**Family Services Monitoring Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** |
| **Open House****Initial Home Visits- Part Day****Family Outcomes Assessment-Part Day, Continue for Full Day & Home Based****Set family goal** | **Elect Policy Council Member at Parent Committee Meeting** | **Agency Wide Event** | **Update Family Goals****Identify Holiday Adoption Families****\*Parent Teacher Conferences (close of TSG)** | **Holiday Adoption pick up****Snowsuits arrive sometime this month** **\*Parent Teacher Conferences (if needed)** | **Update Family Goals****Start Family Services Information Section in ChildPlus** | **\*Parent Teacher Conferences****(close of TSG)** | **Parent Survey****\*Parent Teacher Conferences****(if needed)****Begin second round of Family Outcomes Assessments** | **Update Family Goals**  | **Agency Wide Event****\*Parent Teacher Conferences****(close of TSG)****Complete PIR****Complete second round of family outcomes assessments** | **\*Parent Teacher Conferences****Complete PIR** | **Initial Home Visits- Full Day & Home Based****Family Outcomes Assessment- Full Day & Home Based****Full Day- new releases, new permission for services, new emergency card** |

|  |
| --- |
| **\*Public Pre K to follow school Parent Teacher Conference schedule, above listed dates follow TSG completion dates*****Weekly:*** Maintain paper and electronic educational files***Monthly:*** Monitor family services ChildPlus data, homeless reports, referral reporting, goal setting & PIR report***Monthly:*** Parent training opportunities/Parent meetings- enter attendance data in to ChildPlus***Ongoing:*** Family Partnership visits completed 2 times a year by staff with Family Services Responsibility in the home (includes initial home visit) and 2 of the Parent Teacher Conference Visits completed in the home by teaching staff to monitor family/child progress towards goals and to consider health services***Ongoing:*** Monitor child attendance, set attendance goals with families when the child is chronically absent  |