

Today's Date: \_\_\_\_\_  
This FGP is: Initial (within 45 days) \_\_\_\_ After the birth of the baby \_\_\_\_ 6-Month review \_\_\_\_

## 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.		

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?

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

Family: \_\_\_\_\_ Date: \_\_\_\_\_  
 Family: \_\_\_\_\_ Date: \_\_\_\_\_  
 FSW: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## 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?

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

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**Action Steps**

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**Target Date**   **Done**

1

2

3

4

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Any referrals?

Notes and review:

Family name: \_\_\_\_\_

## OUR FAMILY GOALS

What I/We Want for SELF/FAMILY:

Goal:

Target Date:

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

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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		

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Any referrals?

Notes and review:

Family name: \_\_\_\_\_

### **INSTRUCTIONS FOR USING THE HFNY FGP FORM.**

*Your site is welcome to otherwise make this form your own, as long as the content remains the same. You may add your program name/logo and pictures, and change fonts/color and adjust formatting to allow for more/less room for any section.*

*While formatting changes you make may alter the page numbers, for the purpose of these instructions, we will talk about:*

*Page 1 (from Our Family Goals to signature lines)*

*Page 2 (from What we want for our child to Notes and review)*

*Page 3 (from What I/We Want for SELF/FAMILY to Notes and review)*

### **OUR FAMILY'S GOALS**

Today's Date: \_\_\_\_\_

*While this seems easy to complete, an FGP is usually created over several visits (often 2 to 3). Generally, the first conversations are captured on worksheets or scrap paper, but often those preliminary conversations get documented on this form. Feel free to list more than one date on this line, when it best captures the process. You will see signature and date lines at the end of this first section. Keep in mind that those dates will represent the completion of the form and they must comply with dates FGPs are expected to be completed, such as: within 45 days of Intake, after the birth of the baby, every 6 months, etc.*

*This form is not meant to replace other worksheets that help define strengths and needs, and you are encouraged to use:*

- *Guide to Service Provision Worksheet – review of issues identified in Kempe.*
- *Prenatal FGP - Great Beginnings Start Before Birth – Prenatal Curriculum, Page 255 & 256*
- *Prenatal FGP Worksheet - Great Beginnings Start Before Birth – Prenatal Curriculum, page 257*
- *Family Resource Scale - FGP Worksheet - FSW Core Manual page 247*
- *FGP Worksheet - FSW Core Manual page 249*
- *What I'd Like for my Child - FSW Core Manual page 249*

This FGP is: Initial (within 45 days) \_\_\_ After the birth of the baby \_\_\_ 6-Month review \_\_\_  
*Simple: just check the appropriate line.*

*The next section of the form (from here until the signature lines) is designed to help you invite the family into a discussion that will prepare you, together, for defining goals. The idea of this next section is to slow down and take some time to have a conversation that looks at the family's big picture. This is such an important part of defining goals; the process is much more effective when we notice what has been going on and relate that to where we want to be. So view this next section as a chance to sit back, put your pen down and have a conversation. Do pick up your pen afterwards and briefly capture some thoughts in each section, or invite the family to take some notes on this form; either way is fine.*

*When FAWs assess a family using the Kempe Assessment, they utilize a "conversational weave." Meaning, they do not read question 1, discuss, go to question 2, discuss, etc. Instead, they get quite proficient at just having a conversation that weaves*

*in all of the elements of the Kempe. As you get comfortable with the content of page 1, you will probably find yourself using a “conversational weave” approach. Some FSWs find it effective to leave the FGP with the family in preparation for discussion and defining goals in the next home visit. If you do choose to give it to the family in advance, page 1 may require a more detailed explanation of the conversation you are inviting them to have. Remember, page 1 is designed to invite the family into a thoughtful, self-reflective conversation with you.*

## **Our Family**

*Use this grey, shadowed box to capture who the family is, or how the parents you are working with define their family. Is this just Mom, Dad and Baby? Do they consider a large extended network their family?*

*REMINDER: This FGP is for the family; we would NEVER want to use acronyms/abbreviations that are not family friendly on this form. Please use the **names of the family members**, not MOM, FOB, TC, etc.! Remember, this is a family-centered process and document.*

## **Our Family’s Circle of Support**

People In Our Circle	Relationship	How they support us...
<i>Even though you have just defined who the family is, this section invites you to go further to define who the parents see as their support. This could include friends, neighbors, landlord, etc.</i>	<i>Describe the relationship of each person identified in People in Our Circle</i>	<i>Briefly describe how each person identified in People in Our Circle helps to support the family. EX: “we socialize together,” “watches the 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>What and how do these agencies and resources help? What is helpful? EX: “my GED program,” “gives me my WIC checks,” etc.</i>

**People and experiences that motivate and inspire us.**

*All of us notice people around us and often have people that we admire and inspire us. This can be a friend, family member, community or religious leader, or even a celebrity. Sometimes when we look at who and what we admire, we can identify things that are important for us. These things can inspire and motivate us to work toward something. Invite the parents to consider this and, after the conversation, write a brief summary (a sentence or two.) of the discussion.*

## **Our Family’s Future**

*This section is designed to invite the family to imagine a picture of what life will look like in the future. The bulleted questions are intended as guides that will help the discussion to get into important specifics. By engaging the family in discussion of these questions and jotting a few notes in this section, you may find that the picture that emerges begins to define some goals.*

*Just capturing a few notes in this section is all that is expected, and will serve as part of planning for the FGP as well as open an interesting discussion 6 months from now when you review it and ask the questions again. Have the pictures changed in 6 months? For some families, these questions may seem overwhelming (especially for the first FGP when you are still getting to know each other). Remember, it's a conversation, not a survey!*

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 will use them in a "conversational weave" and less as distinct questions to answer. They are designed to help paint a picture of what the future might look like.*

- How many children are in the picture?

*This question will help you and the parents get a picture of planning for a family. How many children; how far apart in ages? Parents may be interested in support around planning for this picture.*

- Where are we living?

*Parents often identify housing issues related to their goals. By defining a picture of what we are hoping to look like, we can help to support steps toward that goal.*

- 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?

*This is an area that too often gets overlooked in discussion of goals. But face it, having fun is important for all of us! This question is designed to open discussion about what their picture of fun looks like and may contribute to the development of a unique 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 you to directly ask the parents about their thoughts about their baby (or their baby-to-be). What have they noticed, what questions do they have, what are they interested in? This discussion will help to begin to define child-related goals.*

*Capture a sentence or two 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 and define what will be coming up in the next 6 months (Prenatal visits? Labor and delivery? Choosing a pediatrician/family doctor/clinic? Well baby visits/immunizations?), as well as ASQ's. Write a sentence or two that summarizes the discussion.*

*Below: Signatures are required on FGPs. Note the two lines for family. This invites space for both parents to contribute and have ownership of the process. Remember the dates here should represent required timelines. Within 45 days of Intake, after the birth of a baby and every 6 months thereafter.*

### **SIGNATURES**

Family: \_\_\_\_\_ Date: \_\_\_\_\_

Family: \_\_\_\_\_ Date: \_\_\_\_\_  
 FSW: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*OK, we have gotten through the first page of the FGP. That first page is to be completed within 45 days of Intake and then every 6 months. These next 2 pages are designed to be more fluid; they can be reproduced as often as needed and added to the first page of this FGP. For example:*

- If the first FGP was completed when the parents were 6 months pregnant. Now that they have just recently had the baby, you will want to review and update the baby-related goal. Since it was only 3 months ago that you created the FGP, there is no need to go back and redo page 1. Take this page (Our Family Goals - What We Want for our Child) and develop a new goal. Then just add it to the FGP that was done 3 months ago.*
- This will also work in the situation where you complete an FGP, say for example, when the baby is 6 months old. Then, 2 months later, the goal is achieved. No need to redo page 1, just use a copy of page 2, Our Family Goals - What We Want for our Child, or page 3, Our Family Goals - What I/We Want for SELF/FAMILY. Develop a new goal, and then add it to the FGP that was completed 2 months ago.*
- Another possibility is that the parents are no longer interested in a goal they had put on the FGP. Page 2 or page 3 can be used to change a goal.*

## **OUR FAMILY GOALS** *Instructions for Page 2*

*These next two pages are designed to be REPRODUCIBLE. Meaning that when a goal is added or changed at any point between times of formal review (such as, at 2 or 3 months); you do not have to re-look at page 1, you can make adjustments and add page 2, or 3.*

### **What We Want for our CHILD:**

#### **Go**

#### **Target Date:**

*To capture the actual goal that the family has decided upon for their child. Remember every goal needs to have SMARTS.*

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

*After the family has defined the goal it's time to ask about strengths. "What is it about you and your family that will help you be successful with this goal?"*

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

*Are there any potential barriers? What kinds of challenges might there be, and how might we help work around them?*

**Action Steps** *Remember SMARTS? Here is another place where it is important to use them as you help parents think through the steps they'll take toward achieving their goal.*

Target Date	Done

**1** *Help parents to break the goal down into steps. Capture each step on its own line and then help parents assign a target date for when they think they can achieve each step.*

*You will be reviewing this page frequently (every few weeks or as often as needed). When a step has been achieved, you will note the date in the "Done" column.*

2

3

4

Any referrals?

*Any goal might reveal that another service in the community would be helpful. Use this space to note goal- or step-specific referrals you made.*

Notes and review:

*This section is designed to add notes at any time you review goals or steps with the family. Example: You completed this page 3 weeks ago, and on the visit this week Dad tells you that he made some progress or a challenge arose on the goal or one of the steps. This is the space to add a few notes about it.*

*You could also use this section to add any notes about questions or ideas that came up while the goal or steps were being discussed. Example: While you were completing this page, Dad mentioned, "As soon as we get this goal done, we are going to be so ready for the next goal of \_\_\_\_\_." You can write that here if it works for you and family.*

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## OUR FAMILY GOALS

### What I/We Want for SELF/FAMILY:

*As above, except this page is for a family, personal, or self-sufficiency goal the parents want to set. Sometimes families want to develop individual goals (for Mom, Dad, grandmother, etc.). When this happens, please indicate who is developing this goal on the top of the form.*

**Goal:**

**Target Date:**

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

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**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:

#### OUR FAMILY GOALS **SAMPLE**

What We Want for our CHILD: **Goal for 6 month-old baby Calista**

**Goal** Target Date: **July 2013**

**We want her to be walking by 1 year.**

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

**We are determined, we love her and her older brother walked at 1 year.**

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

**We are so busy now with school, work and she is in day care. We will make time because this is important and will ask Marilyn (day care) to help.**

Action Steps	Target Date	Done
<b>1 We will spend time every evening (between 7 and 7:30) playing on the floor.</b>	<b>March</b>	
<b>2 We will use different toys to help her stay interested and help her expand how long she will stay on her belly, sitting and even trying to roll over.</b>	<b>March</b>	

3 I will ask Marilyn at day care if she will help her spend time on the floor and then check in several days each week to see how she did.

March

4

Any referrals?

None

Notes and review:

#### OUR FAMILY GOALS **SAMPLE**

What I/We Want for SELF/FAMILY:

Goal: "I want to get my GED."

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

I started this last year, so I know what to expect.

My Mom said she would watch the kids while I go to class and study.

James got his GED through this place and he is encouraging me.

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

I know me and I know I sometimes loose interest in things over time.

Even though my Mom says she'll watch kids, sometimes she has other things to do.

#### Action Steps

Target Date	Done
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1 I will enroll and start classes.

2/28/13

2 I will try to make it to every class – on time.  
I will set the alarm every night

March-  
June

3 I will ask James to help me study.  
I will study every day for one hour while kids watch DVD.

same

4 I won't quit – I will stick with it!  
I will get James to celebrate every week that I make it!

same

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Any referrals?

**The tutoring program at the college.**

Notes and review:

*\*Remember to connect the FGP to your HV Narrative. Here is the FGP section of the narrative, just as a reminder for you.*

## **V. FGP**

☐ Discussed FGP process and content

### **Comments:**

*Instructions: This section is designed for you to describe your attention to the FGP during the visit, including:*

- A brief description of the family's goals addressed during the visit.*
- How the FGP is guiding services: how the family is getting closer to reaching goals, what is keeping them from accomplishing their goals, and what you did to help them with their goals.*
- Your efforts to build the parents' confidence and competence toward identifying and achieving their goals.*
- How you responded to naturally occurring situations - used "teachable moments."*

 **TIP:** If no FGP goals were addressed in this visit, use this space to describe reasons why they weren't.