

Family Partnership Agreements

Step 3: Follow Up
November 2019



Step 3: Follow Up



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- Work with each family at their own individual pace to update, follow up, or change their goal, steps, and timelines, and at least by the date listed on the program calendar.
- Families can change their goal if the current goal is no longer a priority.
- Families can create a new goal if they completed their goal, to continually move forward.



Step 3: Follow Up

Entering into
ChildPlus:

Existing Family
Goal Event

Change the
Progress to *IN
PROGRESS*.

Family Goal

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Initial Date	7/25/19 📅	Associated With	Entire Family ▼
Description	Create grocery shopping lists	Case Worker	Your Name ▼
Service Area	Nutrition ▼	Family Members	
Issue	▼		
		Progress	In Progress ▼
Family Outcome	Multiple (2 of 7 checked) ▼	Date Closed	📅



Step 3: Follow Up

Family Goal

Initial Date	7/25/19	Associated With	Entire Family
Description	Create grocery shopping lists	Case Worker	
Service Area	Nutrition	Family Members	
Issue		Progress	In Progress
Family Outcome	Multiple (2 of 7 checked)	Date Closed	

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	11/02/2019	Referral	Meals on a Budget Class	Not Receiving ...		St. Louis County	0h 0m
	07/25/2019	Communication	Introduced Family Goal	Completed			0h 0m

Delete Event and Actions

Save Cancel

- Click on an Action entered to document any and all updates within that action.
- Also update for families who may have refused to create a goal.
- Continue to encourage the goal setting process.



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Service Area	Nutrition	Family Members	
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Family Outcome	Multiple (2 of 7 checked)	Date Closed	

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	11/02/2019	Referral	Meals on a Budget Class	Not Receiving ...		St. Louis County	0h 0m
	07/25/2019	Communication	Introduced Family Goal	Completed			0h 0m

Delete Event and Actions

Save Cancel

- Click Green Add Action button to add additional steps for the goal.



Step 3: Follow Up

Referral - 11/2/19

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Action Type	Referral	Type of Contact	
Scheduled	<input type="checkbox"/>	Description	Meals on a Budget Class
Action Date	11/2/19	Status	Not Receiving Services - Client Did N...
Referred To	St. Louis County	Case Worker	
Referral Type	Written	Total Time	0 Hours 0 Minutes

Action Notes

01/25/2020 3:11 PM <admin> 06/26/2019 3:10 PM <admin> Family registered for class, but did not attend. Class will be offered again in Spring. May be interested.

11/02/2019 3:01 PM <admin> Gave paperwork to enroll in the upcoming St. Louis County Health Department

Delete Action

Save Cancel

- In the Action Notes section, time stamp. Then enter updates within that action.
- Multiple updates may be needed.
- Click the Green SAVE button.



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Actions

[Add Action](#)

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	11/02/2019	Referral	Meals on a Budget Class	Not Receiving ...		St. Louis County	0h 0m
	07/25/2019	Communication	Introduced Family Goal	Completed			0h 0m

[Delete Event and Actions](#)[Save](#)[Cancel](#)

- Repeat these steps to update all other actions within the family goal.



Step 3: Follow Up



- Congratulations. You now know how to update actions in a Family Goal within ChildPlus.
- Complete Follow Up on all Family Goal Actions for your site by the due date listed on the program calendar.

