**Head Start Contacts and Social Service Tracking - *Content areas are color coded to cross reference with related guidance.***

**Child(ren):** **Month/Program Year:** **Staff:**

**Direct Service Referrals/Resources Status/Changes & Follow up *(AC O FC)*  Description of Service / Contact:**

***Write the original Service/Referral date when following up.***

**Teachers**:

Document in **Description of Service / Contact ~** **Direct Services** (provided by Teacher) & all follow up at **HV, PTC, CON, COM** until ***(AC or FC).***  **FES** completes **Family Goals**; **Referrals/Resources**, follow up **until**  ***(AC or FC).***

**GSRP Teachers**: Document in **Description of Service / Contact ~ Direct Services, Referral / Resource** & all follow up at **HV, PTC, CON, COM until** ***(AC or FC).***

**Family Goals**

***GSRP Teachers complete Family Goals documents on Child & Family School Readiness Plan***

***FES completes the Needs Assessment, The Family Outcome Tool and Family Goals.***

***Dual-enrolled* - EHS completes family goals.**

**School Readiness Goals-** **document on Child & Family School Readiness Plan only**

**Direct Service OR**

**Referrals / Resources**

**(Family Support)**

**Referrals -** Teachers with FES: FES makes & tracks Referrals **(R)**

**Direct Service -** Tracked by staff completing the Direct Service **(D)**

***Complete both boxes below.***

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| --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **Contact**  **Code** | **ISSUE**  **CODE** | **Description of Service / Contact**  **Detailed entries about every Direct Service,** **Referral / Resource and each Service Status; and the Contacts and follow up for each entry.** |  | **Direct**  **Service /**  **Referral**  **Codes:**  **D or R** | **Service Status Codes:**  **AC - Action Complete**  **O - Ongoing**  **FC - Family Cancelled** |
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**Contacts and Social Service Tracking Codes / Guidance Update your PIR paper as you complete SS Tracking**

**CPS - (CAN) Document**: CPS **Referrals** made by staff, **OR** CPS calls to give or get information, **OR** CPS observes at school, **OR** CPS removes child from school. Whomever makes CPS referral or has communication with CPS is responsible for the documentation OR Direct Entry. CPS remains “O-Ongoing” until closed “AC-Action Complete.” CPS observation: ”AC-Action Complete” after the observation.

**BMI - Only document concerns - Referral (R)** Alicia Temple who provides support from a Dietician. **Direct Service (D)** When staff gives Healthy Eating Folder.

**Chronic Absenteeism - (AB)** Staff communicating & supporting family will track all efforts, including gas cards

**Family Goals -** Only GSRP Teachers show all work, dates and follow up to support Family Goals on **Child & Family School Readiness Plan.**

**School Readiness Goals - Show** all work and dates to support School Readiness Goal, **on Child & Family School Readiness Plan.**

**Goal Status Codes**

**IP** Family Goal is in Progress (Staff will progressively work with family on this.)

**C** Family Goal is Complete

**NR** No Response (when families continue not to respond about goals)

**CN** Family Goal has been Cancelled by family **EYC** End of Year Closure (completed by DMT or staff doing direct entry)

**CONTACT CODES   
CON**  Contact– Write in description: phone call, text, notes

**COM**  Center/Office Meeting

**PTC** Parent Teacher Conference

**HV** Home Visit

**Home Visit Tracking:**

*Teachers track Home Visits, Orientation, PTC on*

***“Formal Parent Contact Tracking”*** *& the dates / # of attempts to complete.*

**Description of Service / Contact (Details & follow up about Direct Service/Referrals/Resources)**

**Gas Cards (Issue Code AB)** *Document only 1st time given*

**Direct Service - Referral / Resource Codes**

**Meeting family’s immediate needs.**

**D Direct Service** - Staff provides requested or individualized

handouts; lice kits; gas cards; Parent Coaching on need or interest

is a “mini training,” See Issue Codes; also count towards PIR.

**R Referral -** When family is referred by staff to a nmcaa program,

or to a community agency, or for a mental health referral. Write if a

referral is identified from doing the Family Needs Assessment.  
***Follow up required -******Entries must refer to original referral date.***

**Service Status Codes -** Refers to the status of the **Direct Service** or **Referral**

**AC Action Completed -** Referral is complete after the 1st session for any referral, including mental health.

**Ongoing** - Until the 1st session complete as **AC (one session)** or **FC**.

**FC Family Cancelled -** Only family can cancel if they no longer want   
 Service/Referral, **OR** family is ineligible, **OR** service is no longer available

***Parent Family and Community Engagement Outcomes Child Plus Direct Entry: Choose 1 outcome per Family or School Readiness Goal, or Direct Service/Referral.***

**1.** Family Well-Being **2.** Positive Parent-Child Relationships **3.** Families as Lifelong Educator

**4.** Families as Learners

**5.** Family Engagement in Transitions

**6.** Family Connections to Peers and Community

**7.** Families as Advocates and Learners

**ISSUE CODES (Same content in PIR)**

**AB** Chronic Absenteeism (Document **gas cards** & support for attendance)

**ABS** Asset Building Services (financial ed., debt counseling)

**AE** Adult Education (GED, college selection, etc.) **CAN Child Abuse and Neglect (CPS involvement)**

**CD** Child Development **(*School Readiness Goals*) CS** Child Support Assistance

**DV** Domestic Violence Services (Document if aware) **EC** Emergency Crisis (food, clothing, shelter)

**ESL** English as a Second Language **HA** Housing Assistance (subsidies, utilities, repairs)

**HE** Health Education  **I I** Incarcerated Individuals Assistance to Families

**JT** Job Training (New job opportunities) **MH** Mental Health

**PE** Parenting Education (***Child Development)* RE** Relationships/Marriage Education

**SAP** Substance Misuse Prevention  **SAT** Substance Misuse Treatment

**OS Other Support—**Specify other identified need in Description of Service/Contact

**CHS** Child support assistance

**MOH** Education on prevention of medical and oral health

**RBC** Research-based parting curriculum – Your Journey Together .

**DSA** Discussed screening/assessment results and progress

**STP** Support transitions between programs (EHS to HS or HS to Kindergarten)

**EHD**  Education on health/developmental issues of tobacco products

**EDH** Education on Nutrition

**EPP** Education on Postpartum care (Early Head Start)