



## Winter Season Tasks: Family Services Program Planning Worksheet

This worksheet lists and groups many tasks that family services managers perform or oversee during the winter 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
<b>Program Foundations: Professional Development</b>			
Provide opportunities for staff to reflect on conversations with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer training on how to use the Relationship-based Competencies to support professional development and family engagement practices, including goal setting and planning with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
<b>Program Foundations: Continuous Learning and Quality Improvement</b>			
Aggregate and analyze 45- and 90-day data, and review policies, systems, and practices with other managers/coordinators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update recruitment plans and strategies with approval from the governing board/Policy Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor family goals from family partnership agreements and evaluate community partnerships and referrals to meet family outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare, collect, and aggregate data needed for the Program Information Report (PIR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze data from your program's parenting curriculum to support planning for future curriculum events, topics, and practice changes based on family feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program Impact Areas: Family Partnerships and Community Partnerships</b>			
Support family services professionals in revisiting their family partnership agreements, referrals, and goals with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage communication among families, education professionals, the disability services manager, and local education agency partners on tracking Individualized Family Service Plans (IFSP) or Individualized Education Program (IEP) goals, forms, and meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
Program Impact Areas: Access and Continuity			
Plan ERSEA timelines and activities for the spring and summer seasons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor children’s attendance and support staff to have routine conversations with families about the importance of regular attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop tip sheets and activities to support attendance, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Family Services Professionals' Tasks

Suggested Tasks	In-Planning	In-Progress	In-Place
<b>Program Foundations: Continuous Learning and Quality Improvement</b>			
Support managers and coordinators to aggregate and analyze 45- and 90-day data, and review policies, systems, and practices with other managers/coordinators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program Impact Areas: Family Partnerships and Community Partnerships</b>			
Revisit family partnership agreements, referrals, and goals with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue regular communication with families and follow up on referrals with community partners as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with families, family services managers/coordinators, education professionals, the disability services manager, and local education agency partners to track Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) goals, forms, and meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Tasks	In-Planning	In-Progress	In-Place
<b>Program Impact Areas: Teaching and Learning</b>			
Participate in parent meetings/workshops and parenting curriculum activities to support family engagement and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan with families the topics for family events based on their interests, knowledge, and expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program Impact Areas: Access and Continuity</b>			
Ensure that translation/interpretation is available for families, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor children's attendance and have routine conversations with families about the importance of regular attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop tip sheets and activities to support attendance, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Winter Season Tasks: Family Services Program Planning Summary Worksheet

**Instructions:** Review the Winter Season Tasks: Family Services Program Planning Worksheet, select the top three to five priority tasks you want to implement or complete for the winter 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: