Kansas Office of Early Childhood Universal Home Visiting Desk Guide

Last Updated July 17th, 2026

Contract Program Contacts
Kristen Alhareedi: kristen.alhareedi@ks.gov
Tia Wright: Tia.Wright@ks.gov

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Purpose

The purpose of this desk guide is to create efficiency by giving staff quick access to key information. It is still necessary to read the Universal Home Visiting (UHV) Operations Manual to fully understand the program and expectations of providers.

UHV provides education, screening, and connections to community resources for pregnant caregivers, postpartum caregivers, infants up to one year of age, adoptive families, and families experiencing pregnancy or infant loss.

The UHV approach is:

- Family Centered
- Strength-based
- Trauma-informed
- Culturally responsive
- Focused on education, screening, and referral to needed services

Home Visitor Expectations

Home visitors are expected to:

- Provide support and information to caregivers and families.
- Complete required screenings.
- Provide required education topics.
- Identify family strengths and needs.
- Connect families with community resources and services.
- Follow up on referrals.
- Complete documentation accurately and on time.

Universal Home Visiting Model

Standard Visit Schedule

Universal Home Visiting is a short-term service.

Visit Type	Expectation
Prenatal	**1 visit**
Postpartum	**1 visit**
Follow-up	**Only when needed**

Follow-up visits should occur only when:

- Education or screening is incomplete.

- Additional support is needed.
- Referral assistance is required.
- The family requests another visit.

Tip: follow-up visits are generally recommended within 10-14 days of the initial visit

Phases of a Home Visit

Phase	Activity
Pre-visit phase	Identify source of referral for visit Initiate contact with caregiver/family Share information on reason and purpose of visit with family Establish shared perception of purpose with caregiver /family Determine caregiver /family's willingness for home visit Schedule home visit Review referral and/or family record
Visit phase	Introduction of self and identity Social interaction to establish rapport Establish relationship Complete screening Provide educational materials and/or resources Discuss and make referrals
Exit phase	Wrap up visit and review visit with caregiver/family Review Family Satisfaction Survey postcard purpose and how to complete Plan for follow up visit with caregiver if necessary
Post-visit phase	Record visit in DAISEY Make referrals in IRIS (if applicable) Follow-up on made referrals
Case Closure Phase	After final follow-up on made referrals close the case

Requirements During Visits

Screenings

Required Screenings Areas	Tool
Social Strengths and Needs	MCH Social Determinants of Health Screening Tool
Intimate Partner Violence	MCH Social Determinants of Health Screening Tool
Substance Use	UNCOPE Screening Tool
Maternal Mental Health	Edinburgh Postnatal Depression Scale (EPDS)

Document all screening completion and outcomes in DAISEY.

Education

Prenatal & Post-partum

- Importance of Having a Medical Home
- Intimate Partner Violence
- Benefits of Breastfeeding and How to Access Support
- Post-Birth Warning Signs and How to Respond
- Importance and Timing of Infant Immunizations
- Importance and Timing of Well Infant/Child Visits
- Developmental Milestones
- Education on Safe Sleep
- Perinatal Mental Health Conditions
- Substance Use Education
- Education on Social Determinants of Health areas

Adoption

- Importance of Having a Medical Home
- Intimate Partner Violence
- Benefits of Breastfeeding and How to Access Support
- Post-Birth Warning Signs and How to Respond
- Importance and Timing of Infant Immunizations
- Importance and Timing of Well Infant/Child Visits
- Developmental Milestones
- Education on Safe Sleep
- Perinatal Mental Health Conditions
- Substance Use Education
- Education on Social Determinants of Health areas

If family receives both a prenatal and post-partum visit, educational areas that were previously given should be reviewed as a refresher and as needed.

Loss (Miscarriage, Stillbirth, Infant Loss)

- Importance of Having a Medical Home
- Intimate Partner Violence
- Post-Birth Warning Signs and How to Respond
- Perinatal Mental Health Conditions
- Substance Use Education
- Education on Social Determinants of Health areas

Referrals

When needs are identified, provide resources and/or referrals. Common referral areas include:

- Food
- Housing
- Medical Home
- Breastfeeding Support
- Mental Health Services
- Substance Use Services
- Intimate Partner Violence Services
- Long-Term Home Visiting Programs
- Early Intervention Services
- Immunizations and Well-Child Care

Best Practice: Focus on warm handoffs whenever possible by directly connecting the caregiver with the service provider.

Documentation Requirements

Standards

Documentation should be:

- Objective
- Accurate
- Timely
- Professional
- Factual

DAISEY Requirements

All client and visit data must be entered into DAISEY within **3 days of the visit**.

Referral Follow-Up

Reasonable efforts should be made to follow up on referrals within **14 days** of the visit.

Document outcomes such as:

- Receiving Services
- Declined Services
- Waitlisted
- Organization Unable to Contact Family
- Referral Rejected
- Outcome Unknown after Follow-Up Attempts

After referral follow-up activities are completed, close the case according to agency procedures.

Confidentiality & Professional Conduct

Home visitors must:

- Maintain confidentiality.
- Follow HIPAA requirements.
- Protect client records.
- Store information securely.
- Share information only as needed for service coordination.

Reminder: Families have the right to review their records. Always document professionally and objectively.

Home Visitor Quick Checklist

Every Visit

- Build rapport
- Complete required screenings
- Provide required education
- Identify strengths and needs
- Offer resources and referrals
- Explain Family Satisfaction Survey
- Document visit in DAISEY within 3 days
- Follow up on referrals as needed

Key Message

Educate. Screen. Connect. Document.
Celebrate family strengths, identify needs early, and connect caregivers and infants with the supports that help them thrive