

**While on Levels 3 and 4, Family Support Specialist's responsibilities include activities such as:**

- Offer one home visit every month (Level 3) and once every three months (Level 4). Phone calls, texts, notes, or emails between visits may be helpful in keeping the family engaged. If family struggles to maintain the level of progress, consideration should be given to returning to the previous level of service.
- Observe and document domains of CHEERS on each visit.
- Continue to reinforce the growth of secure attachment relationships through use of Reflective Strategies, and other activities.
- Ask the parent about the child's new skills and behaviors. Continue to use evidence-informed parenting materials during visits with families to cultivate the growth of nurturing parent-child relationships and to promote healthy childhood growth and development.
- Continue to share and document information about child development, parenting, and health and safety as needed.
- Continue to encourage parents to expand and use healthy support systems.
- Reinforce parent(s) in using stress management skills and self-care.
- Reinforce parent(s) in using nurturing guidance to set limits for children over the age of one that are mutually respectful.
- During supervision, continue to review how activities on the *HFA Service Plan* are going. Continue to use FROG Scale and other assessments to plan for reducing risk factors and building protective factors. Collaborates on ways to implement specific plans for this family. Implements plan with families during home visits.
- Continue to celebrate family accomplishments related to the Family Goals. Support parent(s) in developing new goals as previous goals are achieved or retired.
- Continue to check in with parent about potential referrals that might be useful to the family, giving the family the lead in accessing those.
- Continue to complete required screening tools including CCI, ASQ-3, and ASQ: SE-2, plus depression screening as needed, and other tools used by the site.
- Offers transition planning to preschool or other child/family services, as appropriate.

### Completion of Level 3 and Completion of HFA Services

Items A – M must be met to move to Level 4, or to achieve completion of services, items A - M must be sustained for at least 180 days. Items N - O are highly recommended, but not required.

Family Name: \_\_\_\_\_

<b>Parent(s) Achievements for Transition to Level 4 or Completion of Services:</b>	<b>Date Reviewed in Supervision</b>
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| A. Is emotionally available to child. Responds in a consistent, positive and nurturing way to child. All domains of CHEERS are positive.   | _____ |
| B. There is no active CPS involvement involving the focus child.   | _____ |
| C. During each visit, shares with FSS the child's developmental accomplishments. Is enthusiastic about child's new skills and behaviors. Demonstrates self-motivation for doing child development activities between visits.                         | _____ |
| D. Continues to provide for child's wellness (nutrition, immunizations, preventive health) independently.  | _____ |
| E. Meets basic needs (e.g., housing, food, clothing) independently (accessing public benefits is acceptable).  | _____ |
| F. Is able to handle crises independently.   | _____ |
| G. When child is dysregulated (sick, hurt, scared, disappointed etc.), parent consistently helps child cope by labeling feelings appropriately, co-regulating and assisting the child to manage both emotions and behavior.                          | _____ |
| H. Independently uses healthy coping behaviors to manage stress (such as connecting with others, deep breathing, exercising, taking a walk, listening to music, counting to 10, etc.). Can easily access these when stressed.                        | _____ |
| I. Has ability to be reflective of self and relationships with others.   | _____ |
| J. Continues to set limits with children over age 1 that are mutually respectful rather than interfering in their activity unless safety is an issue.  | _____ |
| K. Has established at least one positive support system beyond the FSS. Has maintained and utilizes a healthy support system as needed.  | _____ |
| L. Child's growth and development are age appropriate (for special needs, children must be receiving appropriate services). Continues to stay engaged in services designed to support the development of a child with special needs, as appropriate. | _____ |
| M. Maintains stability in the home for at least 180 days (basic needs, family support, wellness, and sustenance).  | _____ |
| N. <i>Can set and achieve goals independently based on the current Family Goals. Continues to independently set personal goals.</i>  | _____ |
| O. <i>Demonstrates skills and confidence in advocating for the family in the community as needed (with preschools, community services, health care, etc.).</i>   | _____ |

**Transition to Level 4 (if applicable, leave blank if not moving to Level 4)**

Date Level Change was discussed in Supervision: \_\_\_\_\_

Date transition to Level 4 discussed with parent(s): \_\_\_\_\_

Date of transition to Level 4: \_\_\_\_\_

Supervisor	Date	Family Support Specialist	Date
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**Graduation or Early Completion**

Focus Child Date of Birth \_\_\_\_\_

If HFA accelerated:

☐ Family enrolled as HFA accelerated and has completed the program.

Date Graduation discussed in Supervision: \_\_\_\_\_

- Families who've remained eligible for Accelerated Protocols may graduate in less than three years once achievements A-M have been demonstrated consistently for at least 180 days prior to exit.

If enrolled in HFA Signature model (select one of the following):

☐ Family chose to leave services early. Date of Last Visit: \_\_\_\_\_

Date Successful Early Completion discussed in Supervision: \_\_\_\_\_

- When a family chooses to leave services prior to 3 years AND items A – M have been demonstrated consistently for at least 180 days prior to exit, the family is considered to have successfully completed services. Items N and O are highly recommended but not required.

☐ Family has remained in services at least 3 years and is graduating from Level 3 or 4.

Date Graduation discussed in Supervision: \_\_\_\_\_

- When items A – M have been demonstrated consistently for at least 180 days, the family is considered ready to graduate and to have successfully completed services. Items N and O are highly recommended but not required.

☐ Family has remained in services for at least 3 years and is graduating from Level 1 or 2 due to aging out (completion of Level 3 achievements not applicable). Current Level of Service \_\_\_\_.

Date Graduation discussed in Supervision: \_\_\_\_\_

Date Graduation (or Early Completion if possible) discussed with parent(s): \_\_\_\_\_

Date of Graduation or Early Completion: \_\_\_\_\_

Supervisor	Date	Family Support Specialist	Date
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