**Workshop Transfer of Learning Activities**

**Trainer Name(s)**: Cindy Muhar

**Workshop Title**: Home Visitor Foundations (HVF) Session 3

**Type of Activity**: Documentation Self-Assessment/Reflective Supervision Questions

**Materials Needed**:family chart with home visit documented by home visitor within the last month

**Time Needed**:up to24 hrs. for home visitor to complete self-assessment and supervisor to review the chosen documentation

**Activity Description**: Choose and make 2 copies of a home visitor’s documented home visit, from within the last month. Give the copy to the home visitor, with the Documentation Self-Assessment Activity Questions below. Ask the HV to rate her documentation, based on the statements and scale below. Provide 24 – 48 hours for the home visitor to complete the self-assessment tool. Keep a copy of, and review the documented home visit. When the self-assessment form is completed, review it with the home visitor. Use some of the following questions to support the home visitor’s self-reflection of his/her documentation skills.

**Discussion Questions (after HV completes self-assessment below)**

1. What areas of strength do you have in documentation?
2. What areas of documentation would you like to strengthen?
3. What would be helpful to you, as you work on strengthening your documentation skills? (How can I support your work on documentation skills?)
4. How useful/beneficial would this documentation be in a legal hearing, or court dispute? (To the family? To an opposing lawyer? To a judge?)

**Self-Assessment Activity:** On a scale of 1 – 5, with *one being “no evidence” and 5 indicating “significant evidence”, rate* your documentation, based on the following statements.

1. No jargon or figures of speech are used in the narrative. 1 2 3 4 5
2. Any acronyms used were defined, or spelled out, first. 1 2 3 4 5
3. Only relevant facts were included in the narrative. 1 2 3 4 5
4. My biases, or judgments, are *not* reflected in this 1 2 3 4 5

documentation.

1. Based on the documentation in this file, a courtroom (judge and lawyers) could understand what occurred 1 2 3 4 5 at this visit.
2. The priorities of the visit are clear. 1 2 3 4 5
3. There is text narrative addressing parent-child 1 2 3 4 5 interaction at this visit.
4. Appropriate next steps, for my role and the parent’s 1 2 3 4 5 role, are clearly outlined.

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**Workshop Title**: Home Visitor Foundations (HVF) Session 3

**Type of Activity**: Self-Care Activity

**Materials Needed**:Calm app or calming nature sounds/music, pretty greeting cards and envelopes (3” x 5”, blank inside) for each member of the team, a pen for each member of the team, the following written where everyone can see it.
“I’ve been told I am ……”

“Because I value myself, I will ….. within a week.”

**Time Needed**:15 - 30 min. during a staff meeting

**Activity Description**: Play the soothing sounds/music loud enough for all to hear. Distribute a blank note card and envelope to each member of the team. Ask team members, “What two strengths or qualities have others said you possess?” Ask them to write those strengths on the note card. “I’ve been told I am …..” Then ask each team member to identify something nice, something they enjoy, something they find relaxing, that they will do for themselves within the next week. “Because I value myself, I will …… within a week.”

Give the group 5 min. to complete the task. When done, ask volunteers to read their notes aloud to the group.

**Discussion Questions**

1. Was this exercise easy or dificult? Why?
2. What was more challenging, identifying your strengths or committing to do something nice for yourself?
3. Why is self-care important for us to be effective in our roles?
4. How can we hold each other accountable for our commitments within the next week?

**Questions for 1:1 Supervision:**

*Documentation*

How comfortable are you with the task of documentation?

What are your priorities for documentation? How are those priorities evident in your documentation?

Describe your ‘system’ or routine for documentation.

When do you document a visit?

What are your priorities when documenting a visit?

 Do you include a description of parent-child interaction in each visit?

What type of support would you like to help strengthen your documentation skills?

*Boundaries*

How comfortable are you with developing and maintaining personal, professional, and program boundaries with families?

What challenges have you faced related to families testing these boundaries? How have you handled those challenges?

Is there any child or family that is more special to you, than the others? (If so) *How might this cause boundary issues for you?*

Are you tempted to “save” or “rescue” a child or family? (If so) *How might this cause boundary issues for you?*

Have you been spending more time with a child or family, than with other children/families? (If so) *How might this cause boundary issues for you?*

Do you regularly see a child or parent outside of the program? (If so) *How might this cause boundary issues for you?*

Do you typically seek my guidance when you have concerns or questions related to a family? (If not) *How might this cause boundary issues for you?*

*Confidentiality*

Identify some strategies and program policies/protocols you use to keep families’ information confidential.

What have you told the families you work with about their rights related to confidentiality?

When you share families’ information with a primary care physician, community or state program, do you have an appropriate signed consent form?

*Vicarious Trauma/Self-Care*

On a scale of 1 – 10, one = *extremely stressed* and 10 = *stress free*, what is your level of work-related stress at this moment? Within the last week? Within the last month? Within the last six months?

On a scale of 1 – 10, one = *completely out of sync* and 10 = *in complete sync*, how would you rate your work/life balance? OR How would you rate your life’s balance?

When was the last time you ate lunch away from your desk? Or away from your car?

What is one thing you’ve done to “recharge your batteries” within the last week?

How do you like to unwind, or relax? When was the last time you did that?

What work-related issue is causing you the most stress right now? What support can I provide around this issue?

**Videos:**

***Boundaries***, *Becky’s Favor*, (3:01 min.) <https://www.youtube.com/watch?v=sd65Ztdml7g>

***Home Visit Safety***, *Home Visit Tag Along: Steps to Staying Safe During Home Visits*, Social Work Scrapbook (5:16 min.) <https://www.youtube.com/watch?v=fkUtuXkkg30>

***Documentation***

Watch the short clips below and ask home visitors to document the interaction between parent and child. What did they observe? What baby cues did baby provide parent? How did the parent respond? Did you notice any baby cues that indicated baby wanted to disengage or was over stimulated? How did parent respond?

*Child Father Interaction* (.38 min) <https://www.youtube.com/results?search_query=dad+child+interaction>

*Baby Playing with mom.mp4* (3:58 min.)

<https://www.youtube.com/watch?v=mw22SGR_U3s&list=PLUkecnBmEhKSK3QhQW5Qdr4l4c2a_33_E&index=17>

*Rainy Day Singing/Mom & Baby* (1:30 min) <https://www.youtube.com/watch?v=NLMQ69igVFk&t=0s&list=PLUkecnBmEhKSK3QhQW5Qdr4l4c2a_33_E&index=15>

*Baby plays with dad* (2:01 min) <https://www.youtube.com/watch?v=ztpvzeIxNnc>

***Vicarious Trauma***

*Compassion Fatigue, Secondary PTSD, Vicarious PTSD, Differences* (6:49 min) Frank Ochberg <https://www.youtube.com/watch?v=Q3hJn_tWzLw&list=PLTUais97y6cw6Xh0ywlQSi7T05fKISAes>

*Drowning in Empathy: the Cost of Vicarious Trauma*, (12:10 min.) Amy Cunningham, TEDx Talk, <https://www.youtube.com/watch?v=ZsaorjIo1Yc&t=148s>

***Self-Care***

*Good Boundaries Free You,* (15:54 min.) Sarri Gilman, TEDx Talk, <https://www.youtube.com/watch?v=rtsHUeKnkC8&t=262s>