

What MUST ALWAYS BE INCLUDED on the home visit record:

- Family progress/level change
- Goal progress
- Issues related to assessment
- Curriculum used
- Tools administered (ASQ, KIPS, HOME)
- Health & Safety information shared
- Parent Child Interaction
- Strengths
- Concerns
- Date and length of visit
- Date documentation completed
- FSW activities and interventions and the family's/parent's response to them
- Plans for next visit
- Referrals given and outcomes of previous referrals
- Who was present
- Parent's name / id#
- Child's development
- Handouts provided
- Any significant events (events that impact the family's movement towards their goals, stated or implied; changes that effect how services can be provided; and events that increase or decrease a family's risks)
- Home visit narrative

NEVER include:

- Family's political, religious or other views unless directly bearing on subject
- Intimate and personal details that have little relevance to problems or family needs
- Highly incriminating information that could be used against the family, except mandated reports
- Gossipy information from an outside source
- Materials that could damage the family or your agency

To help you remain objective in your documentation, remember:

- Think about how you felt
- Identify your values related to the situation
- Run a reality check: ASK the family questions to check out your assumptions
- Explore your feelings, values, and impressions in supervision
- Document promptly