

# Center Based Education Home Visits & Parent Conferences

## ChildPlus Instructions

### General Information

Two home visits and two parent conferences are required each year for the center-based program option.

An Education Home Visit is required within 30 days of enrollment, regardless of what time of year they enroll.

Document in Education Notes your attempts to schedule the home visits and conferences.

**Note:** Add Event in ChildPlus **only** when the home visit or conference is completed. Education Notes will document attempts to schedule and/or reasons for not completing the home visit or conference.

### Data Entry for Education Home Visits

- Add CB Education Home Visit Event.
- Event Date: Enter date the Education Home Visit is completed.
- Status: Select Completed (in the home) or Completed (at site or other location). **Note:** Education Home Visits can occur outside the home as arranged with the family.
- Agency Worker: Select your name if not auto-filled.
- Event Notes:
  - When the home visit is completed, document who was present, how long you met, and brief statement of what was discussed and what documents were reviewed. **Note:** Details of conversations about screenings, ILPs, disability must be documented under that event.
  - ECEAP Teachers: to “count” in ELMS, must be 30 minutes or more.
  - If the home visit was completed at site or other location, document where you met and why meeting in the home was not possible.
- Add Action to document any follow up, as needed. *Never document follow up in event notes.*

## Add CB Education Home Visit



Event Date <sup>PIR</sup>

Status

Agency Worker

Event Notes

Enter date Education Home Visit is completed.

Select the status that applies.   
 If you select Completed (at site or other location), explain in event notes.

Select your name if does not auto-fill.

Click the Clock. Document who was present, how long you met, and brief statement of what was discussed and what documents were reviewed.   
 **Note:** Details of conversations about screenings, ILPs, disability must be documented under that event.   
 ECEAP Teachers: to "count" in ELMS, must be 30 minutes or more.   
 If the home visit was not completed in the home, document where you met and why meeting in the home was not possible.

### Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it.				

Action to document any follow up, as needed.   
 **Never document follow up in event notes.**

Save and Add Another Save Cancel Add

## CB Education Home Visit



Event Date <sup>PIR</sup>

Status

Agency Worker

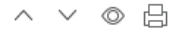
Event Notes

Sample Data Entry

## Data Entry for Education Parent Conference

- Add CB Education Parent Conference Event.
- Event Date: Enter date the Education Parent Conference is completed.
- Status: Enter Completed (at site or other location).
- Event Notes:
  - When the parent conference is completed, document who was present, how long you met, and brief statement of what was discussed and what documents were reviewed. **Note:** Details of conversations about screenings, ILPs, disability must be documented under that event.
  - ECEAP Teachers: to “count” in ELMS, must be 30 minutes or more.
- Add Action to document any follow up, as needed. **Never document follow up in event notes.**

## Add CB Education Parent Conference



Event Date <sup>PIR</sup>

Status

Agency Worker

Event Notes

Click the Clock. Document who was present, how long you met, and brief statement of what was discussed and what documents were reviewed.   
 **Note:** Details of conversations about screenings, ILPs, disability must be documented under that event.   
 ECEAP Teachers: to "count" in ELMS, must be 30 minutes or more.

Actions

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it.				

Action to document any follow up, as needed.   
 **Never document follow up in event notes.**

Sample Data Entry

Event Date <sup>PIR</sup> 12/2/19

Status Completed (at site or other location)

Agency Worker Sandeno, Karen

Event Notes

12/2/19 12:37 PM Karen Sandeno  
Met with child's mother for her Fall conference. Topics of discussion included her ILP school readiness goals, IEP progress, IS Gold Checkpoint results and goals for next conference. Child's goals will be #3A: Balances the needs & rights of self and others AND #19 A: Writes name (family would like her to begin working on writing her last name as well as numbers 1-10).