

Policy Number: FS 001	Title: Family Partnership Plan
Performance Standard: 1302.50 (b)(3) 1302.52 USD 418 BOE Policy:	Original Date: 12/2008 Updated: 10/2020
	Policy Council Approval/Revision: 12/2008 2/2018, 12/2020 BOE Approval: 2/2018, 10/2020

POLICY:

Staff will engage with families in a collaborative process to establish a mutual relationship for developing an individually tailored Family Partnership Plans. This process will identify family strengths and needs related to the family engagement outcomes including: family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates. The strengths, capabilities and needs will be used to develop family goals and determine how support will be provided to the family.

PROCEDURE: During the initial home visit and during parent orientation families will be informed of the program’s emphasis on developing partnerships with families and our Family Partnership Plan process of collaboratively working with them to identify their family’s strengths, capabilities and needs to support them in pursuing their goals.

The Family Partnership Plan and agreement must be initiated as early as possible and must take into consideration each family’s readiness to participate in the process.

If during the interview and plan process it has been determined that there is a pre-existing family plan in place, families may sign for approval to contact the other agency at this time for goal planning. In partnership with the family, determine how other agencies will be contacted and for what purpose.

Families will complete an initial Family Needs Assessment upon starting the program. This will allow staff to determine immediate needs and work at securing resources for families. All will be documented in childplus.

The family assessment is designed to assess strengths, capabilities and needs in basic needs domains. This assessment should reflect information obtained from the family, staff observations

and knowledge and/or existing plans. Each plan should be individually tailored by information that pertains to the uniqueness of this family.

Family goals will be established based on information obtained from the family assessment along with additional input from the family. The goal sheet will be completed with adequate steps to assist in completing each goal created by the family and staff. Staff will assist by providing resources, referrals and support towards a family meeting a goal. When staff and family have completed the goal sheet, the original will go into the child/family file, one copy to the family and one may be kept by the family advocate for computer input.

At the third home visit or monthly contact, staff will review the progress and continued needs or resources. Upon completion of goal(s), staff will work with family to set more goals.

If a family chooses to not complete the family assessment, write a goal, or participate in other family service opportunities, staff will work with the family for the first 90 days, reviewing their situation and their need for resources or services. After this time, staff will introduce the Opt Out documentation explaining the purpose and the continued monthly contact to review the family situation. If at any time, the family wants to proceed with the assessment, goal writing, or other family services, staff will develop a plan with the family to resume services. All services are optional for families and while we want them to engage in the different opportunities, we give families the right to refuse services.

Documentation of steps met toward meeting goals will be kept on the goal setting plan sheets and initialed and dated by the family advocate working with the particular family. The goal progress will be recorded on Child Plus as a record of how the family is progressing.

Emergency and crisis needs that arise during the family partnership agreement process will be addressed immediately. If any referrals for service are made for the family, the referral will be documented on Child Plus. Documentation will include referral and follow up with the family on the timeliness and productiveness of the referral.

**See appendix for FS 001 a,b, and c for more information on goal sheet, family needs assessment, and the family screener.

