FES Monthly Tasks

# Weekly

* Outlook Calendar
* Classroom visit

# Monthly

* FES meetings
* Reflective
* Community Collaborative meetings
* Family focused/PFCE posts to Learning Genie
* Attend Policy Council (rotating)
* Connect with area EHS CFS
* Send In-Kind to DMT (Chris)

# Ongoing

* Drops/Adds/Change of Status
* PIR

## **August**

Focus: Welcome back! 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?
  + Learning Genie?
* 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)

FOT Focus- Self-Care/Resilience (FWB) & Spring PFCE data focus areas

* Send out FOT & FNA through Learning Genie
* Home visits
  + Assess family strengths & opportunities for growth
  + Family Goal setting
  + Resource and referral
* Child Plus data entry
* Child Plus Family Partnership Agreement dates
* 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)

FOT Focus - Reading (FLE) & Spring PFCE data focus areas

* 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
* Waitlist Check-ins

## **November**

Focus: Family Outcomes

Family Engagement Education: Financial Literacy (FL)

FOT Focus - Challenging Behaviors (PPCR) & Spring PFCE data focus areas

* 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)

FOT Focus: 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)

FOT Focus: 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
* 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: Promoting the Programs

Family Engagement Education – Oral Health – Sugary beverages (Family Wellbeing)

FOT Focus: Fall PFCE data focus areas

* Follow up visits as needed
* Goals and referrals follow up
* Check in with waitlist families (still interested?)
* Family Engagement and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap
* Waitlist Check-ins

## **March**

Focus: Updating Family Goals

Family Engagement Education – Healthy Eating (FWB)

FOT Focus: Fall PFCE data focus areas

* Kindergarten Round-up dates
* Follow up visits as needed
* Goals and referrals follow up
* 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, Child Abuse Prevention Month

FOT Focus: Fall PFCE data focus areas

* Kindergarten Round-up dates
* Partner with Teacher/R&H about returning kids
* EHS transitioning families’ support
* Join with PTC as needed
* Follow up visits as needed
* Goals and referrals follow up
* Family Eng. and/or workshop
* Attendance Follow up/Support
* CP data entry
* Teacher Recap
* Waitlist Check-ins

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## **May**

Focus: Class Lists

Family Engagement Education – Transitions (FET)

FOT Focus: Fall PFCE data focus areas

* FOT data entry
* Class list planning with teachers as needed
* EHS transitioning families’ support
* PIR: update Adult Employment Status
* Update Bio - send to R&H and program 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
* Send CP 4110 (FS history) to teacher and coach

## **June**

Focus: Wrapping up the Year

Family Engagement Education – Warm weather safety

FOT Focus: Fall PFCE data focus areas

* PIR – connect with teachers before they leave
* 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.

FES Monthly Tasks Guidance

***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*

**Family Partnership Agreement**: Follow the procedure in the CP Direct Entry Guide to check Yes and add the date of Orientation in the FPA section.

**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. Recap form in our Google drive for ongoing documentation. (Make a copy for your own use) ***Bi-monthly Child Plus Family Services Reports sent 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 through Learning Genie*.*

* Safety items - carbon monoxide detectors, fire extinguishers, smoke detectors, medicine lock boxes, gun trigger locks. These items can be purchased by ordering them through emailing Sherry Paul.

***Family Outcomes Tool:***Completed twice through Learning Genie, 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.

**Waitlist Families:** FES will check-in on the waitlist families quarterly, sending resources as needed. Remind to do new application in April. Make entry into their Child Plus Family Services Tab for resources shared with families.

**EHS Dual Enrolled and CFS contact:** Please contact the CFS in your assigned counties monthly to remind them you are available to help with resources as needed and to check in on Dual enrolled families.

***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.**
* **Connect with Teachers at the end of the year about any support they may have provided to include on the PIR.**
* **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.)*

***2550*** *Education Actions (for date of Orientation)*