

Staffing Procedure

Purpose

This document explains how to conduct and document Staffings for children and families

Procedure

Site teams must schedule quarterly staffings during the year for each child; one Overview Staffing, two regular Staffings and one Transition Staffing. The Overview Staffing is scheduled within 30 days of the child's entry into the program. Schedule Staffings in advance for the year so each child is staffed a minimum of four times a year. Additional Staffings might be needed for urgent situations or when a family has very high needs.

Staffing Form	Action
<i>Family Partnership Summary/Child and Family Strengths</i>	List strengths for both the child and the family
<i>Family Partnership Record/Contact Log</i>	Document date of staffing and refer reader to documentation on the child/family's <i>Staffing Record</i> .
<i>Staffing Record</i>	Document on an individual form for each child/family. Document strengths, challenges and follow-up plan, who is responsible for the follow-up and the targeted completion date of follow-up
<i>Staffing Checklist - Preschool (optional)</i> <i>Staffing Checklist - EHS (optional)</i>	Use this optional form as a guide for each of the 4 staffings held during the year.
<i>Staffing To Do List (optional)</i>	List follow-up tasks for issues discussed and staff assigned to each task. Each person receives a copy of the form in order to track how and when they have followed up on each item.
<i>Staffing Dates Tracking Form</i>	Write the dates of staffings as they are completed for each child. An electronic copy of this form is sent to the FS Technical Assistance Coordinator each month in which Staffings occur.
Site Staffing Notebook (optional – you create this notebook)	Place the <i>Staffing Dates Tracking Forms</i> and <i>Staffing To Do Lists</i> in this notebook.

How to conduct Staffings

- Review and update the Family File of each child scheduled to be staffed prior to the staffing.
- Assign roles for who will facilitate, document on the child/family Site Staffing Record, keep time and update forms as necessary.
- Discuss one child and family at a time with all team members contributing to the discussion.
- Check that required screenings, exams and health information are current and in compliance.
- Review strengths, issues, goals and progress for each child and family.
- Review the *Staffing To-Do List* from the previous staffing. Determine the outcome and complete each task.
- Plan next steps and decide which team member will follow up on an issue and by when.

Related Documents

Staffing Record
 Staffing Dates Tracking Form
 Staffing To Do List
 Staffing Guidance
 Staffing Checklist
Staffing Checklist - Preschool (optional)
Staffing Checklist - EHS (optional)