

Family Staffing Procedure

Family Staffings are an opportunity for all staff working with a family to discuss each child and families' strengths, goals, needs and concerns. Staffings include a review of child observations, parent conversations and input, agency contacts and other documentation pertinent to services. The team or staff member creates a plan of action based on the information shared in the staffing. Staffings are important because they help make sure families transition well into and out of the program and receive support and follow up as needed while in our program. Family Staffings can be a place for staff to problem solve needs of families as well as celebrate their strengths and growth.

All program options (home based, center based, full year, part year) must schedule family staffings three times during the year for each child. They can occur at any point throughout the year taking into account home visit and conference schedules, staff schedules and time and community partners. Additional Family Staffings might be needed for urgent situations or when a family has very high needs.

Type of Program	Who attends
Center based (part year and full year)	Direct Service Team, Site Supervisor, Content Area Program Managers (as available)
Home Based (EHS)	Home Visitor, Supervisor, Content Area Program Managers (as available) Mental Health Consultant (as available)
Child Care Partnerships	Child Care staff, T/TA support, Partnership Program Manager, Content Area Program Managers (as needed and available)
Special Education staff (school district or Holly Ridge), other community agencies working with the family may attend staffings as needed and available	

Staffing Form	Action
Form	Can be completed prior to the staffing or at the time of the staffing
Gets filed	In the Action Log section of the Family File
How to conduct staffings:	
<ul style="list-style-type: none"> • Review and update the Family File of each child scheduled to be staffed prior to the staffing • Assign roles for who will facilitate, document on the child/family site staffing record, keep time and update forms as necessary • Discuss one child and family at a time with all team members contributing to the discussion • Check that required screenings, exams and health information are current and in compliance • Review strengths, issues, goals and progress for each child and family • Review previous Family Staffings to ensure that everything was followed up on • Plan next steps and decide which team member will follow up on an issue and by when 	