

# Family Partnership Agreements

Introduce FPA Process  
November 2019



# Step 1: Introduce the FPA Process



# Step 1: Introduce the FPA Process

- **During the 1<sup>st</sup> Home Visit, introduce the FPA process to families:**

**\*Share with the family that the program not only helps support goals for their child, but also for the family. The Family Support Specialist &/or the Home Visitor will work directly with families with their interests and needs.**



# Step 1: Introduce the FPA Process

- Create a *new* Family Goal event for each family by the due date on the program calendar, except children in foster care.
- This event will also be created for families that want to continue last year's goal and for those who do not wish to set a goal.



# Step 1: Introduce the FPA Process

Entering  
into  
ChildPlus:

Family  
Goal  
Event

Waitlisted 6/28/19 - Year 1 EHS 2019 - 2020 • Quad Cities Home Base • < No Classroom > • < none >

Application Enrollment **Family Services** Health Immunizations Disability Mental Health Education Attendance

Events Family Outcomes Family Services Information HV Form 2019-2020 Parent Engagement Survey PAT Visit Record

Family Services Events Options **Add Event**

Date	Event	Description	Associated With	Progress	Time	Case Worker	Actions
6/10/19	Communication Log		Blessyn		0 h 0 m		0

- When on a child or enrolled prenatal mother in ChildPlus, Click on the Family Service Module.
- Then click on the green Add Event button.



# Step 1: Introduce the FPA Process

Add Family Service Event ✕

- Educational Event
- EHS Attendance Letter
- Emergency/Crisis
- Family Goal
- Home Visit (Educational Home Base ONLY)
- Informal Contact
- Need Identified
- Parent Committee Meeting
- Parent Curriculum
- Socialization

[Cancel](#)

- From the drop down menu, click on Family Goal.



# Step 1: Introduce the FPA Process

**Add Family Goal**

Initial Date

Description

Service Area

Issue

Family Outcome

Associated With

Case Worker

Family Members

Progress

Date Closed

**Actions** Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time

Save and Add Another Save Cancel Add

- Fill only the boxes outlines on the next slide for step 1.



# Step 1: Introduce the FPA Process

**Add Family Goal**

Initial Date	7/25/19	Associated With	Entire Family
Description		Case Worker	
Service Area		Family Members	
Issue		Progress	Introduced Process - Family Goal
Family Outcome		Date Closed	

- **Initial Date:** Enter the date you introduced the process to the family.
- **Description:** Leave this blank for now.
- **Service Area:** Leave this blank for now.
- **Issue:** Leave this blank for now.
- **Family Outcome:** Leave this blank for now.
- **Associated With:** Leave this as Entire Family, unless it is a biological child of a foster family. Then change to the child's name in the drop down menu.
- **Case Worker:** Begin to type your last name. Then click on your name in the drop down menu.
- **Family Members:** Leave this blank for now.
- **Progress:** Choose and click on Introduced Process- Family Goal from the drop down menu.
- **Date Closed:** Leave this blank for now.





# Step 1: Introduce the FPA Process

Entering into  
ChildPlus:

**ACTIONS**  
within the  
Family Goal

\*Click on the  
Green **ADD**  
**ACTION**  
button

**Add Family Goal**

Initial Date

Description

Service Area

Issue

Family Outcome

Associated With

Case Worker

Family Members

Progress

Date Closed

**Actions**

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
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# Step 1: Introduce the FPA Process

**ACTION details (screen display is from the action step in the above event):**

Communication - 7/25/19 ^ v @

Action Type	Communication	Type of Contact	
Scheduled	<input type="checkbox"/>	Description	Introduced Family Goal
Action Date	7/25/19	Status	Completed
		Case Worker	
		Total Time	0 Hours 0 Minutes

Action Notes

06/26/2019 2:45 PM <admin> Discussed the process of Family Goal setting and what we try to help families with. Gave resources to think about for goal setting.

Delete Action Save Cancel

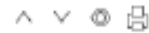
- **Action Type:** Choose Communication from the drop down menu.
- **Scheduled:** Leave this blank.
- **Action Date:** Enter the date you first discussed the action with the family.
- **Type Of Contact:** Choose from the drop down menu what best describes the contact.
- **Description:** Enter Introduced FPA Process.
- **Status:** Choose Completed from the drop down menu, since the introduction of the FPA process has been completed.
- **Case Worker:** Begin to type your last name. Then click on your name in the drop down menu.
- **Time:** Leave this blank.
- **Action Notes:** Type or use short hand notes describing the discussion.



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**ACTION details (screen display is from the action step in the above event):**

Communication - 7/25/19



Action Type	Communication	Type of Contact	
Scheduled	<input type="checkbox"/>	Description	Introduced Family Goal
Action Date	7/25/19	Status	Completed
		Case Worker	
		Total Time	0 Hours 0 Minutes



Action Notes

06/26/2019 2:45 PM <admin> Discussed the process of Family Goal setting and what we try to help families with. Gave resources to think about for goal setting.

Delete Action

Save

Cancel

- Click the Green SAVE Button!



# Step 1: Introduce the FPA Process



- Congrats! You know how to enter step 1 into ChildPlus for Family Goals.
- Now you can enter a Family Goal Event for every family in your site!

