Family Partnership Agreements
Step 1: Introduce the FPA Process
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• During the 1st 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.
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• 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.
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Entering into ChildPlus:

Family Goal Event

- When on a child or enrolled prenatal mother in ChildPlus, Click on the Family Service Module.
- Then click on the green Add Event button.
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- From the drop down menu, click on Family Goal.
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- Fill only the boxes outlines on the next slide for step 1.
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- **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.
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Entering into ChildPlus:

ACTIONS within the Family Goal

*Click on the Green ADD ACTION button
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- **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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- Click the Green SAVE Button!
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- 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!