

**MARC Head Start
Family and Community Engagement
FCE Site Visit Form:**

Present:

Date:

| Scope of Work | Reports | Notes |
|----------------------------------|---|--|
| <p>Family Assessment</p> | <p>4220 4230 (w SOAP note) 4240 FNA Analysis Report</p> | <p>What are program percentages (Initial/Final)? Are all caseworkers identified? How are you using the Outcomes data to plan for Parent Activities and Parent Meetings?</p> |
| <p>Family Partnership</p> | <p>F1008 FPA Completion F1009 Goals</p> | <p>How often does program review in CP module? How is program doing? Does documentation reflect detailed notes in SOAP format?</p> |

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| Cultural profile | 4110 | Does program have a cultural profile? How is data being collected? How does the program use data? |
| CP+ documentation in Liaison and PIR Tab | 9800 9731 | Review CP+ documentation in CP+ how well does the program track all 5 events? |
| Parenting curriculum | 4110 9800 9731 | Are the dates on the calendar? How does program recruit parents? What are the programs plans for implementation? |
| Fathering events | 4110 9800 9731 | Has program scheduled at least two fathering events? Would like to review the fathering Kits? How does program recruit dads? How does program plan for fathering events? |
| Policy Council reps and parent meetings | | Documentation? How does program recruit parents? How does program support reps to be successful in consistent attendance? What are the percentages of attendance (sign in sheets)? Personal invitations, touches. |

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| Transitions <ul style="list-style-type: none"> • Transfers 4110 • 2 ½ yr. transitions. 2130 • Kindergarten transitions 4130 5220 5120 | | |
| Interdisciplinary Team Meeting | | Dates, Frequency? What data is being used in these meetings? Following Scope of work? |
| Professional Development | 7020 4110 4220 | Does program use the Practice profile? Did program establish a baseline? Does program utilize their Scopes of Work in terms of meetings and observations? How does program monitor in CP? How does program monitor 75% of time spent with families? |

Next Steps:

Follow Up Date: