

Governor’s Office of Early Childhood Development

POLICY-STANDARD PROCEDURE		
Title: Governor’s Office of Early Childhood Development- MIECHV Enrollment, Engagement and Retention	Date Effective: 12/15	Number:
Area: Eligibility, Recruitment, Selection, Enrollment and Attendance, Retention	Date Issued:	Page: 1
	Approved:	

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 simply, 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.

Reenrollment: Participants may wish to re-enroll in home visiting services after they have been administratively or voluntarily disengaged from home visiting services. Administrative disengagement may occur due to program completion or inability to establish or maintain participant contact. Families may voluntarily disengage from services for a variety of reasons, including relocation.

Policy To Avoid Dual Enrollment: It is the policy of GOECD and all MIECHV funded program’s that all referrals will be received by the Coordinated Intake worker. This position will enter information outlining demographics, homeless status, referring program and contact information for each family referred to home visiting in the Visit Tracker Data system. The system will allow the Coordinated Intake workers to search for current or past involvement in MIECHV Home visiting services as a way to avoid dual enrollment. Coordinated Intake workers will also maintain a waitlist in Visit Tracker to ensure a steady flow of enrollments is occurring based on level of risk and family slot availability.

Once the family is enrolled in home visiting services, a home visitor is required to assign the target child with a MIECHV designation through an identifying fund code within the data system as another effort to reduce dual enrollment and avoid duplication of services. LIAs must develop and implement policies and procedures to seamlessly transfer enrolled families to alternate MIECHV-supported home visiting models if it best meets the interests and needs of the family and considers risks to disrupting an existing positive relationship between home visitor and family.

Voluntary Basis: Home visiting services through MIECHV are offered on a voluntary basis. Each LIA is responsible for the development and implementation of enrollment policies, which indicate participation, is voluntary. No family should be excluded from services if eligibility requirements are met. As programs exercise fidelity to the model, they will acknowledge and adhere to the voluntary basis of participation and cannot

exclude or terminate based on selective program preferences such as low attendance, transience, or personality conflicts. This ensures fair and standardized retention.

Retention: It is the policy of GOECD and all MIECHV funded program's that every effort is made to retain a family in Home Visiting services until successful completion per the model guidelines. MIECHV Recognizes the relationship between the home visitors and the participant is primary to the delivery of quality services. The quality and intensity of that relationship affects the participant's initial engagement, ongoing participation, and retention in the program. It is expected for programs comprehensively analyze, at least annually, acceptance and retention rates of participants. Programs also address how they might increase their acceptance rate based on the analysis of those refusing services in comparison to those accepting services. Programs should track trends and changes in their target population and adjust their program plans as indicated.

PURPOSE: To provide home visiting services on a voluntary basis and to retain families until they successfully complete the program. 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. To avoid dual enrollment in home visiting programs.

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 barrier from 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, along with 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 find resolve so the services can be meaningful and uninterrupted.

SCOPE:

MIECHV Home Visiting

Additional Resources:

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