

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: E- Family and Community Engagement Program Services**

**Section: 1302.52 Family Partnership Services**

**Subject: Family Partnership Agreement and Goal Setting**

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**Policy**

The program will have opportunities to participate in an ongoing family partnership and goal setting process. The Family Partnership will align with Head Start Parent, Family & Community Engagement Framework.

**Procedure**

1. Explain the family partnership agreement and goals to the family and how it is linked to the PFCE Framework.
2. Staff will assist the family in completing a Strengths & Needs assessment or updating an existing one at the beginning of enrollment.
3. The Family Partnership Agreement and Family Goal is ongoing, staff should:
  - a. Develop meaningful relationships with parents in order to support child and family outcomes, engaging families in individualized goal setting aligned with the PFCE Framework.
  - b. Document family driven goals and develop action steps in collaboration with the family to reach each goal (*a minimum of two active goals will be encouraged throughout the process*).
  - c. Problem solve to enable the family to identify and remove barriers to reaching goals. Discuss opportunities available through the program to help the family achieve their goals and overcome barriers.
  - d. Partner with families and community-based service providers to assure parent access to and participation in services that will support family well-being, safety, health, economic stability and enhance parenting skills.
  - e. Support parents to observe, guide, and promote the learning of their children at home, school and in the community.
  - f. Make appropriate referrals, give resources, and provide active support and follow-up as needed.
  - g. Continue to follow-up and document every 30 days thereafter or more often as needed after a referral is made.
  - h. Family outcomes should be assessed quarterly and documented in Child Plus.

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- i. Foster opportunities for parents to individually, and with the program, participate in personal and community advocacy, impacting service design, program governance and policy development.
  - j. Always encourage the family to work on their goals at a pace that is individualized to the family and their abilities. Support the family's growth reaching goals, the progress it has made, and independence gained. Celebrate all progress made with the family.
  - k. Review individual progress, revise goals, evaluate and track identified needs and goals met, adjust strategies as necessary and prioritize services to families based on the intensity of identified family needs and goals.
  - l. The FPA and all progress towards goals, or lack of, will be entered into Child Plus under Family Outcomes.
4. If the family is already working with another agency and has established goals, the goals will be the same as those previously identified. With signed consent from the family, efforts will be made to exchange information to support the work currently being done on the pre-existing goals.
5. If a family refuses to participate in the FPA or goal development and all efforts have been made to support the family to recognize the benefits of the process, a service refusal form may be used to document the family's choice.