



SERVICE COORDINATION VISITS

Top 10 Things to Remember!

- 10** Plan each day carefully! - Plan visits in the same area on the same day whenever possible. Plan enough time for travel between visits.
- 9** Show respect for the family's time by arriving and leaving on time. If you must be late, be sure to give the family a quick call or send a text to let them know.
- 8** Park your car in a way that ensures an easy exit (facing the street, park on the street rather than the driveway, be sure not to get blocked in or towed).
- 7** Never talk about other families during your visit. Avoid conversations by the car.
- 6** Be aware of family-specific or cultural considerations (i.e., take shoes off at the door).
- 5** Avoid bringing valuables into the home (purse/wallet, jewelry).
- 4** Bring extra copies of important forms (e.g., Parental Prior Notice, IFSP Review Record, Rights document).
- 3** Document visits as soon as possible following the visit (must be completed within 5 days according to the Practice Manual).
- 2** Always make sure someone knows where you are going and when you will be back.
- 1** Always remember that you are a guest in the family's home!

