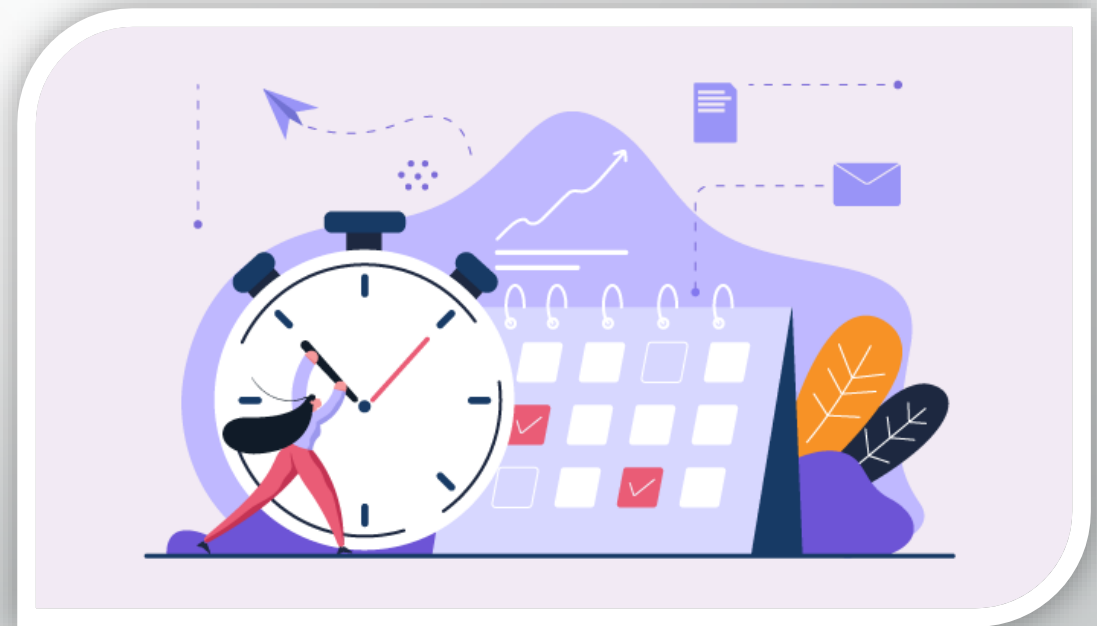


Confident Parenting Home Visiting Program



What is Time Management?

- Time Management is the process of organizing and planning how to divide your time between different activities.
- Time Management is the key to efficient working.





Time management helps with...

- Achieving goals.
- Becoming more organized by prioritizing.
 - Achieving work-life balance.
- Planning ahead and eliminating distractions.


Benefits of time management in Home Visiting

- Completing work on time, avoiding missing assessments/due dates, following up with appointments as scheduled.
- Helps with procrastination (delaying or postponing tasks).
- Helps you avoid unwanted stress.
- Improves your performance and produces better quality of work.
- Helps the home visitor to be PRESENT and focused during the visit.
- Improves professional relationship with clients, co-workers and providers.



Key aspects to focus on:

- Prioritization
- Delegation
- Goal-setting
- Scheduling
- Strategic-thinking
- Record-keeping

- 
1. One hour of data entry every day.
 2. Data Coordinator position/Database team support.
 3. Planning (Physical and Digital Agenda).
 4. Home Visitor Expectations Form.
 5. Personalized Home Visitor Digital File/One Drive:
 - Digital Forms/Assessments.
 - Audits.
 - Evaluations due assessments.
 - Agenda (list of frequency of visits).
 6. Self-care.
 7. Communication Chart

List of frequency Form (Digital Agenda)

Initials	Case ID	County	# of Children	Language	Caseload Per Home Visitor*	Home Visiting Frequency	Level	Visits	Visits	Visits	Visits	Visits
			27		Active, Referred, Discharged			Week 1 (Nov 1-3)	Week 2 (Nov 6-10)	Week 3 (Nov 13-17)	Week 4 (Nov 20-24)	Week 5 (Nov 27-30)
1			1			3						
2			1			3			11/7/23 1.09 hrs.			
3			1			2						
4			2			4						
5			1			2						
6			2			3						
7			1			3		11/3/23 .25 no show				
8			1			2						
9			1			3		11/2/23 .25 client canceled				
10			1			2						
11			1			2						
12			1			3						
13			2			3			11/7/23 1.25 hrs.			
14			1			2			11/9/23 .84 hr.			
15			1			3					DISCHARGED 11/20/23	
16			1			3						
17			1			3						
18			1			2						
19			2			3			11/8/23 1hr.			
20			1			3						

				# of Weekly Visits					
<i>Only for Data coordinator</i>	Visits HELD								
	# of cancellations/ No Shows								
	TOTAL UNITS								

Update	HV	DATA C	SUPERVISOR
			11/28/2023
			Pending Dap Note
			Visit in DB

Physical File in place

Evaluations due excel sheet

Reviewed by Home Visitor	Case Id	Due date		Staff Initials	HV	DATA C.
	Caregiver FED MCH			Updated		11/28/2023
Reviewed by Data C	170489	11/2/2023				
	174050	11/5/2023				
Missing in database	172674	11/12/2023				
	172235	11/12/2023				
	173690	11/12/2023				
	174041	11/13/2023				
	173841	11/15/2023				
	RAT		Due date			
	172674	11/8/2023				
	Child FED MCH		Due date	Age of child		
	172513	11/1/2023		42.79		
	173454	11/2/2023		28.25		
	173841	11/8/2023		20.34		
	Child ASQ		Due date	Age of child		
	172399	11/25/2023		47.94		
	174276	11/27/2023		5.91		
	Child ASQSE		Due date	Age of child		
	172513	11/18/2023		29.27		
	173726	11/18/2023		35.41		
	172396	11/19/2023		23.49		
	174276	11/27/2023		5.91		
	172399	11/25/2023		47.94		
	PICCOLO		Due date	Age of child		
	172513	11/1/2023		28.71		
	172822	11/5/2023		52.14		
	172396	11/6/2023		23.07		
	170489	11/11/2023		17.39		

Individual Home Visitor Expectations

One Drive/Data entry	Time Frame
List of frequency of visits document	Weekly
Evaluations due document	Weekly
EWS-Timesheet	Weekly
Mileage	Every pay period (2 weeks)
DATABASE	
DAP Notes/Services	Weekly
New Clients assigned to caseload* Activation/Goals	Within the first week of assignment
Goals/ Reviews and updates	Every 3 months
Referrals/Reviews and dispositions	After 2 weeks of creation date
Audits (Database and Physical Files)	One to two times a year
SURVEYS	
Family Satisfaction Survey	Annually
DOCUSIGN	
Closing Summary	After terminations

CLIENT DIRECT SERVICES (WEEKLY BASIS)

Total of Active Clients* Range 17-24	
Weekly visits (1.0)	
Every other week (0.50)	
Once per month (/4)	
Group (may vary*by week)	
Flouter	
TOTAL	
GOAL (½ time in DIRECT SERVICES with clients)	20 Hours

NON-CLIENT SERVICES (WEEKLY BASIS)

Team meetings	
Reflective Supervision	
Admin Supervision	
Database (data entry)	
Travel	
Admin (Update One drive + Timesheet)	
Service Coordination	
Prof. Development (Trainings)**	
TOTAL	
GOAL	20 Hours

Communication Charter

Charter

How do we want to feel during our interactions with each other at work?

- En confianza (comfortable?)
- Respected and valued
- Heard and honored
- Safe
- Grounded

What do we all need to do in order to have these feelings consistent?

- Follow-ups on previous conversations
- Practice direct communication with compassion
- Starting conversations with code words
- Ask for an honored time
- Boundary signs
 - Red (Do not approach)
 - Yellow (5 minutes)
 - Green (15 min)
- Practice self-awareness and be thoughtful in our choices and judgements

Why

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Talking



References

<https://www.mindtools.com/arb6j5a/what-is-time-management>

Books:

"DEEP WORK" Rules for focused success in a distracted world, AUTHOR: CAL NEWPORT.