

Family Partnerships

Task: Completing Family Outcomes and Family Partnership Agreements

Task	Person Responsible	Date to be Completed
1. Introduce the Family Partnership Agreement to families during the enrollment interview. Complete Family Partnership Agreement Notification page found in the Mail Merge Packet.	Family Advocate	July-August/As new children are enrolled
2. Set up a day/time to meet with the family to establish goal. <ul style="list-style-type: none"> • Make sure to follow the SMART goals guide: <ul style="list-style-type: none"> ○ Specific ○ Measurable ○ Attainable ○ Realistic ○ Time-bound 	Family Advocate	At child's enrollment
3. Complete the Beginning of Year Family Outcomes Survey column. (CP Report 4210). <ul style="list-style-type: none"> • Review and discuss findings with the family • Use the results as a guide to set a goal with the family, if applicable • Results are recorded on the survey form and in ChildPlus under Family Services Tab > Family Outcomes tab. 	Family Advocate	September-October
4. Create Family Partnership event in ChildPlus under "Family Services" tab. <ul style="list-style-type: none"> • Click on "Family Services" tab. • Click "Add Event". • Click on "Family Partnership Agreement". • Add the date the goal was established, description (2-3 words), select service area, issue, and source of information. • Select as many Family Outcomes as the goal could reach. Select appropriate staff as the case worker, and enter the family member's name who the goal was created with. Fill in the expected closure date. 	Family Advocate	September-October/ Once goal is established
5. Under event notes write a brief summary of the family's goal, follow-up expected, and action steps determined.	Family Advocate	Once goal is established
6. Follow up on the progress of goals at minimum of monthly, depending on goal (some goals may require additional follow-ups).	Family Advocate	Monthly as needed
7. Update the progress of the goal using the drop down arrow.	Family Advocate	Throughout the year
8. Each action step and follow-up are to be added as an action in ChildPlus. <ul style="list-style-type: none"> • Select "Add Action". • Select the type of action you used. • Enter the date the step or follow up was completed. • Select the type of contact made. • Include a brief description and select status of the step/follow-up. 	Family Advocate	After step/follow-up is completed
9. Under action include a detailed case note regarding the step that was taken and/or any follow-ups made.	Family Advocate	After each Follow-Up

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10. Once the goal had been completed, close the event and select the results.	Family Advocate	Upon Completion
11. Scan in the Family Goal Plan worksheet under attachments on the Family Services tab.	Family Advocate	Upon Completion/At end of school year
12. File Family Goal Plan worksheet in the child's purple file folder located at Central Office.	Family Advocate	Upon Completion/At end of school year
13. Complete the End of Year Family Outcomes Survey column. Record End of Year results on the survey form and in Child Plus	Family Advocate	April-May
14. Scan in Family Outcomes Survey (CP Report 4210) under Family Services attachments.	Family Advocate	April-May
15. File Outcomes Survey in child's purple folder located at Central Office.	Family Advocate	April-May; Upon Completion