

Family Partnership Agreements

Setting a Family Goal
November 2019



Step 2: Setting a Goal



Step 2: Setting a Goal

- Work with the family to set a goal as soon as possible, or by the date listed on the program calendar:

***Use the results from the Family Strengths & Needs Assessment, Application, Enrollment, Previous Year's FPA, or other Tools to help set the Family Goal.**



Step 2: Setting a Goal

Entering into
ChildPlus:

Family Goal
Event

*Enter on the
EXISTING
Family Goal
Event.

- Step 2 – **Setting a Goal**: Update the existing Family Goal Event by the due date on the program calendar (remember to change the “Progress” menu drop down).
- Update for all families
- For families that refuse to participate, select “Refused – Family Goal”. A “communication” action is required with details regarding the conversation. The action status should be set to “Completed”

Updated Event (with action)

Family Goal

Initial Date	7/25/19 <input type="checkbox"/>	Associated With	Entire Family <input type="button" value="v"/>
Description	Create grocery shopping lists	Case Worker	<input type="button" value="v"/>
Service Area	Nutrition <input type="button" value="v"/>	Family Members	<input type="button" value="v"/>
Issue	<input type="button" value="v"/>	Progress	Goal Set - Family Goal <input type="button" value="v"/>
Family Outcome	Multiple (2 of 7 checked) <input type="button" value="v"/>	Date Closed	<input type="button" value="v"/>



Step 2: Setting a Goal

Family Goal

Initial Date	7/25/19
Description	Create grocery shopping lists
Service Area	Nutrition
Issue	
Family Outcome	Multiple (2 of 7 checked)

- **Initial Date:** Leave the date the same from when you introduced the process.
- **Description:** Simple description of the goal.
- **Service Area:** Choose most appropriate topic in drop down menu that goal covers.
- **Issue:** Choose from the drop down menu whether the family needs resources, education, or both regarding the goal.
- **Family Outcomes:** Click which outcome area the goal best fits in. Use the outcomes framework to help determine the area.



Step 2: Setting a Goal

Associated With	Entire Family
Case Worker	
Family Members	
Progress	Goal Set - Family Goal
Date Closed	

- **Associated With:** Leave the box as “Entire Family”, UNLESS it is a Foster Family with an enrolled child/pregnant mother. Then change to the name of the enrollee from the drop down menu.
- **Case Worker:** Start typing your last name. Then click on your name in the drop down menu.
- **Family Members:** Type who you are working with in regards to the goal.
- **Progress:** In step 2, choose “Goal Set- Family Goal”.
- **Date Closed:** Leave this blank until the family the goal is finalized or the family drops.



Step 2: Setting a Goal

Entering into
ChildPlus:

ACTION within
Family Goal
Event

***Create NEW
Action by
clicking green
ADD ACTION
button.**

Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	07/25/2019	Communication	Introduced Family Goal	Completed			

Save and Add Another

Save

Cancel Add



Step 2: Setting a Goal

The Actions are the small achievable steps to the goal.

Each Step should have it's own Action created.

*Set at least 1-2 steps at this point. More steps can be added later.

Actions Add Action							
Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	11/02/2019	Referral	Meals on a Budget Class	In Progress		St. Louis County	0h 0m
	07/25/2019	Communication	Introduced Family Goal	Completed			0h 0m



Step 2: Setting a Goal

Entering
into
ChildPlus:

Add Action
DETAILS
within all
Actions

Referral - 11/2/19

Action Type	Referral	Type of Contact	Home Visit
Scheduled	<input type="checkbox"/>	Description	Meals on a Budget Class
Action Date	11/2/19 <input type="checkbox"/>	Status	In Progress
Referred To	St. Louis County	Case Worker	Your Name
Referral Type	Written	Total Time	0 Hours 0 Minutes

Action Notes

11/02/2019 3:01 PM <admin> Gave paperwork to enroll in the upcoming St. Louis County Health Department "Meals on a Budget" class. The class goes over meal planning and specifically creating grocery lists that will help save money at the store.



Step 2: Setting a Goal

Referral - 11/2/19

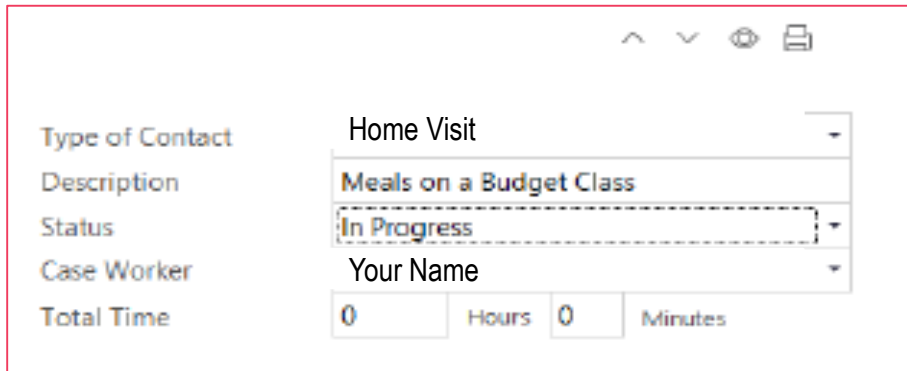
Action Type	Referral
Scheduled	<input type="checkbox"/>
Action Date	11/2/19
Referred To	St. Louis County
Referral Type	Written

****NOTE:** “Undocumented Community Resource” can be used for an agency referred to in special circumstances. For example: a flyer posted in the community for free baby clothes from an individual.

- **Action Type:** Choose the action from the drop down menu. *Depending on the type of action you choose, will determine what boxes will appear or disappear.
- **Scheduled:** This is the date you plan to talk with the family regarding the action. You can leave this blank.
- **Action Date:** Enter the date you began or first discussed this action with the family.
- **Referred To:** From the drop down menu, choose who/where you referred the family. If the referral location is not listed, email Tammy with the information to be entered into the list.
- **Referral Type:** Choose between written or verbal.



Step 2: Setting a Goal



A screenshot of a web form with a red border. The form contains the following fields: 'Type of Contact' with a dropdown menu showing 'Home Visit'; 'Description' with a text input field containing 'Meals on a Budget Class'; 'Status' with a dropdown menu showing 'In Progress'; 'Case Worker' with a dropdown menu showing 'Your Name'; and 'Total Time' with two input fields for 'Hours' (containing '0') and 'Minutes' (containing '0').

****NOTE:** You may have different boxes to fill out, depending on the action type.

- **Type of Contact:** Choose how you gave the info to the family.
- **Description:** Simple description of the action.
- **Status:** Choose from drop down menu if the action has been completed, Completed-receiving services, in progress, refused, dropped-incomplete, not receiving services, or pending-end of program term. Update the status as it changes.
- **Case Worker:** That's you.
- **Total Time:** Leave blank.



Step 2: Setting a Goal

Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	11/02/2019	Referral	Meals on a Budget Class	In Progress		St. Louis County	0h 0m
	07/25/2019	Communication	Introduced Family Goal	Completed			0h 0m

Delete Event and Actions

Save

Cancel

- Click the Green SAVE Button!



Step 2: Setting a Goal



- Congratulations! You now know how to set a family goal within ChildPlus.
- Document all Family Goals within Childplus by the due date listed on the program calendar.

