



## DHS Early Head Start Program Policy



### HOME-BASED 1

<b>SUBJECT</b>	Socializations for Home-Based Services		
<b>REFERENCE</b>	Home-Based Option		
<b>EFFECTIVE</b>	October 1, 2020		
<b>Policy Council Approval:</b> 9/22/20	<b>Policy Council Revision:</b> 9/22/20	<b>Governing Body Approval:</b> 11/12/20	<b>Governing Body Revision:</b> 11/12/20
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#### **Policy:**

The Early Head Start (EHS) Program Service Provider will ensure, at a minimum, 22 group socializations (twice a month) activities are developed and implemented over the course of the program year. Group size for socializations will remain at the case load level. Group size exceptions must be approved by City Staff.

Service Providers must ensure that group socializations are:

- Planned jointly with families
- Conducted with both child and parent participation
- Occur in a classroom, community facility, home or field trip setting, as appropriate

Group socializations must be structured to:

- Provide age-appropriate activities for participating children that are intentionally aligned to school readiness goals, the Head Start Early Learning Outcomes Framework: ages Birth to Five and the home-based curriculum; and,
- Encourage parents to share experiences related to their children's development with other parents in order to strengthen parent-child relationships and to help promote parents understanding of child development;
- Provide appropriate healthy snacks and meals to each child during group socialization activities in the home-based option;

Service Provider must make up planned group socialization activities that were canceled by the program, to meet the minimum of 22 group socialization activities.

Medical or social service appointments may not be used for the purposes of meeting the minimum socialization activities requirement.

#### **Performance Standard:**

1302.22 (c)(ii), 1302.36(e)(1,2,3), 1302.44 (a)(2)(vii)



## DHS Early Head Start Program Policy



### HOME-BASED 2

<b>SUBJECT</b>	Home Visits for Home-Based Services		
<b>REFERENCE</b>	Home-Based Option		
<b>EFFECTIVE</b>	10/1/2020		
<b>Policy Council Approval:</b> 9/22/20	<b>Policy Council Revision:</b> 9/22/20	<b>Governing Body Approval:</b> 11/12/20	<b>Governing Body Revision:</b> 11/12/20
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#### Policy:

The Early Head Start (EHS) Program Service Provider will provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 46 visits per year.

Service Providers must ensure that all home visits are:

- Planned jointly by the home visitor and parents, and reflect the critical role of parents in the early learning and development of their children, including that the home visitor is able to effectively communicate with the parent, directly or through an interpreter;
- Planned using information from ongoing assessments that individualize learning experiences;
- Scheduled with sufficient time to serve all enrolled children in the home and conducted with parents or other primary caregiver and are not conducted when parent/non-primary caregiver is not present (i.e. childcare provider or other temporary caregivers only are present);
- Scheduled with sufficient time and appropriate staff to ensure effective delivery of the full range of program services

Home Visit activities must include:

- Age and developmentally appropriate, structured child-focused learning experiences;
- Strategies and activities that promote parents' ability to support the child's cognitive, social, emotional, language, literacy, and physical development;
- Strategies and activities that promote the home as a learning environment that is safe, nurturing, responsive and language and communication rich;

- Strategies to support parents in using the home as a learning environment while helping parents understand how they influence their children's development every time they interact throughout the day;
- Strategies to support parents understanding safe play materials found in the home rather than on purchased items;
- Research-based strategies and activities for children who are dual language learners that recognize bilingualism and biliteracy as strengths, and:
  - For infants and toddlers, focus on the development of the home language, while providing experiences that expose both parents and children to English
- Follow up with the families to discuss learning experiences provided in the home between each visit, address concerns, and inform strategies to promote progress toward school readiness goals.

Service Provider must make up planned home visits or scheduled group socialization activities that were canceled by the program, and to the extent possible attempt to make up planned home visits canceled by the family, when this is necessary to meet the minimum of 46 home visits.

If the family cancels and/or is not at home for the scheduled home visit for two consecutive visits, the Home Visitor will make every attempt to determine the reasons for the missed home visits by documenting their attempts to contact the family in the Child Plus data system. In addition, the Home Visitor will report this information to their Supervisor. The Supervisor will make every attempt to contact the family either by phone and/or making a home visit to discuss barriers to keeping scheduled appointments. The Supervisor may also discuss with the family if the Home-Based program is the best fit for the family. If parent cannot be found and the home is vacant, the child's slot may be then considered vacant with the Head Start Administrator's authorization.

Medical or social service appointments may not be used for the purposes of meeting the minimum home visits requirement.

**Performance Standard:**

1302.22 (c)(i), 1302.35(a)(b)(1,2,3,4), 1302.35(c)(1, 2, 3, 4, 5)



## DHS Early Head Start Program Policy



### HOME-BASED 3

<b>SUBJECT</b>	Home Visitor's Caseloads		
<b>REFERENCE</b>	Home-Based Option		
<b>EFFECTIVE</b>	10/1/2020		
<b>Policy Council Approval:</b> 9/22/20	<b>Policy Council Revision:</b> 9/22/20	<b>Governing Body Approval:</b> 11/12/20	<b>Governing Body Revision:</b> 11/12/20
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**Policy:**

The Early Head Start (EHS) Program Service Provider Home-based option must not exceed a caseload of 12 families for any individual home visitor.

**Performance Standard:**

1302.22 (b)



## DHS Early Head Start Program Policy



### HOME-BASED 4

<b>SUBJECT</b>	Safety Requirement for Home-Based Services		
<b>REFERENCE</b>	Home-Based Option		
<b>EFFECTIVE</b>	October 1, 2020		
<b>Policy Council Approval:</b> 9/22/20	<b>Policy Council Revision:</b> 9/22/20	<b>Governing Body Approval:</b> 11/12/20	<b>Governing Body Revision:</b> 11/12/20
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#### Policy:

The Early Head Start (EHS) Program Service Providers will ensure the areas for learning, playing, sleeping, toileting, preparing food, and eating in facilities used for group socializations in the home-based option must meet the safety standards described as follows:

- Clean and free from pests;
- Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety;
- Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;
- Well lit, including emergency lighting;
- Equipped with safety supplies that are readily accessible, including, at a minimum fully-equipped and up-to-date first aid kits and appropriate for safety supplies;
- Free from firearms or other weapons that are accessible to children;
- Meet all Texas Health and Human Services Commission Child Care Regulation requirements.

#### Performance Standard:

1302.22 (d), 1302.47(1)(ii-viii)

	<b>DHS Early Head Start Program Policy</b>		
<b>HOME-BASED 5</b>			
<b>SUBJECT</b>	Curriculum for Home Based Services		
<b>REFERENCE</b>	Home-Based Option		
<b>EFFECTIVE</b>	10/1/2020		
<b>Policy Council Approval:</b> 9/22/20	<b>Policy Council Revision:</b> 9/22/20	<b>Governing Body Approval:</b> 11/12/20	<b>Governing Body Revision:</b> 11/12/20
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**Policy:**

The Head Start definition of curriculum is a planned management of time, materials and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Early Head Start (EHS) components which form a foundation for school readiness. Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.

The home-based curriculum must be:

- Developmentally appropriate, research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF);
- Promote the parent's role as the child's teacher through experiences focused on the parent child relationship and as appropriate, the family's traditions, cultures, values and beliefs; Align with the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children's learning and development;
- Have an organized developmental scope and sequence that includes plans and materials for learning experiences based on developmental progressions and how children learn.

**Performance Standard(s):**

1302.35 (d)