

Partnering with Families Through Support Visits and Conferences

The Early Childhood Education Assistance Program (ECEAP) is rooted in building strong, trusting relationships with families. Family support visits and parent-teacher conferences offer essential opportunities to communicate openly, support children's development, and align services across programs.

Guiding Principles:

- **Family-Centered:** Based on each family's strengths, needs, and priorities
- **Respectful & Flexible:** Honoring families time, culture, and language
- **Collaborative:** Encouraging alignment when families are enrolled in multiple services

Joint Visits

ECEAP providers may coordinate joint visits with other programs such as DCYF Home Visiting Services Programs (HVSP), and tribally funded programs, including Nurse-Family Partnership and Parents as Teachers when the same contractor serves the family in multiple programs. This also includes meetings with school district personnel around a child's IEP, 504plan or any other related service. DCYF encourages this coordination to better meet the needs of families and ensure aligned, supportive care.

When Families Are Enrolled in More Than One Program

If a family is enrolled in both ECEAP and a DCYF Home Visiting Services Program such as Nurse-Family Partnership or Parents as Teachers, contractors must coordinate joint family support visits with HVSP staff whenever possible. This coordination is intended to reduce the burden on families by minimizing duplicate visits and streamlining support across programs.

Documentation in ELMS

Contractors must ensure that all family engagement activities are thoroughly documented in ELMS. This includes recording the date, location, topics discussed, and a summary for each parent-teacher conference and each family support visit in alignment with DCYF ELMS documentation requirements. Staff must also document follow-up plans and any follow-up contacts with families that occur outside of regular conferences or support visits. Additionally, documentation must include any joint visits with Head Start or DCYF Home Visiting Services Programs, and School district personnel.

- If you have any questions about shared visits, please contact your CQI Specialist.



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