

ChildPlus Instructions: Home Visiting Play & Learn Groups (Socializations)

Socialization attendance is documented under Family Services Tab. Add Event. Select Socialization.

When to create the Socialization Event

Create the Socialization Event for each program term when you have the first intentional conversation with the family about the purpose of socializations, the schedule, location, transportation options, etc.

- When families transition from EHS Home Visiting to HS Home Visiting, always create a new Socialization Event for Head Start. Please do not continue using the Early Head Start event.
- When a family has siblings enrolled in both EHS Home Visiting and HS Home Visiting, each Home Visitor creates a Socialization Event.

Enter data as follows:

- Initial Date = date of the first intentional conversation.
- Description = enter program term and EHS or HS in this format: 2021-2022 EHS or 2021-2022 HS.
- Event Notes = summary of the conversation about socialization participation. If during the conversation the parent knows they cannot attend due to scheduling conflict, document the reason in event notes.
- Closed Date = enter last day of the program term for returning families (7/31/YY). Create another event for the new program term for returning families.

Socialization

Initial Date: 8/15/21

Description: 2021-2022 EHS

Case Worker: Sandeno, Karen

Date Closed:

Event Notes:

Initial Date is date of first intentional conversation about participating in socializations.

Description is always program term and EHS or HS in this format. One event for each EHS and/or HS program term.

Make sure your name is entered.

Closed Date entered if family returns next year.

Event Notes document summary of conversation about socialization participation. If family has a scheduling conflict that impacts ability to attend any of the socializations, document the specific reason family cannot attend.

Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	8/26/2021	Direct		Attended Socia...	Sandeno, Karen		0h 0m

Add Action when family attends socialization. Data entry seen here is all that needs to be entered to record attendance.

Delete Event and Actions

Save Cancel

Add Home Visit

Initial Date: 9/15/21

Description: 2021-2022 HS

Associated With: Child Sample

Case Worker: Healy, Maggie

Sample when family enrolled in HS home visiting.

Documenting Socialization Attendance

Add Action for the each socialization attended during the program term.

- Action Date = date of socialization attended
- Type = Direct
- Status = Attended Socialization
- Action Notes = click the clock

Add Action

The screenshot shows the 'Add Action' form with the following fields and callouts:

- Action Type:** Direct (Callout: Action type always Direct.)
- Scheduled:** [Calendar icon]
- Action Date:** 8/26/21 (Callout: Action Date is the date of socialization attended.)
- Type of Contact:** Leave Blank
- Description:** Leave Blank
- Status:** Attended Socialization (Callout: Status is always Attended Socialization.)
- Case Worker:** Sandeno, Karen
- Total Time:** 0 Hours 0
- Action Notes:** 08/26/2021 4:21 PM Karen Sandeno (Callout: Click the clock, pointing to the clock icon in the toolbar)

Buttons at the bottom: Save and Add Another, Save, Cancel Add

Sample of what the list of Family Services Events looks like when family is enrolled in Early Head Start and Head Start Home Visiting during the same program term.

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Fees Attendance PIR								
Events Family Outcomes Family Services Information Attachments (0)								
Family Services Events							Options	Add Event
Date	Event	Description	Associated With	Progress	Time	Case Worker	Actions	
10/01/21	Socialization	2021-2022 HS	Family		0 h 0 m	Healy, Maggie	0	
9/15/21	Home Visit	2021-2022 HS	Child Sample		0 h 0 m	Healy, Maggie	0	
8/15/21	Socialization	2021-2022 EHS	Family		0 h 0 m	Sandeno, Karen	1	
8/05/21	Home Visit	2021-2022 EHS	Child		7 h 30 m	Sandeno, Karen	52	
8/05/21	Routine Contact	2021-2022	Family		0 h 6 m	Sandeno, Karen	4	
7/15/21	Communication Log		Child		0 h 0 m	Sandeno, Karen	3	