

HFNY FGP Content Instructions

Before completing a Family Goal Plan with families you must first complete the FGP Study Guide, available [here](#).

Use of the FGP “Paper” Form

Now that FGP information is entered directly into the MIS, the original paper form serves a different function. In pursuing goal setting with families, first introduce them to the FGP process, then engage the family in conversations that explore their hopes and dreams. Questions on page one of the paper form can help guide these discussions. Finally, capture information from these discussions on the first page of the paper form. This information offers a foundation for the goal setting discussions that follow. To do so, you can use the remaining pages of the paper form to guide goal setting and capture the details of the goal, use another form created by or designated by your program, or use a blank piece of paper. Finally, leave a copy of the form with the family. All together, this process generally occurs over the course of 2-3 home visits. Further details about the use of the paper form with families are included in the instructions below.

You are not required to re-do the first page of the FGP paper form each time the family initiates a new goal. However, periodically reviewing this page with the family, or revisiting it when it seems relevant (for instance, the family’s vision for their future has changed), is good practice. When completed, this page is to be uploaded to the Case Documents section of the family’s case file on MIS. If your program prefers to work with “hard copy” case files, this document can be stored in the family’s physical file.

A complete copy of the paper form can be found at the end of this document. The following instructions are for the 1st page of the paper form.

OUR FAMILY’S GOALS

Today’s Date: _____

This FGP is: Initial (within 90 days) ___ After the birth of the baby ___ Revised ___
Enter a check in the appropriate line above to indicate when the form was completed. You are expected to do so within 90 days of intake, after the birth of the baby if the parent’s chosen goal changes, and whenever you revisit this form based on the family’s circumstances.

As mentioned above, the sections that follow offer a template for inviting the family into a thoughtful, self-reflective discussion that lays the groundwork for exploring goals. Goal planning is much more effective when parents first note their current circumstances and relate them to their vision for the future. During your discussion, use the topics and questions from this page to guide the conversation, but set aside the document itself; the presence of a form can put the focus on “finishing the form” instead of your discussion with the family. Once you have completed the conversation, work together with the family to capture the information on the form in the family’s own words, or invite the family to fill out the form themselves.

When FRSs assess a family using the Parent Survey, they utilize a “conversational weave” approach; rather than asking questions one by one from a list, FRSs weave in all of the topics from the Parent Survey whenever opportunities present themselves in the

conversation. As you get more comfortable with the content of this document, you can use a “conversational weave” approach here too.

Our Family

Use this gray box to capture how the parents define their family. For instance, do they consider their family to be one parent and Baby or two parents and Baby, or does their sense of family include an extended network of relatives and/or friends? REMINDER: This form is **for the family**, and a copy of this page will be left with them, For this reason, **use the family member’s names**, not acronyms like MOB, etc.

Our Family’s Circle of Support

People In Our Circle	Relationship	How they support us...
<i>This section invites the parents to further define the people they identify as their support system. These may include friends, neighbors, landlord, etc.</i>	<i>Describe the family’s relationship to each person identified in People in Our Circle</i>	<i>Briefly describe how each person identified in People in Our Circle supports the family. For example, “We socialize together,” “Watches our kids,” or “Fixes the plumbing,” etc.</i>
Community Resources		How they support us....
<i>This section is designed to capture the agencies and resources that the parents use for support. This can include: counseling agencies, medical/financial resources, school/employment, etc.</i>		<i>How do these agencies and resources help the family? For example, “Provides my GED program,” “Gives me my WIC checks,” etc.</i>

People and experiences that motivate and inspire us.

Everyone has people they admire and are inspired by. These people may be friends, family members, community or religious leaders, or even a celebrities. Reflecting on how these people inspire us can help us identify values or qualities that are important to us. These factors may also motivate us to work towards an objective. Invite the parents to explore the connection between their role models and their own values. After the conversation, write a brief summary of the discussion (just a sentence or two).

Our Family’s Future

This section invites the family to imagine what their life will look like in the future. The bulleted questions are intended to help the family identify important specifics. By engaging the family in this discussion and capturing a few notes here, goals begin to emerge. When you revisit this topic at a later date, you may find that the family’s vision for the future has changed, a fact that can inspire further discussion and updates. For some families, these questions may seem overwhelming at first. Remember, it’s just a conversation and there is no pressure for the parents to “dream big.”

We’ll use these questions to think about what we want our family to look like in 6 months, one year, five years and beyond:

Remember, as you get comfortable with the following questions, you can “weave” them into the conversation. They are designed to help paint a picture of what the future might look like for the family.

- How many children are in the picture?
This question will help the parents be intentional about their family and plan for the future. How many children do they want, and how far apart in age? Parents may be interested in supports and resources that can help them here.
- Where are we living?
Parents often identify goals related to housing issues. By giving the parents an opportunity to describe the living situation they prefer, housing related goals may begin to emerge.
- Where do we work?
Many parents have goals related to employment and education. This question can help open that conversation.
- What are we doing when we are having fun?
Experiencing joy and fun are important elements of a family’s well-being that help to create an optimal environment for child development, but these can get overlooked when discussing goals. Having a conversation about what fun looks like for the family may contribute to the development of an enriching goal.

Baby’s Growth & Development

What have we noticed about our child’s growth and development that we would like to spend time on?

This section invites parents to share their thoughts about their baby (or baby-to-be). What have they noticed about their child as he or she grows? What questions do they have, and what are they interested in learning? This discussion may inform any child-related goals the family have. Capture a sentence or two here that summarizes the discussion.

Our child’s medical visits, ASQ and ASQ-SEs, and other medical/developmental assessments that will happen during this FGP period.

This section helps you and the parents think about what will be coming up in the next 6 months related to the child’s health and development. For parents who are expecting, topics to explore here might include prenatal appointments, labor and delivery, and choosing a pediatrician, family doctor, or clinic. For post-natal parents, you might discuss well baby visits, immunizations, and ASQ’s. Write a sentence or two that summarizes the conversation.

As stated above, the remaining pages of the paper FGP document can be used to capture your goal planning conversations with the family before entering the information into the MIS FGP tab, or you can use other means to capture it before doing so. Here are some scenarios to consider:

- *The first FGP was completed when the parents were 6 months pregnant and the parent’s goal is related to the pregnancy. Once the baby is born you will need to create a new goal.*
- *You complete an FGP with the family with a goal related to their 7 month old baby, then two months later the goal is achieved. Review the goal completed and work with the parents to create a new goal.*

- The parents are no longer interested in an FGP goal they started. Work with the family create a new goal.

The FGP on the MIS

The sections that follow provide guidance on the content of the FGP on the MIS. Any technical issues not touched on here are addressed in this [power point](#) (listed as “HFNY FGP Instruction Guide for MIS” on the HFNY website) and/or this [webinar](#).

Family Goal Plan

☐ Transition Plan

Goal Name	Start Date	Anticipated Goal Achievement Date
<input type="text" value="The goal name..."/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>

For “Goal Name,” choose a short phrase that identifies the goal. For instance, “Healthy Birth” or “Mom returns to school.” The start date is the date when you and the family finish identifying the goal, mapping out the action steps, and determining timelines, all of which lays the groundwork for the family to act on the goal. For the “Anticipated Goal Achievement Date,” work with the family to determine how much time they will realistically need to complete the goal.

Goal Pertains to	Protective Factors				
<input type="text" value="--Select--"/>	<input type="checkbox"/> 1. Concrete Support in Times of Need	<input type="checkbox"/> 2. Knowledge of Parenting & Child Development	<input type="checkbox"/> 3. Parental Resilience	<input type="checkbox"/> 4. Social Connections	<input type="checkbox"/> 5. Social & Emotional Development of Child

After indicating who the goal is for under “Goal Pertains to” on the drop down list, check off one or more Protective Factors that the family’s goal addresses and potentially strengthens. For instance, if a parent’s goal is to have a healthy birth, pursuing this goal will likely increase their “Knowledge of Parenting and & Child Development.” If a parent’s goal is to improve their own mental health, pursuing this goal will likely improve “Parental Resilience.” For more information on the FGP and Protective Factors, consult the [FGP Study Guide](#).

Creation of Goal	Goal Statement
<input type="text" value="What are the parent's hopes, dreams, and desires?"/>	<input type="text" value="Describe what the parent wants to achieve..."/>

In the “Creation of Goal” comment box, capture information from your discussions with the parents about their hopes and wishes for the future. For instance, “Mom stated she wants to be the first person in her family to go to college to be an example for her daughter.”

For the “Goal Statement,” use the parent’s own words where possible to describe the goal. Review the 3MMM’S section of the [FGP Study Guide](#) for help with crafting a clear statement that sets the parents up for success.

Strengths	Potential Barriers
What has the parent identified as strengths to help them be successful?	What has the parent identified as potential barriers to achieving their goals? What has the parent identified as ways to overcome the barriers?

Use the strengths-based resources in FGP Study Guide to support parents in identifying strengths that can support their goal setting process. To inform your conversation about barriers to successful goal setting identified by the family, consult the “Potential Obstacles to Goal Setting” section of the [FGP Study Guide](#). Document your conversation under “Potential Barriers.”


Steps to complete goal

Any changes to the steps (including deletions) will not be saved until you click the 'Submit' button below.

Step Number	Step Description	Anticipated Achievement Date	Achieved
No Goal Steps found...			

Add New Step:

Step Number	Step Description	Anticipated Achievement Date	Achieved
<input type="text"/>	<input type="text" value="Please describe the step..."/>	<input type="text" value="mm/dd/yy"/>	<input type="checkbox"/>

 Save Step

Review the 3MMM’S section of the [FGP Study Guide](#) for help with crafting goal steps that are specific, measurable, and have clear time frames. This approach will increase the likelihood that parents experience success in goal setting. Help the parents assign a target date by which they think they can achieve each step. Keep in mind that providing too much time can undermine parents’ motivation, while providing too little time may set parents up to fail. Try to find a happy medium to help assure their success. Review this goal information at each home visit to check on progress. When a step has been completed, check the “Achieved” box.

The paper version of the FGP is on the pages that follow.

OUR FAMILY'S GOALS

Today's Date: _____

This FGP is: Initial (within 90 days) ___ After the birth of the baby ___ Revised ___

Our Family

Our Family's Circle of Support

People In Our Circle	Relationship	How they support us...
Community Resources		How they support us....
People and experiences that motivate and inspire us.		

Our Family's Future

We'll use these questions to think about what we want our family to look like in 6 months, one year, five years and beyond:

- How many children are in the picture?
- Where are we living?
- Where do we work?
- What are we doing when we are having fun?

Baby's Growth & Development

What we have noticed about our child's growth and development that we would like to spend time on?

Our child's medical visits, ASQ and ASQ-SEs, and other medical/developmental assessments during this FGP period

OUR FAMILY GOALS

What We Want for our CHILD:

Goal	Target Date:
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What qualities, resources, and strengths do we have that will help us reach this goal?

What might get in the way of our goal and what might we be able to do about it?

Action Steps	Target Date	Done
1		
2		
3		
4		

Any referrals?

Notes and review:

Family name: _____

OUR FAMILY GOALS

What I/We Want for SELF/FAMILY:

Goal:

Target Date:

What qualities, resources, and strengths do we have that will help us reach this goal?

What might get in the way of our goal and what might we be able to do about it?

Action Steps	Target Date	Done
1		
2		
3		
4		

Any referrals?

Notes and review:

Family name: _____