MIRACLE FOUNDATION

Home Thrive Scale Guidelines™

To be completed in case of **possible family separation** to identify family strengthening services needed to prevent family breakdown. To be completed **prior to the child's reintegration** as a tool to identify family strengthening services needed to support the child. To be completed **upon the child's reintegration and updated at every follow-up visit(1ˢᵗ month, 3ʳᵈ month, 6ᵗʰ month, 1ˢᵗ year, 1.5 years, up to 2 years minimum)** by the social worker/caseworker to ensure interventions are taking place and are successful in addressing the need.

Note: Data for the Home Thrive Scale can be collected through your phone, tablet or web browser.

** Additional guidelines for completing this form remotely amidst the COVID-19 pandemic are available on page 7 of this document.

<u>**General Guidelines for Completing Form**</u>

For the safety of the children and families being assessed, data submitted will only be available to associated parties who need the information to protect and make decisions regarding the child and family. Data and personal information will not be disclosed to any other third party who is not directly involved.

1. Fill in your name, email (for automated version), and date information on the first page. The email will be used to send the completed form back to you.

   ● Date format: MM/DD/YYYY

2. Fill in the biographical data of the child

   ● For automated version only: Fill in the Child ID #. This information will be used to track the family's progress over time.

     ○ The ID number can be the same one as the one generated from the Child Tracking web portal or another existing ID system if one exists. If not, generate an ID # that is a unique combination of letters and numbers for each child.

   ● Indicate the type of Reintegration being assessed

   ● Fill out information for all caregivers and family members residing in the home.

     ○ Indicate their relationship to the child and if they were present during the visit

   ● It is essential that the child and family have a voice in how they view the reintegration. Be sure to ask them specifically about their thoughts. You may need to speak to each party separately to

get honest feedback. Remember the following guidelines for listening to the children and families:

- ○ Your role is that of facilitator and team member. You are there to support, not judge.

- ○ Approach the child/family in a warm, non-threatening way. All communications with children need to be age-appropriate.

- ○ Use open-ended questions to gather accurate information. Never use leading questions such as "things are going well, right?"

- ○ Write their responses in the proper spaces.

3. For each domain (eg, Family and Social Relationships, Household Economy, etc.), mark the appropriate statement for each concern.

- ○ **In-crisis (1):** Needs immediate attention - Concern is not addressed at all and requires urgent attention and intervention before child can be placed in the home

- ○ **Vulnerable (2):** Needs attention, but not urgent - Concern requires attention; resources have been identified but may be insufficient to fulfill concern

- ○ **Safe (3):** Attention helpful, but not necessary - Concern is fully addressed but family may require occasional support to fulfill this concern

- ○ **Thriving (4):** No attention needed - Concern is fully addressed and family is completely self-sufficient in fulfilling this concern without support

- ● Be sure to consider the impact of any important events that occurred since your last visit such as recent death of parent/caregiver, change in caregiver, etc.

- ● If you are unsure about the family situation at this time, rate the item as "vulnerable" so that it is not overlooked in future calls/visits.

- ● Some milestones are marked as "Red Flag" milestones. These milestones are essential to the safety and wellbeing of the child. <u>If any of these milestones are marked as "in-crisis", it is highly recommended that reintegration not take place until the issues have been resolved.</u>

  Paper Version:

  - ○ For any item that is scored 1 or 2, note the intervention plans in the Intervention Plans section of the domain. Provide the **specific** intervention plans (dates, outside agencies involved, etc.).

  - ○ Note progress achieved after future visits, and update the intervention section as needed. State also if intervention has been discontinued and the reason.

  Automated version:

  - ○ For some of the statements as well as interventions (marked with *), a pop-up box will come up providing more details on the specifics of the statement or intervention.

- For any red flag milestones that are scored as "in-crisis" or "vulnerable", intervention options will be populated for reference. Check the appropriate intervention that will be planned to move towards the safety of the child and include details for the intervention planned.

- For any other non-Red Flag milestones that are scored as "in-crisis" or "vulnerable", intervention options will be populated for reference. Select which interventions will be planned to address milestones.

- In the space provided, please explain anything that would need further clarification. Clarification could include follow-up contacts, progress achieved, to note if intervention has been discontinued and the reason, etc.

- The "Collapse [Domain Name] Milestones and Interventions" question is designed to minimize any sections that have been reviewed to make the form easier to read. Hiding a section will not delete any responses in that section.

4. A **Status Summary** to allow for measurement of progress over the domains and over time has been created.

  - Automated version - The percentage score for each domain will be automatically calculated on this page along with the overall Home Thrive Score.

  - Paper version - The first column is for scores from the first visit (note the date), the second column is for scores from the most recent prior visit (copy the numbers from the Home Thrive Scale ™ for that visit and the date), and the final column is for the current scores. Count up the number of scores of 4, 3, 2, and 1 in each domain and place the numbers in the appropriate column. Add up the values to get a total score for that domain. Include the number of Red Flag items in this summary. (**Note that Red Flags do not add to the total score - they are just indicators of serious concerns.**)

- These values will help you understand how well the family is doing in each domain. The goal is to track progress with an absence of Red Flags, fewer 1's and 2's, and more 3's and 4's.

- To see the change in scores over time use Miracle Foundation's Case Management Tracker tool (scores are under the Home Thrive Scale Chart Tab) or any other tracking sheet where previous records have been documented.

  - Miracle Foundation Specific Case Management Tracker Sheet

  - Generic Case Management Tracker Sheet

5. If you'd like to generate a Thrive Scale (radar chart/spider graph), plug in the domain name in the first column and the percentage results for each domain in the second column of Microsoft Excel or Google Sheets. Then, select all of the data, go to insert → chart → radar, and a radar graph will result. (Paper version: See the following link for instructions and an example.)

6. Please select the final recommendation for reintegration from the list, and specify as needed.

   ○ Miracle Foundation recommends that reintegration not take place until all of the Red Flag milestones have been moved out of "in-crisis".

   ○ If the child has already been moved to the family home due to an urgent situation, yet a Red Flag item is marked "in-crisis", ensure the child's safety as priority. This may include moving the child to a safer environment until the issue is resolved.

7. Post-Reintegration follow-up visits should be completed after the 1st month, 3rd month, 6th month, 1st year, 1.5 years, up to 2 years minimum, and the Home Thrive Scale™ should be completed after each follow-up visit.

   ● Please indicate if <u>more frequent</u> follow-ups are needed (Home Thrive Scale does not need to be completed after these supplemental calls/visits).

8. **Reviewing and submitting the form -** Automated Version: In the "Overall Observations and Thoughts" section, add any important information, thoughts, and observations that have not already been mentioned.

   ● Once everything is filled out and has been reviewed, click **Submit**.

   ● After clicking Submit, it will take you to a page with all the responses, giving you or anyone else a chance to review everything one more time before confirming the submission. There's an option to **print** this page, in case that's easier to read or share.

   ● Any changes can still be made before hitting the Confirm button by clicking **"Make a correction."**

   ● Once everything looks good, hit **Confirm** and you're done! A message to confirm the form submission will follow.

   ● A PDF copy of your responses will be emailed to you (be sure to provide your email on Page 1).

      ○ *Tip: Keep a folder on your computer for each child's records. Save the PDF copies of each submitted Home Thrive Scale for easy access to keep track of the child's reintegration. If you already have a file for children's individual records, keep it there, or create a new folder (Choose a place on your laptop, like Desktop, add a new folder and title it with the name of the child >> in that folder, create another folder called "Home Thrive Scales" - this is where you can keep all of the child's submitted Thrive Scales and refer them over time).*

Additional Information & Tips - Automated Version

1. Email addresses - make sure you are using the correct ones, that they are active, and that they are **spelled correctly**. This will ensure you receive email notifications properly.

2. If you would like to **save and resume** later, click the "Save my progress and resume later" checkbox.

    ●   You will be asked to enter an email address and password. This will be the login used to access the form again at a later time.

        If you are working on forms for **multiple children**, use the same email address, but create one unique password for each child's form. *You can use a simple formula that anyone can remember, like [child's first name][number] - ex. gowtham1.*

        Share this login information for anyone else needing access to complete or review the form.

        ○   *This will only be used to access the specific form on FormAssembly, NOT to access your personal email. Do NOT use/share any personal email passwords, bank pins, etc. that you wouldn't be comfortable sharing with others.*

        ○   *Login information is <u>case sensitive</u>, so be careful to have the correct spelling and capitalization when creating the login.*

    ●   You will get an email notification from FormAssembly with an updated link to the form to resume. Click on the link and use the login information for that form to resume.

        ○   *Only use the <u>updated link</u> from the notification email, NOT the original link shared from the reminder email, or the generic URL - that will lead you to a blank form.*

        ○   *You will get an email notification every time you save the form. We can't control the number of these you receive (sorry!), so make sure to refer to the latest email for the latest link.*

    ●   If you see multiple forms to resume, go with the most recent one, as indicated by the time stamp on the left-hand side (Dates are in US format MM/DD/YYYY).

    ●   Contact safelyhome@miraclefoundation.org if you are not able to access a previously filled form using the steps above.

        ○   *Do NOT open a new, blank form instead. All responses are stored in FormAssembly, so your hard work is never lost! We'll be able to find it and share it back with you to resume.*

3. Remember to SAVE YOUR WORK! Don't let all that hard work go to waste - save early and save often.

4. You can also fill out the form **offline**, but you will need internet to first open the form and later submit it. As long as the tab is open, you can input information and go between pages, but you will need internet for the "save and resume later" option.

In **India**, information from the Individual Child Care Plan (ICP) regarding the child's needs can easily be transferred to the Home Thrive Scale according to the following:

ICP Section	Home Thrive Scale Domain
#1 Child's expectation from care and protection	● Child's thoughts on reintegration (page 1)
#2 Health and Nutrition Needs	● Household Economy (ability to provide food) ● Health/Mental Health
#3 Emotional and Psychological support needs	● Health/Mental Health ● Family and Social Relationships
#4 Educational and Training needs	● Education
#5 Leisure, Creativity, Play	● Family and Social Relationships
#6 Attachments and interpersonal relationships	● Family and Social Relationships
#7 Religious Beliefs	● Family and Social Relationships (Other)
#8 Self- Care and Life Skill Training for protection from all kinds of abuse, neglect, and maltreatment	● Family and Social Relationships (Counseling for abuse) ● Health/Mental Health (Access to mental health services)
#9 Independent Living Skills	● Education (Access to vocational training/Other)
#10 Trafficking, domestic violence, parental neglect, bullying, etc.	● Family and Social Relationships ● Health/Mental Health

Information regarding the **family** will need to be assessed during home visits and will be indicated on the domains along with the score from 1-4 and the intervention plan.

Information Regarding Remote Assessment (due to COVID-19)

While in-person assessment and follow-up is preferred, remote contact has become a necessity during the COVID-19 lockdown. These distant connections can be very effective in assessing family needs and planning for intervention strategies if you keep the following points in mind:

- In general, people find it more difficult to focus for long periods of time on the phone – keep your calls to a maximum of one hour at a time.

- Be sure to speak with the child as well as relevant family members. You want to get feedback from all significant individuals.

- Be sure to approach the family with a tone of voice that is warm, friendly, and caring. Use positive language, and convey the message that you are helpful and approachable.

- Visual cues will be limited, even when utilizing video. Since you lack non-verbal cues, be sure to listen carefully, and listen beyond the words that are spoken. Clarify any mixed messages you receive where the words stated don't match the way they were expressed.

- Listen for tone of voice, attitude, hesitation in response, uncomfortable laughter.

- Gather information through conversation - don't ask a series of direct questions. For example, don't ask if the family has nutritious food, ask what dishes they prepared for breakfast and lunch that day. Don't ask if the parents get along with their children, ask how they have been spending their free time together, and take it forward from there.

- If you are having difficulty reaching families, engage the government officials charged with serving these families (For India it's outlined in the Supreme Court Judgement regarding COVID-19 and Children in CCIs including CWC and DCPU.) You may also involve community volunteers, neighbors, extended family to support the family in the form of group monitoring. CCI Staff is likely to be aware of these community resources.