

 <p>Policy #: FP-1</p>	<p>Page #: 1 of 2</p>
<p>Ref #: 1302.52</p>	<p>Policy Council Approval Date: 06/21/2022</p>

COMPONENT: FAMILY PARTNERSHIPS

SUBJECT: FAMILY GOAL SETTING

PERFORMANCE OBJECTIVE: To ensure that staff engage in a process of collaborative partnership-building with parents to establish mutual trust and to support family well-being, family safety, health and economic stability, to support child learning and development, and if applicable, services and supports for children with disabilities. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process. As part of this ongoing partnership, Head Start must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. To avoid duplication of effort, or conflict with, any preexisting family plans developed between other programs and the family, the family partnership agreement must take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning preexisting family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.

POLICY AND PROCEDURE:

Family Advocates will ensure the *Family Needs Survey* (in mail merge) will be completed by the parent/guardian upon enrollment to identify the urgency and intensity of family identified needs, and a *Family Outcome Survey* within 45 days of enrollment to identify family's strengths and needs related to the Family Engagement Outcomes to develop the Family Partnership Agreement. The Family Partnership process will be a jointly developed between staff and families to help achieve the identified individual goals.

The Family Advocate will meet with families on an individualized basis to assist families in completing the *Family Partnership Agreement* which identifies and defines the goals in measurable terms, discusses what needs to be done to achieve these goals, how the accomplishment of each goal will be determined, and the time frame. The goals and objectives established along with all communication efforts will be documented in the agency's record keeping system. Follow-ups with each individual family should occur at minimum monthly.

The Family Partnership Agreement will take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning pre-existing family plans developed between other programs and the family.

The Family Advocate will complete the PFCE Outcomes survey twice annually to assess the progress of the family in the program in regards to PFCE guidelines.

Family Services Manager will review Family Outcomes Report for progress of Family Outcome Surveys.