Family Partnership Agreements

Follow Up & Finalize
November 2019
Step 4: Follow Up & Finalize
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• 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.

![Diagram of action statuses](image-url)
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.
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- Don’t forget to SAVE.
Step 4: Follow Up & Finalize

- Once all Action Status’ have been finalized...
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 Save.
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.
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!