



# HOME VISITOR PERFORMANCE EVALUATION

## Best Practice Recommendations and Sample Forms

The purpose of this section is to provide a framework and resources for coordinators to evaluate home visitors based on the requirements of the HIPPY model. The HIPPY Standards state “The coordinator works with Home Visitor to develop **performance goals** and a **professional development plan** at the beginning of the program year, reviews progress mid-year, and evaluates the **overall performance** before the end of the program year.” Local agencies may require the use of agency-wide evaluation instruments. Similarly, HIPPY state offices may have additional requirements. The documents presented below can be adapted, or other documents used, so long as they meet the following requirements:

- Performance goals are included
- Professional development plan, based on prior performance evaluation and career goals, is described
- Documents are used in conjunction with HIPPY Home Visit Observation, Group Meeting Observation, and Staff Meeting Observation forms
- Progress is reviewed at the beginning, mid, and end of the program year

<p>Beginning of Year By Week 5 of Curriculum</p>	<p>O b s e r v e</p> 			
<p>Weeks 6-25</p>	<p>O b s e r v e</p> 		<p>O b s e r v e</p> 	
<p>End of Year</p>	 <p>Use all of the above to complete a Summative Performance Evaluation</p> 			

The recommended schedule for home visit observations is by Week 5, Week 15, and Week 25 of the implementation of the 30 week HIPPY curriculum. Staff Meeting Observation is required and is completed for the team as a whole. The same holds for the Group Meeting Observation - it is done with the team in mind. Forms provided below meet the requirements of the HIPPY program standards for accreditation as listed above. Sites may choose to adapt forms to meet their specific needs, or use their own forms that **meet this same criteria**. Changes made to the form should be shared with the State Office / HIPPY US prior to implementation to ensure it meets the validation requirements for HIPPY program standards.

### **Home Visitor Evaluation Process:**

1. **Observe:** Coordinator should conduct one or more home visit observations between weeks 3-5 and document findings with the Home Visit Observation form.
  - a. New home visitors should be observed as early as possible, no later than delivery of Week 5 of the curriculum. These observations are to provide support and feedback early on, and depending on their level of prior experience and skill, more than one observation may be needed.
  - b. Experienced home visitors should be observed once by Week 5 of curriculum delivery.
2. **Set Performance Goals and Establish a Professional Development Plan**
  - a. **Set Performance Goal(s):** After the first observation, or no later than week 5, the coordinator should meet with the home visitor to provide feedback on the home visit observed. At or near that time, the coordinator and home visitor should set performance goals for the program year.
  - b. **Establish Professional Development Plan:** Following the goal setting, the coordinator and home visitor should establish a Professional Development Plan to help the home visitor meet their goal(s). This is included in the same form as the Performance Goals.
3. **Provide Ongoing Observation and Feedback:**
  - a. By week 15, a second home visit observation (or more if needed) should be conducted, again utilizing the Home Visit Observation form.
  - b. A second meeting should be held after the week 15 observation(s) to provide feedback on the home visit. At that time the Professional Development Plan goals should be revisited and updated under Week 15 Update. It may be necessary to revise the goal, identify next steps, or problem solve challenges.
4. **Complete Summative Performance Evaluation**
  - a. By week 25, a third home visit observation (or more if needed) should be conducted, again using the Home Visit Observation form.
  - b. The home visitor is provided with the Summative Evaluation form to complete as a self-assessment.
    - The coordinator then completes their portion of the Summative Evaluation form.
  - c. A final performance evaluation meeting should be held to provide feedback on the week 25 observation(s). At that time:
    - Professional Development Plan goals should be updated for “Week 25”.

- Home visitor self assessment and coordinator Summative Performance Evaluation should be discussed.

Forms provided below meet the requirements of the HIPPY program standards for accreditation as listed above. The Home Visit Observation form, Staff Meeting Observation form and Group Meeting Observation forms will be used by HIPPY US representatives to document observations for accreditation purposes.

**HIPPY US Observation forms:**

- Home Visit Observation [form](#)
- Staff Meeting Observation [form](#)
- Group Meeting Observation [form](#)

**Home Visitor Evaluation forms:**

- Performance Goals and Professional Development Plan [form](#)
- Summative Performance Evaluation [form](#)

**Goal Setting tips:**

- Goal Setting takes place at the beginning of the year. The coordinator meets with each home visitor and together they identify one or more goals to work on for the year. The goals should be specific, measurable and concrete.
- At mid-year and the end of the program year, the coordinator and home visitor should revisit the goals, discuss progress, identify challenges, celebrate successes and if necessary identify next steps to meet the stated goal.
- Each goal should be described concretely and include a clear and measurable outcome. Examples of goals for a home visitor:
  - Practice paraphrasing instead of reading “Tips” and “What Your Child Will Learn” sections of curriculum, at 10 staff role play sessions
  - Recruit caseload of 16 families by October 1
  - For 80% of families to attend at least one parent meeting this year
  - Prepare and present one professional development topic at a team meeting
  - Self check quality of data by running monthly reports on data platform
- Each home visitor should have at least one goal, but could have more than one. Both the home visitor and the coordinator should be involved in setting the goal.
- If a program-wide need is identified, there may be shared goals across the entire team. For example, one year a coordinator may focus on retention of families, and each home visitor will have a retention goal.
- As home visitors grow professionally, their goals become loftier as they build on experience, training and the overall goals of the program.

### **Professional Development Plan tips:**

- The Professional Development **plan should follow the goals**. For example: if the goal is to practice paraphrasing instead of reading (as mentioned above), the plan could include:
  - Scheduling an observation of another home visitor who is skilled in this area, and making notes of how they paraphrased
  - Reading passages in an Early Childhood Education that correspond with the skills for the week and highlighting language that could be used to paraphrase the skills presented
  - Preparing for paraphrasing by writing out skills in your own words in advance of the staff weekly role play
  - Practice paraphrasing each skill beforehand when reviewing the packet to prepare props
- The plan should be **specific and detailed**. Identify skills and training needed to meet the stated goals. The goal may be big, but the plan should be able to be met within the program year. For example, if the goal is to attain a CDA, this may take more than one year. The plan for the current year may look like
  - Make appointment to speak with an advisor by September 20th
  - Visit financial aid office by October 20th
  - Identify childcare and ask 3 friends/family if they will be back up childcare.
  - Enroll in 1 college class by December 15th
  - Take first class starting January 22nd
- Identify measurable steps, describe resources such as names of who to contact, and identify who can else provide information and support.
- By the first follow up meeting (by Week 15) discuss the status of each goal. At this point it may become clear that the goal needs to be re-evaluated or adjusted. Additional steps may be identified, and challenges discussed.