

200-40 FAMILY TRANSITION PLANS

Disclaimer: This Policy and Procedure is a DRAFT for feedback and is not active at this time.

PURPOSE

To ensure that California Home Visiting Program (CHVP) families* are provided with appropriate referrals to needed resources and services prior to completion of, or dismissal from, a home visiting program.

POLICY

CHVP local health jurisdictions (LHJs) must assess the needs of families approaching program completion or termination of home visiting services and provide support in the transition to community services.

PROCEDURE

- I. To the extent possible, LHJs must develop a transition plan for families at least three months prior to the date of the planned exit. The transition plan must be initiated immediately should the family intend to exit with less than three months notice.
- II. The home visitor must make active efforts to find suitable and available resources for families and make referrals to such services with their permission. Referral resources may include another home visiting program, other early childhood services, preschool, kindergarten entry, and any other service beneficial to one or more of the family members.
 - A. The transition plan must be developed with the active participation of the parent or guardian, if possible.
 - B. Consent must be obtained from the families prior to contacting any resource provider on their behalf.
 - C. The home visitor should make a warm hand-off of the participant to the resource provider via in-person, telephone, video-conferencing, or email contact.
- III. LHJs must maintain model fidelity and adhere to all model requirements and recommendations related to transition planning and services.

RESOURCES TO CONSIDER FOR REFERRAL OF FAMILIES

- ▶ Child care
- ▶ Preschool
- ▶ Health-related services
- ▶ Mental health services and supports
- ▶ Programs serving children with special needs
- ▶ Parenting resources
- ▶ Social groups for parents and/or children
- ▶ Employment resources
- ▶ Education resources
- ▶ Substance use disorder services
- ▶ Housing
- ▶ WIC
- ▶ Public benefits
- ▶ Immigration resources

REFERENCES

- ▶ * CHVP will use the term *family/families* when referring to the recipient(s) of CHVP services.
- ▶ CHVP Scopes of Work
- ▶ Health Families America (HFA) Best Practice Standard 4-4
- ▶ HFA Sample Policies and Procedures Manual

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- ▶ Parents as Teachers (PAT) Supervisor's Handbook/Sample Policies, Procedures, and Protocols/ Transition Planning and Exit Policy
- ▶ PAT Data in Motion Manual