

Da Vinci RISE High

Board Policy

HOME VISITATIONS

The Da Vinci Schools: Los Angeles County Board of Directors recognize that the RISE High administrators, mental health team members and other support staff can support students by providing in-home interventions such as voluntary home visits which can help mitigate risks and build parent education and training, develop skills and support strong families whether these include students residing in foster care, shelters or are residing with natural parents or relatives. These educational visits can support collaboration with other partners and agencies by gathering additional data and information for assistance.

Conducting home visits is not mandatory for RISE employees but is often requested by the administrative team, mental health case managers or other educational staff members to accomplish consultation services with the parents or guardians of the students being served who cannot be reached or scheduled for services. Prior approval of the site administration is required prior to RISE staff visiting a student's residence.

Expected outcomes of home visits is to help define a problem and need. Well trained and competent staff, such as administrators, social workers, mental health case managers, psychologists and school nurses can work together to support students and their families. The home visit is a common social work practice and it is through the home visit that assessments are made about risk, protection and welfare of our students.

Basic goals of home visit might include:

- Promoting support systems that are adequate and effective and encouraging use of related resources
- Fostering adequate, effective care of a family member who has a specific need related to illness or disability.
- Encouraging normal growth and development of family members and the family and educating them about prevention and curative measures.

Da Vinci RISE High case workers will evaluate the disadvantages or barriers in conducting a home visits and determine limitations such as travel time, efficiency for case managers, distraction, resistant or fearful clients and safety for staff. If these disadvantages outweigh the benefit of the home visit, other means of case conferencing with caregivers will be considered.

Guidelines for home visits include:

1. Planning for effective home visits
 - Every home visit should have a clear purpose. Case managers should be able to identify the purpose and be prepared to articulate that to the student and family.
 - Plan how to accomplish this: who needs to be there, topics to discuss and issues that may arise. Determine if a translator needs to be present.
 - Prepare for case manager safety, staff should go in pairs or decide if the visit should occur elsewhere and could be accomplished on the learning site instead of the home.

- Prepare materials that will be needed such as (authorization forms, referrals, or other agency brochures etc.)
 - Scheduling the visit during work hours and on occasion after hours with the approval and attendance of site administration.
2. Conducting effective home visits include:
- Engaging the family is an essential part of any home visit.
 - Visits should focus on a stated purpose, with a clear goal and flexible agenda.
 - Student's safety, permanence and well-being should be assessed or reassessed at every visit.
 - Caseworkers should be aware of potential worker safety concerns and continue to be alert in homes and neighborhoods.
 - Caseworkers should conclude the visit with summary statements and plans for next steps.
 - Determine the "average" length of time for home visits. (e.g. 30-60 minutes)
 - Review distracting situations that caseworkers may encounter and plan accordingly.
 - Resource materials can be provided to the family as appropriate.
3. Documentation and debrief of the home visit
- Provide a concrete, concise record of the visit with well-defined descriptors. Review case related information in the notes.
 - Based on information gathered, determine who and how the information will be shared.
 - Review the documentation to determine that the information does not miss critical information or contains rambling irrelevant information.
4. In an event of school closure due to emergency/health care needs determined by the Center for Disease Control, LA County Department of Public Health and/or Los Angeles County Office of Education, home visits to a student residence would require written approval of the Da Vinci RISE High Executive Director or designee. Examples may include emergency food delivery for students, technology drop off, welfare checks, and/or educational needs determined by the site administrator. Staff would follow Da Vinci policies and procedures for personal protective gear such as gloves, masks, identification etc. and may accompany other agency professionals to support care of students. Refer to Appendix A for approval form.

Conducting Home Visits to Student Residences - RISE Staff Guide

Remember to:

- Be a good listener
- Have measurable goals or objectives for each visit
- Be flexible
- Be prompt at your visit
- Realize the limitations of your role
- Keep language family friendly
- Dress appropriately as a school professional
- Be confident
- Respect cultural and ethnic values
- Monitor your own behavior as families are observing your approach/services

Avoid:

- Imposing values
- Bringing other visitors without permission
- Socializing excessively at the beginning of the visit
- Excluding other members of the family from the visit

Put Safety First:

- Partner with an approved team member
- Try to complete the visit early in the day if possible
- Stay alert and park in appropriate areas
- Dress appropriately (walking shoes) and wear in plain view school/employee identification
- Leave unnecessary personal items at the learning site rather than bringing them to the home
- Ask family to secure pets before arrival whenever possible
- Carry your cell phone and inform site administration of your whereabouts (arrival and time of return)

Board approved on June 17, 2020

Appendix A on next page:

Emergency Request Form for Student Home Visitation During School Closure or Emergency



**EMERGENCY REQUEST FORM FOR STUDENT HOME VISITATION
DURING SCHOOL CLOSURE OR EMERGENCY**

Date: _____

Student Name: _____ Identification #: _____

Site: _____ Staff Requesting Visit: _____

Purpose of visit: _____

Alternative means of contact with the student and/or parent-guardian conducted? Yes No

Staff members to conduct visit: _____

Other agencies to accompany RISE staff: _____

Time of visit: _____ Length of visit: _____

Approval date: _____ Executive Director Signature: _____

Notes from visit:

Follow up needed:

Copy to: Student cumulative folder

Internal processing: Attach Student demographic page (PowerSchool) and photo if available, and log visit under log entries after visitation is completed.