be entered directly into ChildPlus.</td>
</tr>
</tbody>
</table>
| 10/12/20  | Education                                | **Topic for home task packet: Oral Health** 3rd packet delivered to families **Bi-weekly Check-In**  
- Introduce to the parents the Oral Health Curriculum, and how you are sharing a lesson from the curriculum.  
- If you are having facetime or live chats with families then model how to properly use your toothbrush (use a large mouth and toothbrush model or you model for them).  
- Parents who are not yet set-up for facetime or live zoom visits then explain over the phone.  
- Explain the activity you have included in the packet or the song or resource to the family on Oral Health.  
- If the child has a home goal established then make sure to include an activity in the packet that supports the home goal. If a home goal has not...
| 10/12/20 | | been established then please work with the family in establishing a goal.  
  ● Ask parents if they have any questions about the packet or the activities, provide support if needed.  
  ● Follow-up on ASQ3 and ASQ SE2 questionnaires to be completed (only if still needed).  
  ● Review ASQSE2 Results Form with family (if any concerns are identified follow-up connect with Mental Health Specialist)  
  ● Review the ASQ-3 Result form with the family. Connect with the Special Services Content Specialist if any concern on the ASQ-3 Results form.  
  ● Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
  ● If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
  ● If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.  
  ● Document parent conversation in Child Plus under education after the visit - add to Home Base Remote Visit - add action - Label 3rd Bi-weekly Check-in - to add your documentation |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/20</td>
<td>Family Support</td>
<td></td>
</tr>
</tbody>
</table>
  ● Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
  ● Follow-up on progress made on family goals - Enter Family Advocate |
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/26/20</td>
<td>Education Special Services</td>
<td><strong>a new action in ChildPlus</strong>&lt;br&gt;<strong>Topic for home task packet:</strong> Language Development&lt;br&gt;4th packet delivered to families&lt;br&gt;<strong>Bi-weekly Check-In:</strong>&lt;br&gt;- If the child has an established home goal make sure to send home an activity that supports the goal. If the child does not have a home goal please work with the family in establishing a goal.&lt;br&gt;- For teachers who are connecting through facetime or live zoom Virtually will:&lt;br&gt;  ● Model reading a book and will use open ended questions and extended conversations.&lt;br&gt;  ● Parents who cannot have a virtual visit will receive a phone call from the teacher.&lt;br&gt;  ● Share the packet resources, activities, and reading books with the family.&lt;br&gt;  ● Ask the parent if they need extra support on the materials and resources that are in the packet;&lt;br&gt;  ● Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).&lt;br&gt;  ● Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).&lt;br&gt;  ● Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.&lt;br&gt;  ● Ask parents if they have any question or concern about the IEP if the child has one.&lt;br&gt;  ● Contact the SSCS if parents share any question or concern.&lt;br&gt;  ● If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.&lt;br&gt;  ● If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a</td>
<td>Classroom Staff</td>
</tr>
<tr>
<td>Date</td>
<td>Department</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| 10/26/20   |                           | guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.  
  - Document parent conversation in Child Plus under education after the visit - add to Home Base Remote Visit - add action- Label 4th Bi-weekly Check-in - to add your documentation |
| 11/2/20    | Family Support            | ● Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
  ● Follow-up on progress made on family goals - Enter a new action in ChildPlus                                                                 |
| 11/9/20    | Education Special Services| **Topic for home task packet:** Math Development  
**5th packet delivered to families**  
**Bi-weekly Check-in:**  
  - Share the packet resources and activities with the family that were sent on Math  
  - Ask the parent if they need extra support on the materials and resources that are in the packet;  
  - Ask the parent how the last packet went and how the child did with the materials?  
    (document what the parent shares to enter into TS Gold).  
  - Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do?  
    (document what the parent shares to enter into TS Gold).  
  - Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
  - Ask parents if they have any questions or concerns about the IEP/IFSP.  
  - If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Timeframe</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11/9/20    |                         | • If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.  
• Document parent conversation in Child Plus under education after the visit-add to Home Base Remote Visit -add action-Label 5th Bi-weekly Check-in- to add your documentation |
| 11/16/20   | Family Support          | • Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
• Follow-up on progress made on family goals - Enter a new action in ChildPlus |
| 11/30/20   | Education Special Services | **Topic for home task activity:** Cognitive Development  
Sixth packet delivered to families  
**2nd Home Virtual Visit:**  
• Share the packet resources, activities with the parent  
• Ask the parent if they need extra support on the materials and resources that are in the packet;  
• Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
Share with the parent the child TS Gold Fall report that you have printed, you can also share some of the observations you have captured from the child either by the parent or through observation. Inform the parent you will send a copy of the TS Gold Report in the next home task packet (if you have not already sent it).  
• Ask the parent how they feel the child is doing with the home goal and if they want to keep the same goal or change it?  
• Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
</table>
| 11/30/20   | to the bus driver at the next home task packet delivery.  
- If the child is on an IEP, please make sure you share two portfolio labels with the parent and inform them you will send them a copy of the portfolio labels in the next home task activity packet (if you have not already sent it).  
- If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
- If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.  
- You will document and label 2nd second virtual home visit in Child Plus under education-same location.                                                                                                                                                                                                                       |                   |
| 12/7/20    | Family Support  
- Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
- Follow-up on progress made on family goals - Enter a new action in ChildPlus                                                                                                                                                                                                                                |                   |
| 12/14/20   | Education Special Services  
**Topic: for home task packet:** Language Development  
7th packet delivered to families  
**Bi-weekly check-in:**  
- Share the packet resources, activities  
- Ask the parent if they need extra support on the materials and resources that are in the packet;  
- Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
- Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do?                                                                                                                    | Classroom Staff   |
<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 12/14/20   | (document what the parent shares to enter into TS Gold).  
● Ask parents if they have any concerns or questions about the IEP/IFSP and contact the SSCS if they share any.  
● Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
● If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
● If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.  
● Document parent conversation in Child Plus under education after the visit-add to Home Base Remote Visit -add action-Label 7th Bi-weekly Check-in- to add your documentation |
| 1/4/21     |  
| Family Support | ● Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
● Follow-up on progress made on family goals - Enter a new action in ChildPlus |
| 1/11/21    |  
| Education Special Services | **Topic for home task activity:** Physical Development  
8th packet delivered to families  
**Bi-weekly Check-In:**  
● Share the packet resources, activities  
● Ask the parent if they need extra support on the materials and resources that are in the packet;  
● Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold). |
|            | Family Support  
Classroom Staff |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/11/21</td>
<td></td>
<td>- Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).&lt;br&gt;- Ask parents for any question or concern about the IEP/IFSP and contact the SSCS if parents share any.&lt;br&gt;- Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.&lt;br&gt;- If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.&lt;br&gt;- If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.&lt;br&gt;- Document parent conversation in Child Plus under education after the visit - add to Home Base Remote Visit - add action - Label 8th Bi-weekly Check-in - to add your documentation.</td>
</tr>
<tr>
<td>1/18/21</td>
<td>Family Support</td>
<td>- Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.&lt;br&gt;- Follow-up on progress made on family goals - Enter a new action in ChildPlus.</td>
</tr>
<tr>
<td>1/25/21</td>
<td>Education Special Services</td>
<td><strong>Topic for the home task activity packet:</strong> Math Development &lt;br&gt;9th packet delivered to families&lt;br&gt;<strong>Bi-weekly Check -In:</strong>&lt;br&gt;- Share the packet resources, activities</td>
</tr>
</tbody>
</table>
1/25/21

- Ask the parent if they need extra support on the materials and resources that are in the packet;
- Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).
- Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).
- Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.
- Ask parents if they have any questions or concerns about the IEP/IFSP and contact the SSCS if they share any.
- Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.
- If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.
- Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.
- If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID. Document parent conversation in Child Plus under education.
- Document parent conversation in Child Plus under education after the visit-add to Home Base Remote
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Activity</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/25/21</td>
<td></td>
<td>Visit -add action-Label 9th Bi-weekly Check-in- to add your documentation</td>
<td></td>
</tr>
</tbody>
</table>
| 2/1/21     | Family Support              | • Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
• Follow-up on progress made on family goals - Enter a new action in ChildPlus  
• Complete End-of-year Family Outcomes Assessment  
• Review and update “end-of-year” PIR questions | Family Advocate |
| 2/8/21     | Education Special Services  | **Topic for home task packet:** Language Development  
10th packet delivered to families  
**Bi-Weekly Check-in:**  
• Share the packet resources, activities  
• Ask the parent if they need extra support on the materials and resources that are in the packet.  
• Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
• Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).  
• Ask parents for any questions or concerns about the IEP/IFSP and contact the SSCS if there is any.  
• Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
• If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
• If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is | Classroom Staff |
<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/8/21</td>
<td></td>
<td>completed. This is only done if the family shares info about a family changes due to COVID.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Document parent conversation in Child Plus under education after the visit-add to Home Base Remote Visit -add action-Label 10th Bi-weekly Check-in- to add your documentation</td>
</tr>
<tr>
<td>2/15/21</td>
<td>Family Support</td>
<td>• Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow-up on progress made on family goals - Enter a new action in ChildPlus</td>
</tr>
</tbody>
</table>
| 2/22/21    | Education Special Services | **Topic:** Social Emotional Development 11th packet delivered to families  
**1st virtual parent teacher conference:**  
• Share the packet resources, activities with the parent  
• Ask the parent if they need extra support on the materials and resources that are in the packet;  
• Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
Share with the parent the child TS Gold winter report that you have printed, you can also share some of the observations you have captured from the child either by the parent or through observation. Inform the parent you will send a copy of the TS Gold Report in the next home task packet( if you have not already sent it).  
• Ask the parent how they feel the child is doing with the home goal and if they want to keep the same goal or change it?  
• Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
• Introduce the kinder packet, and have the kinder transition form completed.  
  o Kinder Transition Form  
  o Transition Information for Parents |
|            |                           | Family Advocate                                                                                                                                                                                      |
|            |                           | Classroom Staff                                                                                                                                                                                      |
### 2/22/21
- **A Parent Guide to Preparing Your Child for School**
- **Summer Calendar**
  - Ask parents if they are aware of kinder registrations and school boundaries and support if needed.
  - If the child is on an IEP, please make sure you share two portfolio labels with the parent and inform them you will send them a copy of the portfolio labels in the next home task activity packet (if you have not already sent it).
  - If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.
  - If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.
  - You will document and label 1st virtual parent teacher conference in Child Plus under education-same location

### 3/1/21
**Family Support**
- Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.
- Follow-up on progress made on family goals - Enter a new action in ChildPlus

### 3/8/20
**Education Special Service**
- **Topic for home task activity:** Physical Development
- **Bi-weekly Check-In:**
  - Share the packet resources, activities
  - Ask the parent if they need extra support on the materials and resources that are in the packet;
  - Ask the parent how the last packet went and how the child did with the materials?
### 3/8/20

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(document what the parent shares to enter into TS Gold).&lt;br&gt;• Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do?&lt;br&gt;(document what the parent shares to enter into TS Gold).&lt;br&gt;• Ask parents for any question or concern about the IEP/IFSP and contact the SSCS if parents share any.&lt;br&gt;• Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.&lt;br&gt;• If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.&lt;br&gt;• If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.&lt;br&gt;• Document parent conversation in Child Plus under education after the visit-add to Home Base Remote Visit -add action-Label 12th Bi-weekly Check-in- to add your documentation</td>
</tr>
</tbody>
</table>

### 3/15/21

<table>
<thead>
<tr>
<th></th>
<th>Family Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.&lt;br&gt;• Follow-up on progress made on family goals - Enter a new action in ChildPlus</td>
</tr>
</tbody>
</table>

### 3/22/21

<table>
<thead>
<tr>
<th></th>
<th>Education Special Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Topic for home task packet:</strong> Language Development&lt;br&gt;13th packet delivered to families&lt;br&gt;<strong>Bi-Weekly Check-in:</strong>&lt;br&gt;• Share the packet resources, activities&lt;br&gt;• Ask the parent if they need extra support on the materials and resources that are in the packet.</td>
</tr>
</tbody>
</table>

### Classroom Staff
<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
</table>
| 3/22/21  | • Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
  • Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).  
  • Ask parents for any questions or concerns about the IEP/IFSP and contact the SSCS if there is any.  
  • Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
  • If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
  • If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.  
  • Document parent conversation in Child Plus under education after the visit - add to Home Base Remote Visit - add action - Label 13th Bi-weekly Check-in - to add your documentation |
| 3/29/21  | Family Support  
  • Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
  • Follow-up on progress made on family goals - Enter a new action in ChildPlus |
| 4/12/20  | Education Special Service  
  Topic: Math Development  
  14th packet delivered to families  
  2nd virtual parent teacher conference: |
|          | Classroom Staff |
● Share the packet resources, activities with the parent
● Ask the parent if they need extra support on the materials and resources that are in the packet;
● Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).
Share with the parent the child TS Gold Individual Child Report that you have printed, you can also share some of the observations you have captured from the child either by the parent or through observation. Inform the parent you will send a copy of the TS Gold Report in the next home task packet (if you have not already sent it).
● Ask the parent how they feel the child is doing with the home goal and if they want to keep the same goal or change it?
● Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.
● Introduce the kinder packet, and have the kinder transition form completed.
● Ask parents if they are aware of kinder registrations and school boundaries and support if needed.
● If the child is on an IEP, please make sure you share two portfolio labels with the parent and inform them you will send them a copy of the portfolio labels in the next home task activity packet (if you have not already sent it).

● If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.

● If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is
<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Task Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/19/21</td>
<td>Family Support</td>
<td>• Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.</td>
<td>Family Advocate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow-up on progress made on family goals - Enter a new action in ChildPlus.</td>
<td></td>
</tr>
</tbody>
</table>
| 4/26/21    | Education Special      | **Topic for home task activity:** Cognitive Development  
15th packet delivered to families  
**Bi-Weekly Check-in:**  
• Share the packet resources, activities  
• Ask the parent if they need extra support on the materials and resources that are in the packet.  
• Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
• Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).  
• Ask parents for any questions or concerns about the IEP/IFSP and contact the SSCS if there is any.  
• Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
• If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
• If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event. | Classroom Staff   |
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Details</th>
<th>Person</th>
</tr>
</thead>
</table>
| 5/3/21     | Family Support              | ● Check in with the family to see if there have been any changes from the COVID-19 Parent Questionnaire. Enter a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event.  
● Follow-up on progress made on family goals - Enter a new action in ChildPlus | Family Advocate |
| 5/17/21    | Education Special Services  | **Topic for home task packet:** Language Development  
16th packet delivered to families  
**Bi-Weekly Check-in:**  
● Share the packet resources, activities  
● Ask the parent if they need extra support on the materials and resources that are in the packet.  
● Ask the parent how the last packet went and how the child did with the materials? (document what the parent shares to enter into TS Gold).  
● Ask the parent how the home goal is going, did the parent have time to work with the child and how did the child do? (document what the parent shares to enter into TS Gold).  
● Ask parents for any questions or concerns about the IEP/IFSP and contact the SSCS if there is any.  
● Ask the parent to complete the home goal in-kind sheet and drop off at the center or they can hand it to the bus driver at the next home task packet delivery.  
● If the Hatch tablet has been provided, then ask the family how they are doing with the tablet and if they need any support.  
● If the family shares any concerns or changes due to COVID-19 (utilize the COVID questionnaire as a guide) that was not already shared with the Classroom Staff |               |

**Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.**  
● Document parent conversation in Child Plus under education after the visit - add to Home Base Remote Visit - add action -- Label 15th Bi-weekly Check-in - to add your documentation.
advocate then you will need to enter the new info as a new Action in the “Covid-19 Parent Questionnaire” ChildPlus event after the visit is completed. This is only done if the family shares info about a family changes due to COVID.

- Document parent conversation in Child Plus under education after the visit-add to Home Base Remote Visit -add action-Label 16th Bi-weekly Check-in- to add your documentation

<table>
<thead>
<tr>
<th>On-going</th>
<th>Family Support</th>
<th>Before a family drops from the program, when possible, review and complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- End-of-year outcomes assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At end of enrollment PIR questions</td>
</tr>
</tbody>
</table>

| Education |                | Print Individual Child Report
|-----------|----------------|End of the Year Task (to be sent later) |

| Special Services | Be sure the child’s file checklist Special Services section is completed. |

---

**Heath-Remote Home Services**

- Refer to 2020 ChildPlus Health Training Powerpoint or contact Andrea Smith and Maria Rodriguez for questions

<table>
<thead>
<tr>
<th>Week</th>
<th>Area</th>
<th>Item</th>
<th>By Whom</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Health</td>
<td>Health History Form</td>
<td>Family Advocate</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Write on the side of the initial health history and document in ChildPlus under health events. Document in childplus action note “Done over the phone due to COVID-19”</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Make sure we have a signed and completed Release of Information Form on file and current to request dental, well child, and lead testing results.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consent</td>
<td>You may highlight the area that needs to be signed. This form must be completely filled out. Or Families may come to center to sign documents. Please make sure the family stays in the vehicle and calls the center to let them know they are there. Family Staff members will go to the car, in full PPE, to provide paperwork and pen that the family can keep. Family will be required to wear a face mask. Staff member will let family know if any questions come up or paperwork is completed to call the center. Staff member will not stay with the family but go back into the center. When the family calls to say paperwork is done, a staff member in full PPE will go to the vehicle to pick up paperwork.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunizations</td>
<td>Input immunizations into ChildPlus from the WAILIS or other authorized immunization reports. Print out immunization print out and email copy to Maria R. Early Learning Nurse and Andrea Smith Health Nutrition Content Specialist to review.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-5 Health</td>
<td><strong>Vision and Hearing exam:</strong> Children <strong>over</strong> the age of three will not need an exam done. Document in ChildPlus. In action notes add “Completed over phone due to COVID-19 pandemic.” Complete referral if there is concern or any answers are no. Scan to Early Learning Nurse. Upload into ChildPlus under health attachments. When children come back to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Advocate</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For ALL children complete a Growth Assessment and document in ChildPlus
  ○ Complete referral if there is concern or any answers are no. Scan to Early Learning Nurse.
  ○ Upload into ChildPlus under health attachments
    ■ When children come back to center a hearing and vision screening will be done on the child.

Past Due immunizations letters need to go out to the families, and family advocates please work with staff to schedule appointments. Immunizations are still being conducted at clinics, but may be during special hours.

6-11 Health

● Complete HDN #36 Health Status Determination (Dental and Physical).
  ○ Input into ChildPlus
  ○ Write on paper “Completed over phone due to COVID-19 pandemic.”
● For ALL children complete a Nutrition Assessment and document in ChildPlus
● Continue working with families on past due immunization status.

● Request the most recent dental and physical exam from the child’s clinic.

Health

● Continue working with families on past due immunization status.
● Continue to request the most recent dental
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
</table>
| 12-end of progra m | Health
|                | - Continue working with families on past due immunization status.               |
|                | - Send out reminders to families 30 days prior to expiration of well child exam, dental, and immunization to schedule appointment with provider  |
|                |   - Document in ChildPlus under **new** health event. Remember an event date, expiration date, and event status does not need to be inputted to add notes. |
|                | - Continue to request the most recent dental and physical exam from the child's clinic. |
|                |   - If you do not hear from the clinic within 30 days of when it was first sent. Please call the clinic to make sure they received it. |
|                |   - When a well child exam, dental, lead test, or immunizations come in please update ChildPlus and upload into health attachments. This can only be done when you physically have the exam |

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send out reminders to families 30 days prior to expiration of well child exam, dental, and immunization to schedule appointment with provider</td>
<td>☐</td>
</tr>
<tr>
<td>Continue working with families on past due immunization status.</td>
<td>☐</td>
</tr>
<tr>
<td>Continue to request the most recent dental and physical exam from the child's clinic.</td>
<td>☐</td>
</tr>
<tr>
<td>Family Advocate</td>
<td>☐</td>
</tr>
<tr>
<td>only be done when you physically have the exam</td>
<td></td>
</tr>
</tbody>
</table>