# FAMILY GOAL DOCUMENTATION IN CHILDPLUS

**1. Navigation Steps:**

Child → Family Services → Events → Click Green "Add Event" Button → Select "Family Goal"

**2. Fill Out These Fields:**

- **Initial Date** – Date the goal is set
- **Description** – Brief explanation (e.g., *"Read 15 min. nightly"*)
- **Service Area** – Select **Family**
- **Issue** – Choose the most fitting category from the dropdown
- **Family Outcome** – Choose **ONE** most appropriate outcome
- **Case Worker** – The FES who set the goal with the family
- **Progress** – Select status (update during follow-ups)

**3. Event Notes:**

✍️ List the **3 Action Steps** the **family** will take from the paper form

**4. Add an Action (for Your Follow-Ups/Referrals):**

Click the **green "Add Action" button** every time you:

- Follow up with the family
- Make a referral

**Minimum Required:**
✓ 2 formal follow-ups
✓ 1 informal follow-up
➤ *At least 3 actions per goal total*

🟢 **When the goal is completed: Celebrate with the Family!**
✅ Change **Progress** to "Completed"
✅ Enter **Date Closed**
✅ Select a **Result** from the dropdown




*This step is required for goals to appear in Federal & State reports.*

🔔 **Reminders:**

- If EHS & HS share a family, EHS FES **typically** enters goals – decide together
- Goals are set **per family**, **not per child**
- For **transfers**, continue existing family goals
- Check due dates for family assessments under: **Family Services → Family Outcomes**
- Goals are reviewed at **STAR meetings**

❓ Questions? Contact **Steph**