FES Monthly Tasks

# Weekly

* Outlook Calendar
* Classroom visit

# Monthly

* FES meetings
* Reflective
* Community Collaborative meetings
* Family focused/PFCE emails/texts/posts
* Attend Policy Council

# Ongoing

* Drops/Adds/Change of Status
* PIR

## **August**

Focus: Welcome back! Update Bio, Resource directories, FOT and Family Needs Assessment resources

* APOT – copy for each site include TB & PSOR
* Updated class lists to teachers
* Connect with teachers for Orientation and/or Open House support
  + Interest survey
  + Attendance role
* Meet with Teachers to Plan & schedule
  + Parent Meetings & Engagements
  + Classroom visits
  + Recaps
  + HV support?
  + Classroom communication process? (FB page, app?)
* Start Home Visits
  + Assess family strengths & opportunities for growth
  + Family Goal setting
  + Resource and referral

## **September**

Focus: Family Needs Assessment

Family Engagement Education: Routines (PPCR) & spring PFCE data focus areas

FOT Focus- Self-Care/Resilience (FWB)

* Send out FOT & FNA through communication app
* Home visits
  + Assess family strengths & opportunities for growth
  + Family Goal setting
  + Resource and referral
* Child Plus data entry
* Attendance Follow up/Support
* Send CP 4110\* (FS history) to teacher, Ed C & SS
* Teacher Recap
* 1st Parent Meeting/elect Policy Council Rep

## **October**

Focus: Getting to know the families

Family Engagement Education: Injury prevention (FWB) & spring PFCE data focus areas

FOT Focus - Reading (FLE)

* Follow up on FOT completion
* Continue HV
  + Follow up with family referrals
  + Holiday referrals?
* 1st Parent meeting/ elect PC rep
* Attend PC
* Family Engagement/Parent workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap

## **November**

Focus: Family Outcomes

Family Engagement Education: Financial Literacy (FL) & Spring PFCE data focus areas

FOT Focus - Challenging Behaviors (PPCR)

* FOT
* Home Visits
  + Holiday Referrals?
* Join with PTC as needed
* Parent Advisory Meeting, Family Engagement &/or Workshop
* Needs Assessment & FOT Data entry
* Send CP 4110 (FS history) to teacher and coach
* Attendance Follow up/Support
* CP data entry
* Teacher Recap

## **December**

Focus: Data Entry

Family Engagement Education: Financial Literacy – Food budgeting and food resources (FWB & FCPC) & Spring PFCE data focus areas

* Wrap up initial home visits
* Follow up on goals and referrals
* Join with PTC as needed
* Parent Advisory, Fam Engagement, or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap

## **January**

Focus: Reconnecting with families

Family Engagement Education: Cold Weather Safety (FWB) & fall PFCE data focus areas

* Meet with Teachers to Plan & schedule as needed
  + Parent Meetings & Engagements
* Missed Home visits
* Follow up visits as needed
* Data Entry for FNA & FOT Due:
  + Share reports with Teachers and coach
* Join with PTC as needed
* Parent Advisory, Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap
* Send CP 4110 (FS history) to teacher and coach

## **February**

Focus:

Family Engagement Education – Oral Health – Sugary beverages (Family Wellbeing) & Fall PFCE data focus areas

* Follow up visits as needed
* Goals and referrals follow up
* Parent Advisory, Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap

## **March**

Focus: Updating Family Goals

Family Engagement Education – Healthy Eating (FWB) & Fall PFCE data focus areas

* Kindergarten Round-up dates
* Follow up visits as needed
* Goals and referrals follow up
* Parent Advisory, Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap
* Send CP 4110 (FS history) to teacher and coach

## **April**

Focus: 2nd Family Outcomes Tool

Family Engagement Education – Mindfulness and Self-Regulation & Fall PFCE data focus areas

* Kindergarten Round-up dates
* EHS transitioning families support
* Join with PTC as needed
* Follow up visits as needed
* Goals and referrals follow up
* Parent Advisory, Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap

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## **May**

Focus: Class Lists

Family Engagement Education – Transitions (FET) & Fall PFCE data focus areas

* FOT data entry
* Class list planning with teachers as needed
* EHS transitioning families support

(May Continued)

* Join with PTC as needed
* Follow up visits as needed
* Goals and referrals follow up
* Parent Advisory, Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap
* Send CP 4110 (FS history) to teacher and coach

## **June**

Focus: Wrapping up the Year

Family Engagement Education – Warm weather safety & Fall PFCE data focus areas

* PIR
* Class Lists
* Class list planning with teachers as needed
* EHS transitioning families support
* Join with PTC as needed
* Follow up visits as needed
* Goals and referrals follow up
* Parent Advisory, Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap
* FPA Goals –
  + Returning Child – keep in file
  + Transitioning – Scan into CP then shred
* Summer hours – notify CC EHS and Expansion as needed.

***PFCE FRAMEWORK abbreviations:***

*FWB=Family Well-being*

*PPCR=Positive Parent-Child Relationship*

*FLE =Families as Lifelong Educators*

*FL = Families as Learners*

*FET = Family Engagement in Transitions*

*FCPC =Family Connections to Peers and Community*

*FAL=Families as Advocates and Leaders*

FES Monthly Tasks Guidance

**Recaps with Teachers*:*** Due to busy schedules, the FES and Teacher will establish 2-3 brief recaps per year (fall, winter, spring) or with teacher and Ed. Coach as schedules permit, on site or via zoom. Communication about family needs/updates will be on-site, via phone, text**,** zoom ***and bi-monthly Child Plus Family Services Reports given to the Teacher and Ed Coach and Site Supervisor.***

**EVENTS:** Save Plan, sign-in and flyer to the P-drive

* **Family Engagement Events:** Minimum of 2 per year. Fall/Spring
* **Your Journey Together Discussions/Workshops:** Minimum of 2, but more encouraged. Invite area EHS & HS / GSRP & Collaborative Centers
* **Parent Meeting**: 1 in fall to elect Policy Council representatives
* **Parent Advisory**: first by end of December, second by end of May

***Home Visit:*** FES completes 1 HV and offers more as family’s needs arise*.*

We support short term and long-term goals with families*.*

***We are not a crisis intervention program or Crisis Case Managers. Sometimes******we can help immediate needs, but we are not crisis management.***

***Family Needs Assessment****:* Completed once by FES emailing, texting or posting, the google survey link*.*

***Family Outcomes Tool:***Completed twice by FES emailing the google survey link to be completed December 1st and May 2nd. FES does direct entry.

***Classroom Visits:*** The FES will coordinate with their Teacher when it works to visit the classroom to get to know children and families and when possible, privately do follow up with families.

**Health Requirements:** It is the Teacher’s role to follow up w/ families on health requirements however, the Teachers can coordinate with the FES for support if needed and possible. The FES can assist with connecting families to health & dental providers and insurance.

**Class Lists, Drops/Adds:** When IEPs are attached to the app, the FES communicates with the ED Coach for classroom placement appropriateness. The FES scan the IEP into Child Plus if it is not already there.

**Change of Status (COS**): FES completes the COS for all Drops and Adds. For all other instances, whomever learns of the change first can complete the COS and will email relevant staff.

***Acronym Key:***

*FNA = Family Needs Assessment*

FOT = Family Outcome Tool

FPA/Family Goals = Family Partnership Agreement Goals

HV = Home Visit

PTC = Parent Teacher Conference

**PIR Guidance**

**Dual Enrolled Families:**

* **The FES completes the PIR for their enrolled HS child.  The CFS completes the PIR for their enrolled EHS child.  The CCSCs or FSS completes the PIR for their enrolled Collaborative Center child.  The FRS completes the PIR for their enrolled EHS Expansion child.**
* **The FES will communicate with other program staff for dual enrolled families to ensure consistency within how the FES answers the PIR questions because most of the questions will be answered the same for the family.**
* **For other PIR questions, please refer to the HS PIR Cheat Sheet.**

***CP Reports***

***4110*** *Family Service History (create as a PDF before sending to teachers, ed. Coach and Site Supervisor)*

***2306*** *Participant Attendance percentage (Grid) ~ Gives you a snapshot of each participant*

***2110*** *Master List of Participants (to see who is in each class)*

***2025*** *Enrollment Priority Listing (for Class lists and to fill a vacant spot)*

***9910*** *PIR Addendum worksheet (to check if all have been done.)*