

 **Family Outcomes Tool, Family Needs Assessment and Family Goal Guidance 2023-2024**

*The* ***Family Needs Assessment*** and the ***Family Outcomes Tool*** support identifying family strengths and needs within the family partnership process and establishing ***Family Goals***. The process is aligned with the Head Start Family Engagement Outcomes. Staff and families may also refer to the parent handbook.

***Inkind –*** *We can count family inkind for time spent independently completing the Family Needs Assessment and/or Family Outcomes Tool without the support from staff. We cannot count inkind if staff support a family in completing these. Family Goals are completed with the family, therefore, would not count as inkind.*

*The* ***Family Needs Assessment*** *and the* ***Family Outcomes Tool*** *are designed to be completed by families* ***within three months of enrollment, if possible,*** *regardless of when the child is enrolled. If completed after three months, the reasons for the delay must be documented in Child Plus.*

***Straight GSRP******does not have to complete*** *the* ***Family Needs Assessment or*** *the* ***Family Outcomes Tool.***

**Family Needs Assessment Overview**

**The Family Needs Assessment** is completed once at the beginning of the year or within approximately 3 months of enrollment. The information gathered helps staff recognize and celebrate family strengths during any family partnership contacts or communications to best offer families’ information/resources/referrals for their needs. The Family Needs Assessment response helps prepare staff for discussing and supporting Family Goals.

**Sending the Needs Assessment: The Family Needs Assessment will be sent to families by administration. The FES, CFS, FCS, FSS and/or CCSC.** Completing the survey though Learning Genie allows the family to privately respond to these personal questions, which can buffer potential feelings of “being judged,” rather than staff directly asking the questions. If families prefer to complete the Needs Assessment on paper rather than Learning Genie, staff will directly enter it for the family in Learning Genie. **The FES, CFS, FCS, FSS and/or CCSC will offer follow-up discussion, resources and/or referrals as needed and enter needs identified within Child Plus.**

**Family Outcomes Tool Overview**

***The Family Outcomes Tool is*** *completed twice during the year with each family with approximately 6 months in-between.*  This tool serves as our Parent Family and Community Engagement (PFCE) data, which helps staff recognize and celebrate family strengths during family partnership contacts or communications. Family responses helps staff consider areas to help families grow through individualizing, newsletters and parent handouts, videos and/or workshops, and developing Family Goals.

**Sending the Family Outcome Tool: The Family Outcome Tool will be sent to families by administration.** Completing the survey though Learning Genie allows the family to privately respond to these personal questions, which can buffer potential feelings of “being judged,” rather than staff directly asking the questions. If families prefer to complete the Needs Assessment on paper rather than Learning Genie, staff will directly enter it for the family in Learning Genie. **The FES, CFS, FCS, FSS and/or CCSC will offer follow-up discussion, resources and/or referrals as needed and enter needs identified within Child Plus.**

**FES, CFS, FSS and/or CCSC and FCS:** The Family Outcomes Tool will be sent at an administrative level to families through Learning Genie. This allows the family to respond privately without staff directly asking personal questions, which may sometimes feel judgmental from the perspective of the family. When families prefer to complete the survey on paper, rather than through Learning Genie, staff will directly enter for the family in Learning Genie.

The data from the 2nd survey shows the family growth in our program.

***Family Goals***

The ***Family Goals*** need to be completed, if possible, by December 31st for all program options within ***approximately three months after enrollment*** regardless of when the child enrolled. *If completed after three months, the reasons for the delay must be documented in Child Plus.*

***Referrals and Direct Service Documentation –***

* ***Teachers*** Document the dates and any related Direct Services or ISD referrals in Social Service Tracking **or** through Child Plus Direct Entry.
* **FES, CFS, FSS and/or CCSC and FCS** track all referrals or the direct services they provide within Child Plus.

**Learning opportunities and community referrals can be identified based on family responses to the Family Needs Assessment and the Family Outcome Tool. Refer to the following documents:**

* + *The Resources for FOT and Family Needs Assessment google link*
	+ *Learning Genie at home learning activities*
	+ *Family Engagement Activities Guidance and Resources websites, which support the Head Start Family Engagement Outcomes. - These sites are linked within Weebly.*
	+ *Community Resources Directory*

***The Family Partnership Process/Supporting Goal Setting with Families:***

We let families know that Head Start is designed to meet the whole family’s needs. ***The Family Needs Assessment*** and the ***Family Outcomes Tool*** are important pieces of the ***Family Partnership Process*** that allow us opportunities to explore and celebrate family strengths and needs, and areas families may want more information or support. The steps in the ***Family Partnership Process***help build trusting and positive goal-oriented relationships to better understand families, which will assist in identifying a *Family Goal*. When a family is struggling with establishing a *Family Goal,* we can reflect on their responses to their ***Family Needs Assessment*** and/or ***Family Outcomes Tool*** *and* encourage them to consider one of the focus areas for a goal***.***

***Your positive interactions and noticing child and family strengths and accomplishments will be helpful in the family partnership process!***

*\* We honor family choice for not answering specific questions within the* ***Family Needs Assessment*** *or the* ***Family Outcomes Tool.*** *You will learn more about the family and build trusting relationships as you show interest in them and continue to notice and celebrate “their positives.”*

You may refer to the following resources for learning more about the families and to prepare for reflective conversations about the family responses from the *FOT* and the *Family Needs Assessment.*

* ***Family Engagement Training Video*** *on Weebly within PFCE / forms / videos*
* *The Client Intake and Customer Connections forms*
* *The Parent Handbook*
* *The Family Needs Assessment document, which includes “Talking Points.”*
* *Home Visit and Parent Teacher Conference Guidance*
* *The Family Partnership Process: Engaging and Goal Setting with Families Guidance*
* *The Family Partnership Process: 7 Steps – Engaging and Goal setting with Families (By the National Center on Parent Family and Community Engagement)*
* *The Home Visit and Goal/Supports document.*
* *Data from the completed Family Needs Assessment and the Family Outcomes Tool surveys.*

**NMCAA offers family resources**

We want families to understand that our Child Development Programs are within NMCAA - Northwest Michigan Community Action Agency. NMCAA has many departments supporting family needs. Information about NMCAA resources are located at [www.nmcaa.net](http://www.nmcaa.net) and on the NMCAA Facebook page.

*NMCAA leads in strengthening our communities by empowering people to overcome barriers, build connections and improve their quality of life.*

**To Do before the 1st Head Start program HV:**

**FES, CFS, FSS and/or CCSC and FCS**: Inform families that they will be receiving the ***Family Needs Assessment*** *and the* ***Family Outcomes Tool*** *through* ***Learning Genie.***  *If unable to review at the home visit, aim to review before, or at the parent teacher conference.*  *You can use language above to help you introduce these surveys, so families understand the importance of the surveys.*

Following up on family needs/supports and goals happens throughout the year during parent contacts and communication at home visits, parent teacher conferences, phone, text, Learning Genie communication, or site contacts.

***Straight GSRP*** *is not required to complete the* ***Family Needs Assessment or the Family Outcome Tool.***

***Refer to your specific program option AND the Dual-Enrolled Families Guidance below:***

**FES “To Do” for the Family Needs Assessment, Family Outcomes Tool and Family Goals**

***Required for all Head Start, Head Start blended or EHS enrolled families.***

***Family Goals –*** *to be completed with the families by* ***December 31st or if needed by the PTC.***

*The* ***Family Needs Assessment*** *is completed by families**by* ***December 1st.***

***Family Outcomes Tool –*** *The fall surveys are to be completed by families by* ***December 31st****. The spring surveys are to be completed by* ***May 25th.*** *There must be approximately* **6 months** *between.*

***Families enrolled******after December 31st*** *–*

***Family Outcomes Tool*** *-* ***Skip the 1st****, but complete by* ***May 25th*** *as the* ***2nd*** *survey.*

***Family Needs Assessment -*** *Complete within 3 months of enrollment.*

***Family Goal -*** *Complete within 3 months of enrollment.*

**Straight GSRP “To Do” for the Family Needs Assessment, Family Outcome Tool and Family Goal**

***Family Goal –*** *To be completed with the families**by* ***December 31st or if needed at the PTC.***

***Family Needs Assessment -*** *This is not completed for Straight GSRP Families.*

***Family Outcomes Tool –*** *This is not completed for straight GSRP families.*

**Dual-Enrolled Families Head Start and Early Head Start**

* *Dual Enrolled for Head Start / EHS means that a family could have siblings enrolled at different program options, which could be at a Head Start Center and/or also at a Collaborative Center (Childcare) as Head Start, and/or be enrolled in any of the following Early Head Start options: Home-based with a Child and Family Specialist (CFS), Collaborative Center - EHS (Childcare) or an Early Head Start Learning Center.*

**Dual-Enrolled Head Start Families at a Head Start Center and/or a Collaborative Center (childcare)**

* *Dual enrolled can also be families enrolled at a Head Start Center and at a Collaborative Center – Head Start (Childcare).*

**Staff Responsibilities for the Family Partnership Process of Dual-Enrolled Families**

***Family with a child enrolled at a Head Start Center and another child enrolled at a Collaborative Center (childcare):*** *The Head Start Center FES facilitates the family partnership process (****the Family Needs Assessment, Family Outcomes Tool*** *and the* ***Family Goal****) with the family and referrals/family resources.*

*At the beginning of the year, the FES will inform the other program staff of dual-enrolled families that they will be provided copies of all Family Partnership documents.*

***Family with a child enrolled with Early Head Start and another child enrolled in a Head Start program option:***

***Only the EHS staff (CFS, FSS and/or CCSC or FCS*** *from our EHS program options* ***(EHS Home-based; Collaborative Center EHS or EHS Learning Center)*** *facilitates the completion of the family partnership process (****the******Family Needs Assessment****,* ***Family Outcomes Tool,*** *and the* ***Family Goal****) with the family, rather than the Head Start staff facilitating.*

*At the beginning of the year, the above-mentioned staff will inform the other program staff of dual-enrolled families that they will be provided copies of all Family Partnership documents.*

***Family with more than one child enrolled in different Early Head Start program options:***

*The* ***CFS*** *will facilitate completion of the family partnership process* ***(the Family Needs Assessment, Family Outcomes Tool and the Family Goal)*** *with the family, rather than the Collaborative Center or the EHS Learning Centers aspect of the dual enrollment.*

*At the beginning of the year, the CFS will inform the other program staff of dual-enrolled families that they will be provided copies of all Family Partnership documents.*

***Child and Family Specialists, Collaborative Centers (Childcare) and EHS Learning Centers “To Do” for the Family Needs Assessment, the Family Outcome Tool and Family Goal***

***CFS, FSS and/or CCSC and FCS Responsibilities:***

***Family Needs Assessment survey -***

*The* ***CFS, FSS and/or CCSC, or FCS: The Family Needs Assessment is sent administratively*** *through* ***Learning Genie,*** *which is to be**completed by families**by* ***December 31st. Staff do not send these, but*** *provide copies to the other program staff for dual-enrolled families.*

***Family Outcomes Tool survey –***

*The* ***CFS, FSS and/or CCSC or FCS*** *The* ***FOT survey is sent through Learning Genie twice at an administrative level, but not by staff.*** *The fall surveys are to be completed by families by* ***December 31st.*** *Provide copies to other program staff for dual-enrolled families.*

*There must be approximately* **6 months** *between.*

***Family Partnership Agreement Partnership Goals –*** *To be completed with the families by* ***December 31stand copied to other program staff for dual-enrolled families.***

***Families enrolled******after December 31st*** *–*

***Family Outcomes Tool*** *- Skip the 1st survey, but complete by* ***May 25th*** *as the* ***2nd*** *survey.*

***Families enrolled in the summer –*** *The* ***Family Outcomes Tool is sent administratively.***

***Family Needs Assessment -*** *Complete within 3 months of enrollment.*

***Families enrolled in summer -*** *The* ***Family Needs Assessment is sent administratively.***

***Family Partnership Agreement Goal -*** *Complete within 3 months of enrollment.*

**Conversation Starters for Partnering with Families…**

* EHS / Head Start is not just a preschool program, we are a family program, and support family strengths, and needs
* Our parent agency is nmcaa with many departments able to offer support for needs that many families have. You can find more info on our website and follow us on FB
* Our goal is to offer support for your entire family
* We like to do this by discovering and celebrating the strengths that your family has
* One way we do this is by doing a family needs assessment that will highlight your strengths and give us some hints to any needs that we might be able to offer support for
* Do you mind if I take a few notes so to remember important info? That way I can remember to check back with you
* EHS / Head Start focuses on getting to know families. Areas our program provides support for will come up as we talk.
* I noticed some wonderful strengths that your family has while we were chatting; did you notice any?
* I also noticed a couple of items that it sounds like you are working on (or maybe would like to work on). Is there something that is a priority for you or your family right now?
* What will it look like when you have completed…?
* Let us look at some strengths and/or skills that you already possess that could help you…
* What are some of the challenges that are keeping you from…?
* Are there some resources that you think might be helpful?
* How can we break this down into steps to make it easier?
* What ways can I help you with your first?

**Rev 7/23 SS\Family Partnership Process \Family Outcomes Tool and Home Practices Guidance and conversation starters**