

Policy Number: MON 003	Title: Family Partnership Monitoring
Performance Standard:	Effective Date: 8/2006
USD 418 BOE Policy:	Policy Council Approval/Revision: 2/5/13

POLICY:

The Family Services/Parent Engagement Coordinator is responsible for monitoring the Family Needs Assessment and Family Partnership/Goal Setting process.

PROCEDURE:

The Social Services/Parent Involvement Coordinator monitors that a Family Partnership Agreement has been initiated, goals have been established, and progress towards those goals is documented. The Family Services/Parent Involvement Coordinator will see that areas of need concerning Family Partnerships are addressed with the Family Advocate, with necessary follow-up appropriately documented in the child's file and on Child Plus.

Action Monitored	Monitoring Tool	Frequency	Documentation
Partnership Process	C+ 4110 C+ FPA screen and Event Notes	Per Home Visit Cycle 2x per year	C+ Family Svc Events
Family Needs Assessment/Initiation of FPA	Resource Referral Form C+ 9911, 9731	Per Home Visit Cycle 2x per year	C+ Family Svc Events, Family Partnership Agreements
Goal Setting	C+ Partnership Notes Report	Per Home Visit Cycle 2x per year	C+ Family Partnership Agreements

The home visit cycle is set at the beginning of the year and is based on caseload distribution.