



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 FCP ISSUE 2

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EFFECTIVE: 8-27-13
Updated

SUBJECT:
FAMILY PARTNERSHIP AGREEMENT

APPROVED: 8-27-13

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PURPOSE

To develop mutually trusting and collaborative relationships between Head Start staff, parents, and primary caregivers. To provide opportunities and support for growth of the parent(s) or the primary caregiver(s) in the Head Start program. To assist the parent(s) or primary caregiver(s) in identifying family strengths, needs, interests, and family goals through the FPA process.

POLICY

Generalists and Home Visitors will engage in a process of collaborative partnership-building with the parent(s) or primary caregiver(s) to establish mutual trust and to identify family goals, strengths, necessary services, and other supports. Generalist will initiate the partnership building process no later than 30 days after the child's first day of school. Home Visitors will initiate the partnership building process no later than the second home visit.

REFERENCE

Head Start Performance Standards 1304.40 (a)(1)-1304.40(5); Head Start Performance Standards.1304.40 (b)(1)

PROCEDURE

1. During the site orientation Generalists and Home Visitors will be introduced to parents by the Site Supervisor.
2. In an effort to engage the family, Generalists will send the "Introduction Letter" and community resource list within 30 days of the child's first day of enrollment.
3. Generalists and Home Visitors will begin early and frequent interactions to engage parent(s) and primary caregiver(s). Interactions may occur at a variety of locations and times such as: at the initial in-take, parent meetings, at the bus stop, at the school site, etc.
 - a. Initial Engagement Script:

"Good Morning Mrs. _____. One of my duties at your child's Head Start center is to assist you and your family in identifying goals and helping you to achieve those goals. The goals that I can assist you with may include but are not limited to: your education, finances, employment, nutrition, family literacy, and housing. If you are ready to set a goal at this time, I'd be happy to assist you."

4. Generalists and Home Visitors will document engagement activities in the "comments" section on the Family Partnership Agreement (FPA) in the COPA database until the parent is ready to participate in a family partnership agreement.
5. For families with children in a center base setting, classroom teachers will continue to engage the parent(s) in an effort to establish and/or follow up on an FPA.
 - a. Classroom teachers will follow up on FPA goals at parent conferences and home visits throughout the school year
 - b. The Classroom teacher will document their engagement efforts on a new FPA in COPA or update the existing FPA in COPA.
 - c. Any resources required by the family will be immediately referred to the Program Generalist for follow up.
6. Once the parent(s) or primary caregiver(s) consent to participating in the FPA process, Generalists and Home Visitors will collaborate with the parent(s) or primary caregiver(s) to identify family strengths, pre-existing plans, and support needs.
7. Generalists and Home Visitors will meet individually with the parent(s) or primary caregiver(s) to explain in detail and complete the FPA. Once an FPA goal is established, the staff will print out the FPA from COPA and have the parent sign the agreement at the bottom of the page. A copy of the signed agreement is to be kept in the child's file.
8. An FPA in COPA that states "Not ready to set a goal at this time" is not an FPA goal, however it is appropriate and required documentation (to be placed in the file) of engagement by staff **IF** the family is not ready to set a goal at the time of engagement.
9. Generalists and Home Visitors will provide the parent(s) or primary caregiver(s) with resource referrals for support needs including referrals for emergency interventions if necessary.
10. Generalists and Home Visitors will collaborate with the parent(s) or primary caregiver(s) in documenting family goals on the FPA in the COPA database*.
11. Generalists and Home Visitors will document family goals including steps for goal completion, timelines, individuals responsible to complete each step, support and resource needs, alternative plans, mitigation strategies (if any), and completion dates.
12. Program Supervisors will review 10% of the FPAs to ensure families have been referred to requested services in a timely manner. Program Supervisors will use a combination of the COPA database and memorandum file reviews to accomplish the 10% benchmark.

*NOTE: In cases where the family has more than one sibling enrolled in a different program option; the center based generalist that has the child closest to transitioning to kindergarten on his or her caseload will be responsible for entering the Family Services Assessment (FSA) and Family Partnership Agreement (FPA) in the COPA database. Generalists will communicate with other home visitors providing education and support services in the home for the other siblings in the family.

Instructions for entering the Family Partnership Agreement (FPA) into the COPA database:

1. Select the "Family" tab
2. Enter the Parent's first name, last name, and/or COPA ID
3. Select "Search Families of Enrolled Children"

4. *Select the family's name*
5. *Select the "Family Goals" link*
6. *Select the "New Goal" link or "Follow-up" link (for existing FPAs)*
7. *Select the "Due Date"*
8. *Enter the data from the FPA in each applicable form field*
9. *Complete all questions on the FPA*
10. *Enter any other comments relative to the FPA in the "Comments" section*
11. *Select "Update Family Partnership Agreement"*