**Family Services Monitoring Plan**

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| **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** |

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| **\*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 |