

Governor's Office of Early Childhood Development

<b>POLICY-STANDARD PROCEDURE</b>	
Title: Governor's Office of Early Childhood Development: Paternal Engagement in Home Visiting	Area: Eligibility, Recruitment, Selection, Enrollment and Attendance
	Date Effective:12/2015

**POLICY:** It is the policy of GOECD and all MIECHV funded programs that all referrals will be received by the Coordinated Intake worker. This position will prepare and maintain a referral spreadsheet outlining demographics, referring program and contact information. This spreadsheet will be updated and provided weekly to the home visitors and program supervisor to ensure the waitlist is being exhausted and a steady flow of enrollments is occurring based on family slot availability.

The program supervisor and home visitors will utilize the selection policy to determine eligible candidates from the referral spreadsheet. Program staff will notify the Coordinated Intake staff of those not selected in order for this position to maintain the waiting list.

As referrals are needed, the Coordinated Intake staff will contact referring program staff. This position is also responsible for posting outreach material in the community and establishing a dual referral system through Memorandum of Understanding agreements.

**PURPOSE:** To establish a point of contact for referring programs and a process of recruitment and selection within each agency.

**PROCEDURE:**

**1. Referring program staff**

MIECHV referral forms will be completed by the referring program staff (This will be unique to each participating delegate agency). These forms are given to the Coordinated Intake Staff who will proceed with enrollment process and complete subsequent CIAT.

**2. Coordinated Intake**

This position will serve as the point of contact for referring programs. He/she will maintain the referral spreadsheet and update MIECHV program staff weekly. This position will also maintain the waiting list.

The CI staff will determine eligibility from the referral list utilizing the selection policy. Program staff will communicate changes to the referral spreadsheet and waiting list to the program supervisors and home visitors weekly.

**SCOPE:**

MIECHV Home Visiting