 **Family Outcomes Tool, Home Practices and Family Goals Guidance**

***The Family Outcomes Tool (FOT)* Needs Assessment** and the ***Home Practices and Routines*** support identifying families’ strengths and needs related to the family partnership process and establishing ***Family Partnership Agreement Goals***. The process is aligned with the Head Start Family Engagement Outcomes. Staff and families can also refer to the parent handbook.

**The Family Outcomes Tool Needs Assessment (FOT) Overview**

***The FOT is completed once at the beginning of the year***. The information gathered helps staff recognize and celebrate family strengths at home visits and offer families information of their interest, refer to wanted community resources/referrals and use as a reference for developing Family Partnership Goals. *Staff will be emailed an individualized google folder with their FOT survey and a Screen Cast Tutorial for how to email, text or post the survey as a link for families to complete independently. Staff will be able to view only their family’s surveys within their folder and the data is summarized for the completed FOTs within a spreadsheet attached to the survey.*

The ***FOT*** needs to be completed by families ***no later than three months after enrollment*** regardless of when the child enrolled. If any are completed after three months, the reasons for delay must be documented in SS-7 or direct entries.

**Straight GSRP** does not have to complete the FOT.

**Home Practices and Routines Overview**

***The Home Practices and Routines is completed twice during the year which each family*** – ***1st in the fal****l* ***and 2nd in the spring.*** Data gathered helps staff recognize and celebrate family strengths during home visits and parent teacher conferences and to determine areas to help families grow through individualizing and topics to focus on for newsletters, parent handouts/videos and workshops and use as a reference for developing Family Agreement Partnership Goals. The data from the 2nd survey shows if there are positive family practices changes while in your program. *Staff will be emailed an individualized google folder with their Home Practices and Routines survey and a Screen Cast Tutorial for how to email, text or post the survey as links for families to complete independently. Staff will be able to view only their family’s surveys within their folder and the data is summarized for the completed FOTs within a spreadsheet attached to the survey.*

The ***Home Practices and Routines*** need to be completed by families ***no later than three months after enrollment*** regardless of when the child was enrolled. If completed after three months, the reasons for the delay must be documented in SS-7 or direct entries.

**Straight GSRP** does not have to complete the Home Practices and Routines.

***The Family Partnership Agreement Goals***

The ***Family Partnership Agreement Goals*** need to be completed by December 1st for all program options or no ***later than three months after enrollment*** regardless of when the child enrolled. If any they are completed after three months, the reasons for delay must be documented in SS-7 or direct entries.

***Referrals and Direct Service Documentation -*** Document the dates and any related Direct Services or Referrals in Social Service Tracking (SS-7) **or** through Child Plus Direct Entry.

**Learning opportunities and community referrals can be identified based on family responses to the FOT/Home Practices and Routines. Refer to these documents for supporting family needs that are identified from responses to the FOT and Home Practices and Routines.**

* + *The FOT Resources document*
  + *The Home Practices and Routines Resources document*
  + *Family Engagement Activities Guidance and Resources document websites listed, 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* ***FOT Needs Assessment*** and the ***Home Practices and Routines*** are important components of the ***Family Partnership Process*** and allow us to celebrate strengths and learn about family needs and areas they may want/need support or information for. The steps in the ***Family Partnership Process***help us to build trusting and positive goal-oriented relationships to better understand family’s needs, which will support staff to assist a family in identifying a *Family Partnership Agreement Goal*. When a family is struggling with setting a *Family Partnership Agreement Goal,* we can reflect back on their responses to the ***FOT*** and ***Home Practices and Routines*** and ask them if they want to consider one of the topic areas for a goal***.******Your positive interactions and noticing child and family strengths will support the family partnership process!***

*\* If a family chooses not to answer a question within the* ***FOT*** *or* ***Home Practices and Routines****, we honor their choice. You will learn more about the family as you continue to notice their strengths and show your interest in them, which will build positive goal-oriented relationships through the year.*

You may refer to the following resources for learning more about the families and prepare for reflective conversations about the family responses to the *FOT* and the *Home Practices and Routines.*

* *The Client Intake and Customer Connections forms*
* *The Parent Handbook*
* *The FOT Needs Assessment* ***Tools and Talking Points document*** *(which the survey is derived from)*
* *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 Family Partnership Agreement Goal document*
* *Data from the completed* ***FOT*** *and* ***Home Practices and Routines*** *surveys. – Refer to their spreadsheets within your individual folder provided to you and the Screen Cast Tutorials.*

**NMCAA offers family resources**

We want families to understand that we are one program of many 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 HV:**

Inform families that you will either email or text (through your communication app) or post the ***FOT Needs Assessment*** *and the* ***Home Practices and Routines*** *so they know to expect them before their 1st home visit for review at the home visit. If unable to review at the home visit, aim to review before or at the parent teacher conference.*

***Staff will be emailed their individual google folders with their FOT and/or Home Practices surveys, with Screen Cast Tutorials for how to email, text or post surveys as links to families.***

***Straight GSRP*** *will not complete the* ***FOT*** *or the* ***Home Practices and Routines****.*

Follow up on family needs/supports and goals happens throughout the year during parent contacts, home visits and the *Parent Teacher Conferences.*

***Staff and the families may refer to the parent handbook for more information about the purpose the surveys.***

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

**Non-Duration Teachers “To Do”**

***Family Partnership Agreement Goals –*** *to be completed with the families by* ***December 1st or if needed by the PTC.***

***FOT survey links*** *are completed by families**by* ***December 1st.*** *Support staff will access to the* ***FOT site spreadsheets*** *and enter data from these spreadsheets into Child Plus* ***by January 8th.*** ***Teachers may directly enter the data into Child Plus if they choose.***

***Home Practices and Routines survey links –*** *The fall surveys are to be completed by families by* ***December 1st****. The spring surveys are to be completed by* ***May 7th.*** *There must be approximately* **6 months** *between the 1st (fall) and 2nd (spring)* ***Home Practices and Routines****.**Support staff will access the site spreadsheets to enter data into Child Plus* ***b****y* ***January 8th and again by May 31st. Teachers may directly enter the data into Child Plus if they choose.***

***Families enrolled******after December 1st*** *–*

***Home Practices and Routines****- Skip the 1st Home Practices, but complete by* ***May 7th*** *as the* ***2nd*** *survey.*

***Family Outcome Tool -*** *Complete within 3 months of enrollment.*

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

**Duration Teachers “To Do”**

***Home Practices and Routines survey links*** *- The fall surveys are to be completed by families by* ***December 1st****. The spring surveys are to be completed by* ***May 7th****. There must be approximately* 6 months *between the 1st (fall) and 2nd (spring) Home Practices and Routines.**Your FES will**access the site* ***Home Practices and Routines spreadsheets*** *to transfer this data into Child Plus* ***by January 8th and again by May 31st.*** *Your FES will have access to your site folder and spreadsheets.*

***Completed by the FES:***

***Family Outcome Tool-*** *To be completed by families by* ***December 1st.*** *The FES will email, text or post the FOT Needs Assessment survey link to families prior to their home visit with them. The FES will transfer the data from the* ***FOT spreadsheets*** *into Child Plus by* ***January 8th****. Email reports to Teachers, Ed Coach and SS.*

***Home Practices and Routines -*** *Access the site* ***Home Practices and Routines spreadsheets*** *to transfer this data into Child Plus* ***by January 8th*** *and again by* ***May 31st.*** *Email reports to Teachers, Ed Coach and SS.*

***Family Partnership Agreement Goals -*** *The FES Completes this part of the family partnership process and copies it to teachers by* ***January 8th.***

***Families enrolled******after December 1st*** *–*

***Home Practices and Routines****- Skip the 1st Home Practices, but complete by* ***May 7th*** *as the* ***2nd*** *survey.*

***Family Outcome Tool-*** *Complete within 3 months of enrollment.*

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

**Head Start/GSRP blended families “To Do”**

***Family Partnership Agreement Goals -*** *To be completed with the families by* ***December 1st or if needed at the PTC.***

***FOT survey links*** *are completed by families* ***by December 1st.***  *Support staff will have access to the* ***FOT site spreadsheets*** *and enter data from these spreadsheets into Child Plus* ***by January 8th.*** ***Teachers may directly enter the data into Child Plus if they choose.***

***Home Practices and Routines spreadsheet--*** *The fall surveys are to be completed by families by* ***December 1st.***  *The spring surveys are to be completed by* ***May 7th****. There must be approximately* **6 months** *between the 1st (fall) and 2nd (spring)* ***Home Practices and Routines****.**Support staff will access the site spreadsheets to enter data into Child Plus* ***b****y* ***January 8th and again by May 31st. Teachers may directly enter the data into Child Plus if they choose.***

***Families enrolled******after December 1st*** *–*

***Home Practices and Routines****- Skip the 1st Home Practices, but complete by* ***May 7th*** *as the* ***2nd*** *survey.*

***Family Outcome Tool-*** *Complete within 3 months of enrollment.*

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

**Straight GSRP “To Do”**

***Family Partnership Agreement Goals –*** *To be completed with the families**by* ***December 1st or if needed at the PTC.***

***FOT survey -*** *This is not completed for Straight GSRP Families.*

***Home Practices and Routines survey links –*** *This is not completed for straight GSRP families*

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

* ***Dual Enrolled means that a family is enrolled at a Head Start Center and another Early Head Start program option, which could be with a Child and Family Specialist Home Visitor, a Child Care Collaborative Center or an Early Head Start Expansion Learning Center.***

**Dual-Enrolled Families Head Start Center and Child Care Collaborative Head Start Center**

* ***Dual enrolled can also be families enrolled at a Head Start Center and a Child Care Collaborative Center.***

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

***Only the EHS staff (CFS, FRS, FSS or CCSC)*** *from any of our program options* ***(EHS Home-based; Collaborative Center EHS or EHS Expansion Sites)*** *completes the documents for the family partnership process with the family. (The* ***FOT****,* ***Home Practices and Routines*** *and the* ***Family Partnership Agreement Goals****.)*

***Preschool-aged children enrolled in a Head Start Center and Child Care Collaborative Center:*** *The Head Start Center Teacher/FES completes the FOT, Home Practices and Routines and the Family Partnership Agreement Goals.*

**Ensuring that the Family Partnership process is not duplicated with dual enrolled families.**

*At the beginning of the new school year, all EHS staff of dual enrolled families will inform the staff from the other program option also serving the dual-enrolled family of the following: It is the EHS staff responsibility to do the FOT, Home Practices and Routines and the Family Partnership Goals. The EHS staff working with the dual-enrolled family will provide staff from the other program option with copies of the FOT, Home Practices and Routines and the Family Partnership Agreement Goals.* ***Preschool aged-children enrolled in a Head Start Center and a Child Care Collaborative Center:***  *It is the responsibility of the Head Start Center Teacher/FES to complete the FOT, Home Practices and Routines and the Family Partnership Agreement Goals and at the beginning of the year, inform the Collaborative Center Staff of the plan and provide copies to the CC staff. .*

**Child and Family Specialists (CFS) -** *Follows above for dual-enrolled families.*

**Family Services Specialist (FSS) for Collaborative Centers –** *Follows above for dual-enrolled families.*

**Child Care Services Coordinator (CCSC) –** *Follows above for dual-enrolled families.*

**Family Resources Specialist (FRS) for EHS Expansion Sites. –** *Follows above for dual-enrolled families.*

**Teacher/FES –** *Follows above for dual-enrolled families.*

***Child and Family Specialists, Child Care Collaborative Centers and EHS Expansion Centers***

***CFS, CCSC, FRS and FSS Responsibilities:***

***The FOT survey links -***

***The CFS, CCSC, FRS or FSS*** *text or email the* ***FOT,*** *which is to be**completed by families**by* ***December 1st. The next step is transferring the data from the FOT spreadsheets*** *(automatically generated by the survey link provided to staff)* ***by January 8th*** *to Child Plus. Provide copies to the other program staff of dual-enrolled families.*

***Home Practices and Routines survey links –***

***The CFS, CCSC, FRS or FSS text or email the Home Practices Survey links twice.*** *The fall surveys are to be completed by families by* ***December 1st*** *and then transfer the data from the* ***Home Practices and Routines Spreadsheets*** *(automatically generated by the survey link provided to staff) to Child Plus* ***by January 8th****. The spring surveys are to be completed by* ***May 7th****. There must be approximately* **6 months** *between the 1st (fall) and 2nd (spring) Home Practices and Routines.*

***Family Agreement Partnership Goals –*** *To be completed with the families by* ***December 1stand copied to other program staff for dual-enrolled families.***

***Families enrolled******after December 1st*** *–*

***Home Practices and Routines****- Skip the 1st Home Practices, but complete by* ***May 7th*** *as the* ***2nd*** *survey.*

***Families enrolled in the summer:*** *Wait until the fall to complete the* ***Home Practices and Routines****.*

***Family Outcome Tool-*** *Complete within 3 months of enrollment.*

***Families enrolled in summer:*** *Wait until the fall to complete the* ***FOT****.*

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

**Conversation Starters for Partnering with Families…**

* 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 check back with you later on and at our 2nd home visit.
* 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?

**8/17/20 P:\HeadStart\Univ\SS\Family Partnership Process \Family Outcomes Tool and Home Practices Guidance and conversation starters**