

Department: Family Engage	Effective Date: 7/1/2014	Procedure Number: 7000
Regulation Number: 1304.4(a)(1-2)	Regulation Topic: Family Partnership and Needs Assessment	Procedure Title: Family Needs Assessment
Version: 1:2014		Version Date: 05/18/2021

- Form 7000 will be completed and entered on-line within MARC Head Start ChildPlus®, in accordance to the data entry manual. Family service staff are encouraged to use the MARC Head Start Family Assessment Implementation guide and assessment questionnaire when meeting with families.
- Any family requesting a copy should be given a copy of the ChildPlus Report 4230 Family Outcome-Individual Family profile.
- Form 7000 is to be completed twice annually for all families (Fall and Spring)
- The Fall (initial) completion of Form 7000 should be completed after enrollment between the dates of August 13 and January 31
- Assessment (Form 7000) MUST be completed within 90 days of the child’s entry into school
- The Spring (final) completion of Form 7000 is to occur between February 1 and May 31
- Families enrolling between February 1 and the end of the program year will not have the Fall (initial) needs assessment Form 7000 completed, and will only have the Spring (final) needs assessment Form 7000 completed
- When entering a Spring (final) assessment only, document the Fall (initial) assessment as “not assessed” this will allow you to enter the Spring (final) assessment in the correct timeframe.
- Families enrolling after May 31 will not have a needs assessment Form 7000 completed until the beginning of the new program year (August 13)
- For families receiving Form 7000 in both Fall and Spring, allow as much time as possible between each assessment
- If a family is transitioning from a MARC HS program into another MARC HS program the assessment (Form 7000) should be completed prior to the transition
- When families are shared between a home-based program and a center-based program the assessment (Form 7000) will be completed by the home-based advocate. Both advocates are expected to communicate and collaborate on the families identified needs and goals
- If families are shared between any MSARC HS/EHS program advocates should communicate and collaborate on the family’s needs, goals, and services.
- All assessments will be entered in the CP+ and shall be retained for three (3) years from the date of submission of the final annual expenditure report of the current five (5) year grant; not to exceed 8 years