

Family Partnership Agreement Family Goals and Plans

Head Start Performance Standards

§ 1302.52 (a) (b) (c) (d)

§ 1302.91(e)(7) A

Policy

Family goals are chosen by the parent(s)/guardian(s) using the **Family Partnership Agreement (FPA)** form at the beginning of the program year or after the child is enrolled in the program.

Parent(s)/guardian(s) are encouraged to set a family goal that is meaningful for them and work collaboratively with staff to set goals in areas of interest or need for the family. Goals may be informed by the results of the **Strengths and Needs Assessment (SNA)** completed with the family following review to identify areas of potential need. Some examples of meaningful goals might include adult education, improved housing situation, healthcare, parenting skill development, personal health and safety, increased child development knowledge, economic mobility-financial literacy and/or job skills to name a few.

The Family Services Teacher (FST), Home Visitor and Coffee Creek Family Advocate (FA) are primarily responsible for developing family goals and strategies for achieving those goals with the parent(s)/guardian(s). Teachers may also support parent(s)/guardian(s) in developing family goals and supportive plans. These staff members also complete and follow up on Family Partnership Agreements. If the family has children in both Head Start and Home-based/Early Head Start, the Home Visitor is responsible to support the family with their goal setting. FST and Home Visitor will review the set goals and collaborate on follow-up for family goals, as well as resources. See also **Strengths and Needs Assessment Policy and Procedure** for more information.

The parent(s)/guardian(s) should decide if they want to set goals and how many goals they want to pursue. Parent(s)/guardian(s) may decide to set one goal or more than one goal. The family and staff can have tasks related to the action steps towards achieving the goals. Staff can support the family in achieving goals in many ways. Some families need very little support, some would like reminders, some would like and need support with steps, such as phone calls, warm hand-offs, help filling out applications and some would like to be cheered on. Each family situation is unique, and our support should be individualized to the family.

A Family Partnership Agreement/family goal must be offered with the family of each enrolled child at the beginning of the program year (no later than December 13th) with follow-up on families' progress occurring throughout the program year. *If the child enrolls late, the Teacher, Home Visitor or FA (Coffee Creek) will begin the FPA with the family according to the Timeline for Home Visits and Conferences by program option located in the Education forms/documents in the intranet.*

For Family Services Teachers who are enrolled in a professional development plan to reach their ORO step 8 within 18 months of hire, the Program Area Supervisor will develop a plan to ensure families are engage in the development of their family partnership process by a staff member who meets the level of education required.

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Procedure for Completing the Family Partnership Agreement (FPA)

Developing Family Goals

- Prepare to engage in the goal setting process by reviewing family information and documentation, including screenings, attendance records, the **Strengths and Needs Assessment** results and concerns the family has expressed.
- Consider any plans already in place for the family, such as Individual Family Service Plans, agreements with the Department of Human Services and plans for securing employment when developing family goals. Avoid competing or conflicting plans from multiple sources. We intend to support families by building upon or enhancing any existing family plans. The FST, Home Visitor and FA (Coffee Creek) will use the FPA form when setting goals with families. This form is also used to document the progress and/or barriers encountered by families towards achieving their goals throughout the program year.
- Goals set with the family will be specific, measurable, and attainable within a short time frame (i.e., from one week to a month and within the end of the program year). Goals will be accompanied by documentation of specific steps the family intends to take to realize their goals, any steps program staff will take to support the family in the goal, as well as any changes to those steps, changes to the overall goal, progress achieved, and barriers encountered.
- The conversation about goal setting will start at the first home visit after the SNA is complete. This is an ideal time to start the conversation about goal setting with the family. Family goal setting should be guided by the SNA results.

Family goal setting is completed at the first educational conference. Discuss the Family's Possible Goals with the Parent or Guardian

The FST, Home Visitor or FA (Coffee Creek) will review the SNA results with the parent(s)/guardian(s). Use the areas of identified need as potential goal areas the family might want to consider. If the parent(s)/guardian(s) chooses to focus on the child first, it is likely that you will hear some of their personal and family goals during their conversation about the child. When you follow up by saying to the parent/guardian that it is "time to talk about you," you can lead the conversation by asking about the things you have already heard. For example, "you said you wanted Jose to have more opportunities to play outside, but there is no safe place. Is better housing a goal?"

Make Referrals as Needed

- Staff members may offer or agree to provide the family with information about resources in the community. If you are providing such information to a family, follow-up with the parent(s)/guardian(s) in a timely manner – *no later than two weeks after your meeting* – with an appropriate referral.
- *Check back with the family within two or three days* after providing them with a resource to determine whether the family received services and whether those services were helpful. See the **Definition and Documentation of Family Referrals** for more information.
- If you have difficulty locating an appropriate resource for referrals, contact the Family Services Supervisor or the Parent, Family, and Community Engagement Specialist for assistance in researching available options within the community. See **Community Resources Policy and Procedure** for more information.

Complete and Sign the Family Partnership Agreement

Include a description of the family goal and the steps that will need to be taken to achieve the goal. Each step should include who is responsible for that step and the timeline for completion.

- When that step has been achieved, document this information by adding an action under the Family Goal event type in ChildPlus.

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- Each goal should be a separate event type and have detailed information about what was discussed with the parent(s)/guardian(s).
- Any time you meet or speak with parent(s)/guardian(s) could provide an opportunity to ask about progress on their family goals. You may follow up either in person (preferable) or on the phone.
- Both staff and parent will sign the FPA, whether family goals are established or not. Staff will provide parent(s)/guardian(s) with a copy as soon as possible through Remind or in hard copy.

Report Outcomes

- The FST, Home Visitor and Coffee Creek FA are responsible for the data entry and uploading the FPA form in ChildPlus.
- Document all follow-up efforts, progress or barriers in ChildPlus under the Family Goal event by adding an action and writing a note. If they have made progress or completed their goal, change their progress status in the event to Complete.

Please refer to the Family Services section of the [ChildPlus Portal](#) for instructions on entering and closing a goal and declined goals in ChildPlus.

At the end of the year or when the family leaves the program during the year, document all outcomes of family goals (met partially, met fully, not met) on the Family Goal Event in the Family Services module of ChildPlus. Be sure to include any notes that support the goal-setting process or that describes any barriers to achievements that families may have. The FPA form will be re-uploaded under the Family Services Module/Attachments tab when notes were taken in the paper copy.

Training Resources

*A list of training videos to support goal setting process with families can be found in the **Community Action intranet under Head Start/Early Head Start training resources** section.*

Examples of Goals

Child-Oriented Goals

- Connect family to dental and medical services
- Increase child attendance to be above 85%
- Bring child up to date on immunizations

Parent/Guardian Personal or Family-Oriented Goals

- Steps identified towards pre-existing family goals with other agencies
- Obtain better job/career skills
- Continue adult education
- Obtain better housing
- Strengthen family relationships/quality time with family
- Obtain mental health and/or substance abuse services
- Family Economic Mobility: Basics of Budgeting/attend a financial workshop