



Family Goal Setting & ChildPlus Quick Guide



Registration Interviews • Case Worker Reference

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1.

1. Start the Conversation



Use the Office of Head Start Family Engagement/ Family Goals Training Guide and your recent training to help families identify meaningful goals.

Helpful Questions

- What is something your family would like to accomplish this year?
- What would make the greatest difference for your family right now?
- Is there an area where you need more support, information, or resources?
- What challenges might make this goal harder to reach?

2.

2. Help Families Set Strong Goals



Goals should be family-driven, clear, specific, and realistic.

Too Broad: 'Find a job'

Better: 'Parent would like to obtain full-time employment in healthcare by December 2026.'

3.

3. Build Action Steps



Break the goal into manageable steps. Each action step should include:

- What will be done
- Who is responsible
- Target completion date
- Support or resources needed

4.

4. Discuss Strengths, Barriers & Resources



- Document family strengths that can support success
- Identify possible barriers such as transportation, childcare, work schedules, finances, or limited resources
- Provide referrals and resources that connect directly to the goal
- Set a follow-up date before ending the conversation

5.

5. Enter the Goal in ChildPlus



- ☐ Enter the goal in clear, specific language
- ☐ Choose the correct goal category
- ☐ Record the date the goal was established
- ☐ Enter action steps
- ☐ Identify who is responsible
- ☐ Add target dates
- ☐ Record referrals/resources provided
- ☐ Enter the follow-up date
- ☐ Add the initial family goal case note
- ☐ Update after every follow-up
- ☐ Do not mark a goal complete without confirming the outcome



See Page 2 for the Initial Family Goal Case Note Template.



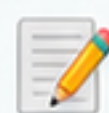


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Initial Family Goal Case Note Template

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Use This Template

Use this format for the first family goal case note entered in ChildPlus. Capture the family's priority, the goal they chose, action steps, supports, and the follow-up plan.



Initial Family Goal Case Note Template

Contact Date: _____

Type of Contact: _____

Participants: _____

Family Strengths Identified: _____

Family Priority/Need Identified: _____

Family Goal: _____

Desired Outcome: _____

Action Steps

1. Action Step: _____
Responsible Person: _____
Target Completion Date: _____
Support or Resources Needed: _____

2. Action Step: _____
Responsible Person: _____
Target Completion Date: _____
Support or Resources Needed: _____

3. Action Step: _____
Responsible Person: _____
Target Completion Date: _____
Support or Resources Needed: _____

Potential Barriers: _____

Referrals/Resources Provided: _____

Staff Support Plan: _____

Family Commitment: _____

Follow-Up Plan: _____

Current Goal Status: Goal established and in progress _____



Documentation Tips ✓

- Write in clear, complete sentences
- Use the family's own words when possible
- Show what was discussed and decided
- Record action steps, responsibility, and target dates
- Document referrals, supports, and follow-up
- Another staff member should be able to understand the goal without asking for more information



Good Documentation Looks Like This ★

The family identified employment as a priority and established the goal of obtaining full-time work. Together, the family and case worker created action steps, discussed barriers, reviewed resources, and agreed on a follow-up date.



Family goals should be family-driven, specific, and supported by clear action steps.

