

Public Health Home Visitor Orientation Checklists

Hello and welcome to Nurse Home Visiting in Oregon!

This document is meant to help guide you as you begin your role as a home visitor for the Babies First! and/or CaCoon program(s). During the first month, it is recommended that you focus solely on orientating to the program(s). Do not plan on taking on any clients during your first month.

There is a lot of information throughout this orientation; be kind to yourself and take it slow. Ask questions when you have them.

The first month has the most learning to complete; we recommend not enrolling clients on your caseload during this time. Month two and month three will build on the first month orientation.

Remember that learning does not stop after you complete this checklist. Plan regular and reoccurring time in your schedule to stay up to date on best practice, and plan to attend the monthly community of practice meetings.

Home visiting is important work that can change the course of a life. We are excited to have you as part of the team and we thank you for making a commitment to children and families in Oregon!

The sections are color-coded for easy reference.

Month One

Month Two

Month Three

Month One

Foundations

- ☐ Ensure your supervisor has updated new staff here: [submit your workforce updates](#).
- ☐ Review the [Babies First!/CaCoon Manual](#)
- ☐ Reach out to your State Nurse Consultant to get signed up for:
 - Basecamp
 - B1st!/CaCoon Orientation Webinar Series (December or June)
- ☐ Sign up for The Essentials of Home Visiting by filling out [this form](#).
- ☐ Complete [Self-Assessment of Learning Needs](#)
- ☐ Locate and Review Resource Materials:
 - Your local Employee Handbook
 - [Nursing Clinical Guidelines](#)
 - [Documentation Checklist](#)
 - Your local Home Visiting Safety Protocols
- ☐ Review [Oregon Home Visitor Core Competencies](#)
- ☐ Review the CHW Guidance ([Babies First Manual, Appendix D](#))
- ☐ If planning on entering directly into THEO
 - Download and complete the [THEO User Account Request](#)
 - Email this form to THEO support: theo.support@odhsoha.oregon.gov
- ☐ Shadow at least one home visit for each program in which you work

Babies First!

- ☐ Complete [Home Visiting During Pregnancy](#) Self-Paced Course
- ☐ Complete [ASQ Best Practice](#) Self-Paced Course

CaCoon

- ☐ Review the [CaCoon Program Standards](#)
- ☐ Read [this overview](#) about children and youth in Oregon with special health care needs
- ☐ Email occyshn@ohsu.edu to request free access to the [Supporting Families: Navigating Care and Services for Children with Special Health Needs Course](#)
This course provides the fundamentals of partnering with Oregon families so they can get what they need for their children's health and development, and completing it is a critical part of the CaCoon orientation. It may take 8+ hours to complete. **Please make sure to download the Resource Guide after completing the course for future reference**
- ☐ Read the [Disability Etiquette Guide](#)
- ☐ Read this article on [Disability Justice and Anti-ableism](#)

Safety

- ☐ Watch the [Home Visitor Safety video](#)
- ☐ Review the [Oregon Home Visitor Safety Guide](#)

Family Centered Care

- ☐ Complete [Building Relationships with Families](#) Self-Paced Course
- ☐ Read [The Changing Role of the Modern Day Father](#)

Equity

- ☐ Sign up and take this free [Cultural Competency Course](#)
- ☐ Watch the video [Implicit Bias, Ethics Unwrapped](#)
- ☐ Read [Racial Equity and Public Health](#)
- ☐ Take [The Racial Bias Test](#)
- ☐ Read [How Unexamined Biases in Decision-Making Processes in Clinical Interactions can Contribute to Health Care Disparities](#)
- ☐ Create a NCTSN Account and take Learning Center Course: [Attachment Vitamins: Interactive Course on Early Childhood Attachment, Stress, and Trauma - Lesson 9: Cultural Considerations When Working with Early Childhood Mental Health](#)

Local

Get to know these resources in your community. Consider visiting in person and/or calling so you can see what it is like for your clients to visit/call.

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|---|---|
| <input type="checkbox"/> 211 | <input type="checkbox"/> Other Public Health programs (Addictions Services, HIV Alliance, etc.) |
| <input type="checkbox"/> Alcohol and drug recovery | <input type="checkbox"/> Parenting Classes/Teen Parent Services |
| <input type="checkbox"/> Childcare Services | <input type="checkbox"/> Pediatric Providers |
| <input type="checkbox"/> Coordinated Care Organization(s) (CCO) | <input type="checkbox"/> Primary Care Providers |
| <input type="checkbox"/> Dental Providers | <input type="checkbox"/> Resale/thrift stores (Habitat for Humanity, etc.) |
| <input type="checkbox"/> Developmental Disabilities Services | <input type="checkbox"/> Social Security Office |
| <input type="checkbox"/> Early Intervention/Early Childhood Special Education (EI/ECSE) | <input type="checkbox"/> School Nurse(s) |
| <input type="checkbox"/> Employment assistance | <input type="checkbox"/> Smoking cessation services (Tobacco Quit Line) |
| <input type="checkbox"/> Food Stamps/WIC/Food Pantries | <input type="checkbox"/> Specialty Providers |
| <input type="checkbox"/> Housing/Rent Help | <input type="checkbox"/> Speech and Occupational/Physical Therapy Providers |
| <input type="checkbox"/> Labor & Delivery/Birth Centers | <input type="checkbox"/> Support for those experiencing Intimate Partner Violence |
| <input type="checkbox"/> Medicaid transportation and other transportation options (bus, etc.) | <input type="checkbox"/> Vision Providers |
| <input type="checkbox"/> Mental Health Services | <input type="checkbox"/> Vocational Rehabilitation Service |
| <input type="checkbox"/> Obstetrics Providers | |
| <input type="checkbox"/> Other Home Visiting Programs (Health Families, Family Connects, Head Start etc.) | |

Violence, Abuse, Substance Use

- ☐ Read [Substance Abuse Treatment: Addressing the Specific Needs of Women](#)
- ☐ Watch the [Mandatory Reporting video](#)
- ☐ Review [“What can you do about child abuse?”](#)
- ☐ Watch the [Nadine Burke Harris TED talk on ACES](#)
- ☐ Create an Institute for Advancement of Family Support Professionals and Complete the [Why Screen Women for Substance Use, Intimate Partner Violence, Mental Health and Perinatal Depression?](#) course

Trauma-informed Care

- ☐ Read [Trauma Informed Care: What is it and Why it is Important](#)
- ☐ Complete [Impact of Trauma](#) Self-Paced Course

Infant Health and Nutrition/Breastfeeding

- ☐ Review [Stanford Medicine Newborn Education Photo Gallery](#)
- ☐ Read [Skin Care for your Baby](#)
- ☐ Read [Amount and Schedule of Formula Feedings](#)
- ☐ Review [Current AAP Guidelines on Breastfeeding](#)
- ☐ Read [Making Milk Expression Work for You](#)
- ☐ Read [The Period of Purple Crying](#)

Parent-Child Relationship

- ☐ Log into your NCTSN Account and take Learning Center Course: [Attachment Vitamins: Interactive Course on Early Childhood Attachment, Stress, and Trauma Lesson 2: The Importance of Child-Parent Relationship](#)
- ☐ Complete [Foundations of Infant Mental Health](#) Self-Paced Course

Safe Sleep

- ☐ Read slide show of webinar on Safe Sleep: [Safe Sleep](#)
- ☐ Read [Promoting Breastfeeding and Safe Sleep Guiding Conversations with Families](#)

Social Determinants of Health

- ☐ Watch [Social Determinants of Health: Claire Pomeroy at TEDxUCDavis](#)

TCM

- ☐ Watch [TCM 101 Video](#)
- ☐ Reach out to your State Nurse Consultant to get signed up for TCM 201 Training (January or July)

Public Health Nurse only

- ☐ Review the [Oregon Nurse Practice Act](#) on the Oregon State Board of Nursing Website
- ☐ Review [Quad Council Coalition Community/Public Health Nursing \[C/PHN\] Competencies](#)
- ☐ Review [ACOG Postpartum Toolkit](#)
- ☐ Watch [Newborn Physical Exam](#) (Please note this is a more in-depth assessment than may be necessary for all clients)
- ☐ For B1st!: Watch an [overview](#) of general obstetrical assessment considerations in 1st, 2nd and 3rd Trimesters
- ☐ For B1st!: Review [Nursing Management During Pregnancy](#), Chapter 12 from Maternity and Pediatric Nursing, 3rdEd.
- ☐ Watch [Infant Virtual Assessment Video](#)

Month Two

Foundations

- ☐ Schedule a Zoom meeting with Nurse Consultants for Babies First! and CaCoon to discuss ongoing training needs and continuous improvement of your practice (optional)
- ☐ Review [Infant Mental Health Association Reflective Supervision Toolkit](#)

Violence, Abuse, and Substance Use

- ☐ Complete [Domestic Violence](#) Self-Paced Course
- ☐ Complete [Substance Abuse](#) Self-Paced Course
- ☐ Watch the [Substance Use MIECHV Presentation](#)

Equity

- ☐ Watch [Camara Jones' TED Talk](#) or read her journal article [Levels of Racism: a Theoretic Framework and a Gardener's Tale](#)

CaCoon

- ☐ Familiarize yourself with services of and many resources available on the [Oregon Family-to-Family Health Information Center](#) website. Bookmark webpage for future reference.
- ☐ Download and save the [Birth Anomalies Support and Information for Families Document](#)
- ☐ Read the [Planning for Health Emergency: Toolkit for Families of Children with Special Health Needs](#)
- ☐ Familiarize yourself with the [HERO Kids Registry](#)
- ☐ Download the [CYSHN Care Map](#) (and print copies for families as needed)
- ☐ Review the [Health Related Services Guide for CCOs](#)
- ☐ Review the [Accessing Health-Related Social Needs \(HRSN\) Services](#) guide
- ☐ Ensure you know how to contact the [OHA Ombuds program](#)
- ☐ Review and download the [Social Security Starter Kit](#). Families will need this to apply for SSI Disability benefits.

Month Three

Foundations

- ☐ Sign up for a Workday Account:
 - Review [Job aid: Create a Local Agency Staff Workday Learning account](#)
 - Review [Workday Learning webpage](#)
 - Reach out to OHA.Training@oha.oregon.gov if you have any issues

Infant Nutrition/Breastfeeding/Chestfeeding

- ☐ Complete [WIC Breastfeeding Level 1 on-line modules](#)

Maternal Mental Health

- ☐ Video on [Maternal Depression Screening \(PHQ-9\): Part 1](#)
- ☐ Video on [Maternal Depression Screening \(PHQ-9\): Part 2](#)

Social Determinants of Health

- ☐ Watch [Building Resiliency Through Co-Regulation in the Face of Human Fragility](#)

Early Hearing Detection

- ☐ Watch [EHDI Video](#)
- ☐ Watch [Karl White TEDTalk \(2012\)](#)

Child Safety

- ☐ Watch [Video on Injury Prevention](#)

Equity

- ☐ Read the article [Racism is Undeniably a Public Health Issue](#)
- ☐ Read the article [Programs work from within to prevent black maternal deaths](#)
- ☐ Choose at least one [Anti-Racism Scaffolded Resources](#) to review

CaCoon

- ☐ Familiarize yourself with [OCCYSHN's Shared Care Planning website](#)
 - ☐ Watch the [Shared Care Planning 101 Video](#)
 - ☐ Review the [Shared Care Planning Handbook](#)
 - ☐ Download the [Shared Care Plan Template](#)
 - ☐ Familiarize yourself with [Family-Centered Shared Care Planning Assessment \(FCSCPA\) Tool](#)
- ☐ Watch [Shared Care Planning 102: Health Care Transition Video](#)
- ☐ Familiarize yourself with [A Family Toolkit: Pediatric-to-Adult Health Care Transition](#)
- ☐ Download and save this [Transition Planning Checklist](#)
- ☐ Familiarize yourself with the [Sidney and Lillian Zetosch Fund](#)
- ☐ Familiarize yourself with the [ACCESS program](#), and use the website to determine if a team is working in your county