

# Family Partnership Agreements

Follow Up & Finalize  
November 2019



# Step 4:

## Follow Up & Finalize



# Step 4: Follow Up & Finalize

- By the deadline indicated on the program calendar, add additional steps/actions and updates to the existing goal.
- Review *Step 3: Follow Up* of the FPA power point training , if needed.



# Step 4: Follow Up & Finalize

- After adding all updates, finalize the Status to each Action.

Actions Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	04/25/2020	Communication	Goal Review	Completed			0h 0m
	01/25/2020	Direct	Internet Resource	Completed			0h 0m
	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](#)



# Step 4: Follow Up & Finalize

- **Status Options when Finalizing an Action:**

**Completed:** Action has been completed.

**Completed- Receiving Services:** Family is now receiving the service referred for.

**Discontinued- Incomplete:** Action no longer needed or wanted to be completed.

**Dropped- Incomplete:** The family dropped from the program and the outcome is unknown.

**Not Receiving Services- Client Choice:** Family chooses they are no longer interested in the referral.

**Not Receiving Services- No Funding:** The family wants the service, but the agency no longer has funding for it.

**Not Receiving Services- No Provider Capacity:** The Family wants the service, the agency has funding, but the agency is unable to provide the service.

**Pending- End of Program Term:** Family continues to work on action, but the program year is ending.

**Refused:** Family does not want to participate in a FPA at this time.

Completed
Completed - Receiving Services
Discontinued - Incomplete
Dropped - Incomplete
Family Cancelled
In Progress
No Child Contact Week
Not Receiving Services - Client Ineligible
Not Receiving Services - No Funding
Not Receiving Services - No Provider Capacity
Pending - End of Program Term
Refused
Staff Cancelled



# Step 4: Follow Up & Finalize

- Don't forget to **SAVE**.



# Step 4: Follow Up & Finalize

- Once all Action Status' have been finalized...

Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	04/25/2020	Communication	Goal Review	Completed			0h 0m
	01/25/2020	Direct	Internet Resource	Completed			0h 0m
	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



# Step 4: Follow Up & Finalize

- Update the overall Progress of the goal.
- Enter the closed date, which is the date you finalize the goal with the family.
- And .

**Family Goal** ^ v eye print

Initial Date	7/25/19	Associated With	Entire Family
Description	Create grocery shopping lists	Case Worker	
Service Area	Nutrition	Family Members	
Issue			
Family Outcome	Multiple (2 of 7 checked)	Progress	Completed
		Date Closed	4/25/20





# Step 4: Follow Up & Finalize

- **Progress Options when Finalizing a Family Goal:**

**Completed:** The goal has been completed.

**Discontinued- Incomplete:** Goal no longer needed or wanted by family.

**Dropped- Incomplete:** The family dropped from the program and the outcome is unknown.

**Incomplete- End of Year:** Family continues to work on action, but the program year is ending.

**Refused- Family Goal:** Family does not want to participate in a FPA at this time.

Completed  
Discontinued - Incomplete  
Dropped - Incomplete  
Goal Set - Family Goal  
In Progress  
Incomplete - End of Year  
Introduced Process - Family Goal  
Refused - Family Goal  
Started



# Step 4: Follow Up & Finalize



- Congratulations! You know how to Finalize Family Goals within ChildPlus.
- Go celebrate by finalizing all Family Goals for your site by the due date listed on the program calendar!

