

# FAMILY DEVELOPMENT - SUMMARY OF SERVICES

CHILD'S NAME \_\_\_\_\_

CFA/FA will put the date they reviewed the recruitment notes.

DATE \_\_\_\_\_

PROGRESS NOTE # \_\_\_\_\_

The date the initial assessment was completed, this needs to be completed within 90 days of when the child started.

SS1. RECRUITMENT NOTES

The date when the family goal was developed and written with the family OR the date they signed the refusal

SS2. FAMILY STORY (Family Assessment)

Date Assessment Completed (record dates) \_\_\_\_\_

Family Goals Developed and Written \_\_\_\_\_ OR \_\_\_\_\_ Refusal statement \_\_\_\_\_

The date you completed the mid-year review of the family goal and any changes to the family story.

Enter the initial score for the family story and for each point after.

Initial Family Story Score: \_\_\_\_\_ Mid-year Family Story Score: \_\_\_\_\_ Final Family Story Score: \_\_\_\_\_

Family Goal Progress: \_\_\_\_\_ Family Goal Progress: \_\_\_\_\_ Family Goal Progress: \_\_\_\_\_

Ex: ¼, ½, completed, new goal, etc.

For the family goal you will need to follow up 3 times with the family to assess progress and any additional supports needed. You will indicate at each check in the progress towards the goal (ie: ¼, ½...).

SS3. EMERGENT NEEDS IDENTIFIED

(Record date that need was identified and the date follow up was completed)

Need Identified																			
F U Completed																			

If families have emergent needs that have been identified, you will need to document the detail in Progress Notes. Document on the face sheet the date you identified the need and the dates you follow up with the family.

SS4. PARENT EDUCATION/SUPPORT GROUP PARTICIPATION

(Enter date attended m/d)


Enter the date (ie: 9/25, 12/4) when a parent attends a parent education or support group.

SS5. CENTER PARENT MEETING ATTENDANCE

(Check months that parent/s attended)

Aug	Sept																			July

Put a check in the box for the month if the parent attends the center parent meetings (sometimes this meeting is called by another name at each center, this is the monthly meeting for parents/families).

There needs to be a social service contact monthly for each parent.

SS6. HOME VISITS/CONTACTS

(Record dates and type of contact - HV: Home Visit; PC: Phone call; CC: Center contact)


Indicate the date that the contact happened and the type of contact. Progress Note important information.

SS7. Budget

Each family will encouraged to complete budget. Enter the date that the family either completed the budget or signed the refusal.

Date budget worksheet completed and budget established, refusal statement was signed, or check below if family has own budgeting system in place.

\_\_\_\_\_ Family has own budgeting system in place (conversation documented in progress notes) and copy in file if available.

Date budget reviewed with parents (one month after budget established)

SS9. CHILDPLUS FAMILY SERVICES INFORMATION

Data regarding families stories, goals and visits needs to be documented in ChildPlus. Enter the date you completed the initial, mid year and final entry.

Date of Initial Entry: \_\_\_\_\_ Date of Mid-year Entry: \_\_\_\_\_ Date of Final Entry: \_\_\_\_\_

Date of Family Goal Entry: \_\_\_\_\_ Date of Family Goal Entry: \_\_\_\_\_ Date of Family Goal Entry: \_\_\_\_\_

SS10. PIR UPDATE COMPLETE (CHILDPLUS)

When either a child drops or at the end of the program year, make sure the PIR data in ChildPlus is complete.

