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)**

<table>
<thead>
<tr>
<th>Family Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Date</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Service Area</td>
</tr>
<tr>
<td>Issue</td>
</tr>
</tbody>
</table>

*Associated With Case Worker, Family Members*

*Progress Date Closed*
Step 2: Setting a Goal

- **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:** 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.

<table>
<thead>
<tr>
<th>Scheduled</th>
<th>Action Date</th>
<th>Action Type</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2019</td>
<td>Communication</td>
<td>Introduced Family Goal</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>
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.
Step 2: Setting a Goal

Entering into ChildPlus:

Add Action DETAILS within all Actions

![Referral - 11/2/19 form]

Home Visit

- Meals on a Budget Class
- Status: In Progress
- Your Name

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

- **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.

**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.
Step 2: Setting a Goal

**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

- 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.