



## First Family Engagement Staff Meeting

- 1) Teachers and family advocates **jointly** fill out “Family Engagement Staff Meetings.” calendar.
  - a. *First* for children with IEPs (required to be completed within two weeks of enrollment).
  - b. *Then* children with concerns
    1. either parental concerns (on ChildPlus 3510 Worksheet)
    2. OR concerns that either have.
  - c. Then all other children.
  
- 2) Based on this calendar, schedule times to meet. This First Family Engagement Staff Meeting will take longer than meetings in the past. *It is crucial that staff block out sufficient time to talk about children and their families.* .
  
- 3) The First Family Engagement Staff Meeting
  - a. Bring to this meeting:
    - \_\_\_ 1. Child’s portfolio with screenings (**teacher**)
    - \_\_\_ 2. Child’s file with all final enrollment information (**family advocate**)
    - \_\_\_ 3. Disabilities Alert List (**family advocate**)
    - \_\_\_ 4. Screening information (**teacher and family advocate**)
    - \_\_\_ 5. ChildPlus 3510 Worksheet (**get from site manager**)
  
  - b. This meeting has two parts:
    1. Follow-up on Parent Concerns and Screening Results
    2. First Family engagement Staff Meeting*At the beginning of the meeting, decide which page to do first.*
  
- 4) Notes on ‘Follow-up on Parent Concerns and Screening Results’
  - a. All screenings may not be complete. That’s O.K. Every meeting go back to this page and update any information. (This will be in the ‘Engagement in Transition’ section of each subsequent staff meeting.)
  - b. Use ChildPlus 3510 as a worksheet for parent concerns. Ignore the headings. Use this pager until concerns are resolved. The birthdates are particularly helpful.
  - c. **For each screen that is NOT a pass, there must be a follow-up.**
  - d. If you feel that the current screening information is not an accurate reflection of the child, **schedule a re-screen**. If the **re-screen is within 45 days**, turn into the ASA the latest, most accurate. If a **rescreen needs to wait until the middle of the year** (for example, for a very shy or ‘backward’ child who you feel may *not* have a disability), then *be sure* to give the ASA whatever scores you have (which will show up as a ‘fail’).
  
- 5) Notes on ‘First Family Engagement Staff Meeting’

This page guides both teachers’ and family advocates’ follow-up—with social services, or classroom topics—as well as meets several requirements such as Special Health Care Plans or items on a child’s physical.
  
- 6) **TIME SAVER.** When you are finished, *fill out ‘Family Engagement Childplus Data Entry.*
  - a. *Family advocates no longer need to do a Family Contact/Transaction form.*
  - b. Teachers only turn in this form 4x during the year—when everything is entered.
  - c. **Plus turn in when the Social/Emotional Screen is completed within 45 days.** Be sure to have parents fill out the bottom and include responses on the ‘Follow-Up’ page.