Fall Season Tasks:
Family Services Program Planning Worksheet

This worksheet lists and groups many tasks that family services managers perform or oversee during the fall season. They are not meant to be prescriptive lists but rather ideas for the various job descriptions, roles, and responsibilities of managers across the country, tribes, and territories. It also includes family services professionals' tasks to help managers understand, plan, and organize their team's work.

Explore Strategies for Implementing the Head Start Parent, Family, and Community Engagement Framework for sample strategies your program and families can use to make progress toward each of the seven family outcomes in the PFCE Framework.

Instructions: Review the suggested tasks and consider which ones are in-planning, in-progress, or in-place tasks. Use the space provided at the end of each section to add tasks as needed.

Family Services Managers' Tasks

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Program Leadership			
Implement changes and updates to policies and procedures that reflect family-centered practices (e.g., father engagement, families experiencing homelessness, foster care, and children and families with disabilities).	☐	☐	☐
For Policy Council and governing board members, plan timelines for training and professional development on policies, systems, and program practices, as needed.	☐	☐	☐
Review with staff, managers, and coordinators the timelines and information needed for reaching the 45- and 90-day program requirements.	☐	☐	☐
	☐	☐	☐

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Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Professional Development			
Update professional development plans as family services professionals build relationships with families.	☐	☐	☐
Prepare and plan any upcoming staff training activities using current and previous program data.	☐	☐	☐
Provide opportunities for staff to reflect on conversations with families.	☐	☐	☐
Offer training on how to use the Relationship-based Competencies, including goal setting and planning with families.	☐	☐	☐
Schedule regular meetings and check-ins with family services staff; also schedule monthly supervision and reflective supervision, as needed.	☐	☐	☐
During regular staff meetings/check-ins, provide updates to staff, share group strengths/successes, and work through challenges (e.g., daily, weekly, monthly).	☐	☐	☐
	☐	☐	☐
Program Foundations: Continuous Learning and Quality Improvement			
Support family services professionals in collecting the information and documentation needed for the 45- and 90-day requirements (e.g., health screenings, family assessments, child assessments).	☐	☐	☐
Prepare, collect, and aggregate data needed for the Program Information Report (PIR).	☐	☐	☐
Analyze data from your program's parenting curriculum to support planning for future curriculum events, topics, and practice changes based on family feedback.	☐	☐	☐
Review and update forms as appropriate (e.g., applications, family partnership agreements).	☐	☐	☐

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Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Continuous Learning and Quality Improvement			
Update community resource lists as needed.	☐	☐	☐
Use community assessment and family assessment data to review the current family partnership and recruitment efforts.	☐	☐	☐
Monitor applications, new enrollments, family selections, and program option placements.	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Program Environment			
Attend and support staff with fall welcoming events for families (e.g., open house, parent meetings, orientations).	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Family Partnerships			
Support joint discussions at family events on program and parent expectations, rules, and guidelines.	☐	☐	☐
Consider family engagement strategies and father engagement opportunities as part of the parenting curriculum offering.	☐	☐	☐

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Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Family Partnerships			
Support family services professionals in beginning the family partnership process, initial home visits, and goal setting with families.	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Teaching and Learning			
Establish parenting curriculum dates and times that best fit families' schedules.	☐	☐	☐
Plan topics for parent meetings/workshops based on families' interests, goals, and needs.	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Community Partnerships			
Evaluate the effectiveness of established community partnerships, maintain regular communication with partners, and share updates from the community.	☐	☐	☐
	☐	☐	☐

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Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Access and Continuity			
Ensure that forms are available in the languages spoken by families in the community.	☐	☐	☐
Monitor children's attendance and support staff to have routine conversations with families about the importance of regular attendance.	☐	☐	☐
Develop tip sheets and activities to support attendance, as needed.	☐	☐	☐
	☐	☐	☐

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Family Services Professionals' Tasks

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Foundations: Program Leadership			
Review with staff, managers, and coordinators the timelines and information needed for reaching the 45- and 90-day program requirements.	☐	☐	☐
	☐	☐	☐
Program Foundations: Continuous Learning and Quality Improvement			
Collect the information and recordkeeping needed for the 45- and 90-day requirements (e.g., health screenings, family assessments, child assessments).	☐	☐	☐
Evaluate the effectiveness of established community partnerships, explore new community partnerships, and evaluate the time that is built in to nurture relationships with partners.	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Program Environments			
Plan for a fall open house or attend any welcoming event for families to help new and returning families feel welcomed and connected to the program.	☐	☐	☐
	☐	☐	☐

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Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Family Partnerships			
Begin creating relationships with families during intake (i.e., explain the reasons Head Start is a good choice and the expectations in developing this partnership).	☐	☐	☐
Establish an initial family partnership goal with families and maintain regular communication with families.	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Teaching and Learning			
Conduct home visits with families according to program policies and procedures.	☐	☐	☐
Establish parenting curriculum dates and times that best fit families' schedules.	☐	☐	☐
	☐	☐	☐
Program Impact Areas: Community Partnerships			
Update community resource lists for families, as needed.	☐	☐	☐
	☐	☐	☐

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Fall Season Tasks:
Family Services Program Planning Summary Worksheet

Instructions: Review the Fall Season Tasks: Family Services Program Planning Worksheet, select your top three to five priority tasks you want to implement or complete for the fall season, and list them in the table below for easy tracking.

Month 1	Month 2	Month 3
In-Planning Tasks:	In-Planning Tasks:	In-Planning Tasks:
In-Progress Tasks:	In-Progress Tasks:	In-Progress Tasks: