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

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

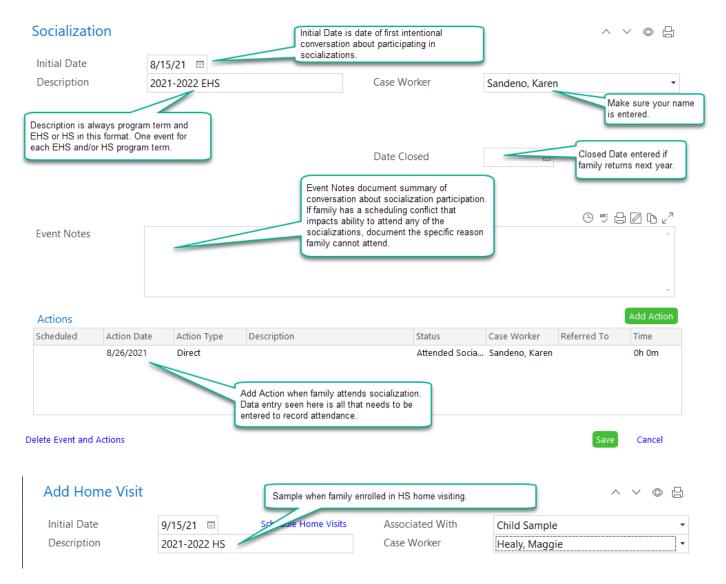
When to create the Socialization Event

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.

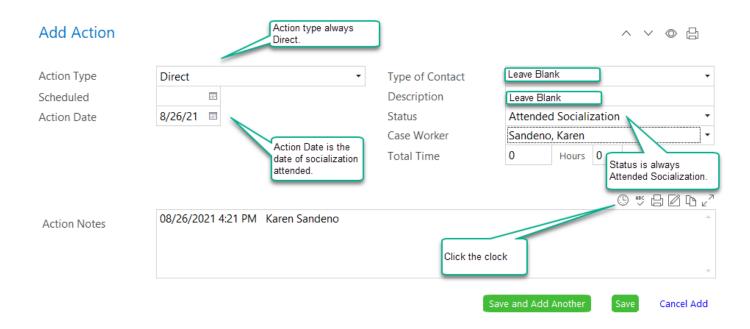


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Documenting Socialization Attendance

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



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.



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