

Governor's Office of Early Childhood Development

POLICY-STANDARD PROCEDURE	
Title: Governor's Office of Early Childhood Development - MIECHV Disengagement and Re-Enrollment Plan	Area: Eligibility, Recruitment, Selection, Enrollment and Attendance
	Date Effective: 12/2015

POLICY: It is the policy of the MIECHV home visiting program that delegate agencies and Coordinated Intake staff will determine appropriate applicants from the applicant pool and waiting list by defined criteria. In the event a family who was previously served but services were terminated wishes to re-enroll, this process should be allowed on the premise of the family's relocation into another area where MIECHV HV services are rendered, the mother becomes pregnant or has another target child if the former has aged out, or the family wishes to re-engage after termination based on new availability or scheduling changes that allow for full engagement. To ensure disengagement is not a factor for retention, sites should hire culturally and linguistically appropriate staff with not only a background in early childhood education but also a competency in family dynamics, service delivery and the ability to establish and maintain rapport.

PURPOSE: To establish a process of addressing disengagement and re-enrollment as an ultimate goal for at risk families to ensure delivery of MIECHV services for applicants that demonstrate the greatest need.

PROCEDURE:

1. Coordinated Intake & Home Visitors

The CI staff and Home Visitors will examine the waiting list when enrollment slots are available. If a previously served family is present, they should consider the family's needs, location and availability in assigning a MIECHV program that would readdress their needs. Additional risk factors will be assessed as determinants of prior closure and when possible, these variables will be discussed to ensure they no longer present as barriers to participation. Home visitors will be assigned in consideration of the family's cultural and linguistic needs to ensure rapport can be established and service delivered in an effective and ethical manner.

2. Coordinated Intake

The CI staff will communicate changes regarding the waiting list. This position will maintain the waiting list and add referrals as needed, and will complete the CIAT and enrollment piece prior to transitioning the family to the Home Visiting staff. CI should address any potential barriers to service and work with the family to ensure that services can be meaningful and uninterrupted.

SCOPE:

MIECHV Home Visiting

Additional Resources:

https://www.childwelfare.gov/pubPDFs/f_fam_engagement.pdf