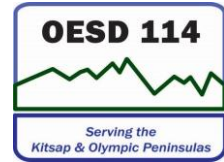




Olympic Educational Service District 114

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First 5 Things With a New Child/Family Procedure

Each time any staff person is assigned a new child; there are five things that must occur before contacting the family.

1. View the Application and Enrollment sections in ChildPlus. There is helpful information to be aware of prior to contacting the family.

Section of Child Plus:	What you might find:
Application	<ul style="list-style-type: none"> • Names, relationship, DOB of people identified in the home under family members • Child's name, DOB, race, ethnicity, Language proficiency, address, phone number • Primary and Secondary adult: name, email, phone, address, education level, employment status, how the family learned of the program • Family Information: parental status, primary home language • Eligibility application under attachment (click on enrolled child)
Enrollment	<ul style="list-style-type: none"> • Previous application/enrollment/wait list history in other program options within the agency • Eligibility Criteria-point system determining need and status. Can provide information regarding parent and child ACE's, medical information, homeless status etc. • Eligibility staff add enrollment notes such as caseworker name and contact information, application notes received from family.

2. Determine if the family is currently enrolled prenatally or with another child within our program. If the answer is yes, contact the staff working with the family. This will be the beginning of expected collaboration between staff to best meet the family needs.
3. Prior to contacting the family to initiate communication, be prepared to schedule a Welcome Home Visit. Have your calendar ready and several opportunities to meet the family's needs. This visit should occur within 7 days of contact. When this communication occurs, document it in the "Routine Contact" event in Family Services or in Education Notes under Education Services.
4. Create events in Child Plus. Staff responsible for that section must add the event:
 - a. Family Services Tab
 - i. Routine Contact: Description is: Routine Contact 2020-2021
 - ii. Home Visit Description: Home Visit 2020-2021 (*Home Based only*)
 - b. Health Services Tab
 - i. Health Notes: Description: Health Notes 2020-2021
 - c. Education Services Tab
 - i. Education Notes: Description: Education Notes 2020-2021
5. Add staff names to Child Plus under information for each tab. Staff responsible for that section must add themselves. See Child Plus procedure Responsible Staff.