

## **Family Assessment**

### POLICY:

Identified family needs will be addressed through support, information and referral.

*This policy relates to Head Start Performance Standards 45 CFR Part 1302.34, 1302.50, 1302.52, 1302.53, 1302.102*

### PROCEDURE:

1. In an effort to begin collaborative partnership building with parents concerning their long-term goals, it is imperative to address the family in relationship to their immediate concerns. Therefore, the family assessment will be initiated during the enrollment process.
2. The Family Advocate will ensure that the family assessment is completed no later than 90 calendar days from the date of enrollment.
3. The Family Advocate will ensure that the second family assessment is completed no later than 150 days after the first unless the school year ends prior to this date.
4. Families with the highest or emergency needs will have the opportunity to complete the Family Assessment form as soon as possible.
5. The information provided will assist the Family Advocate in determining how best to maximize and maintain family strengths while focusing on needs and/or concerns.
6. While the Family Assessment form is a questionnaire, it will serve as a conversational guide to engage families in discussion in what they perceive as their needs.
7. Once the family's strengths and needs have been identified, the next step is to prioritize. At this point, services will then be made available to meet the needs of each family.
8. In areas where the family has identified needs, the Family Advocate will make appropriate referrals and provide resource information and materials.

9. A discussion with the family concerning their goals will occur next. If the family chooses to set a goal, a Family Partnership Agreement form outlining their goal is completed. All parents will be encouraged to complete the Family Partnership Agreement (parent readiness is the guide). (*see Family Partnership Agreement policy*)
10. To the extent possible, family assessment and goal setting will be developed with the family in a home setting. However, in no case will home visits be a condition of the child's enrollment in Head Start.
11. Following the home visit/contact, the Family Advocate will check with family to see if resources and/or referrals met their need. If not, additional referrals will be given or advocacy efforts will be initiated with relevant agencies.
12. The Family Advocate will document as follows:
  1. Complete the Family Assessment form.
  2. Document visits and additional contacts.
  3. Note any referrals and resources given to the family.
  4. Document any follow up that needs to be done and completed.

*Approved by the Policy Council: August 2018*