

FACS: _____ Date: ___/___/___ Manager: _____ Date: ___/___/___

Executive Director: _____ Date: ___/___/___

Elkhart & St. Joseph Counties Head Start Consortium

FAMILY ASSESSMENT TOOL (FAT) OBSERVATION - 2024-2025

FACS: _____ OBSERVER: _____ DATE: _____ TOTAL POINTS: _____

			0
FAMILY PARTNERSHIP EVALUATION: Performance Standard:		Percentage of Completion	
		Possible 30 points subtotal: 0	
Partnerships are filed and signed by guardian and FACS.		Comments 	
Partnerships are neat and legible, written in a professional manner.			
Partnerships are documented by the procedure, complete information and tracking.			
Partnerships have documented steps to achieve, measuring timelines and barriers for parents to work towards achieving their goals.			
Partnerships have documented follow up/next steps.			
Referrals and follow up are documented on the FPA form and information is tracked.			
Documented evidence of collaboration per referral and/or resource with community agencies, school corporations, Head Start Management/Staff, and families.			
Partnerships have documented family strengths and needs and goals are realistic and fit the expectations of the family.			
PARENT ENGAGEMENT OBSERVATIONS: Performance Standard:		Percentage of Completion	
		Possible 10 points subtotal: 0	
Parents/Guardians are encouraged to participate in site meetings, family summits with a variety of topics, home visits, and conferences through phone calls, face to face meetings, newsletters. etc. (Documented evidence individualized case notes). Documentation of parent trainings/site meetings to support family goals.		Comments 	
Case notes, documentation of parents' attendance in conferences and home visits.			
Documentation of families input in children's individual plans and family goals. (FPA, Child Individual Plan, SAT meetings, referral, DECA, Family Outcomes reports, Triple P documentation). Trainings are aligned to families needs assessment and input.			
Knowledge of completing Community Comment forms are completed and documented to address parent/guardian concerns/input.			
Documentation of families involved in children's classroom activities and transitional activities (Volunteering, in-kind forms, homework activities, site meeting attendance, SAT meetings, case conferences).			
SITE MEETING OBSERVATIONS: Performance Standard:		Percentage of Completion	
		Possible 20 points subtotal: 0	
FACS uses professional, respectful tone and language culturally sensitive with families to address training topics and agendas.		Comments 	
FACS allow parent input and respect and address opinions and concerns in a professional manner.			
FACS are prepared with materials and scheduled presenters. (Agendas prepared, minutes taken, respectful of parents' time).			
Topics are relevant to family goals and needs. (Topics hold parents' interests).			
		Possible 5 points subtotal: 0	
Attendance of 20% of the families in the FACS case load or more.		Comments 	
FACS exhibit professional communication among team members and management (see employee handbook).			
ERSEA EVALUATION: Performance Standard:		Percentage of Completion	
		Possible 20 points subtotal: 0	
Late bus duty and bus sweep		Comments 	
Attendance follow up and action plan and ChildPlus data entry			

Completion of COS and update in ChildPlus in a timely manner	
Completed applications, FACS need to sign all paperwork and follow-up on incomplete applications and all attempts are documented in Childplus	
	Possible 15 points subtotal: 0
	Comments
PIR - health and social service follow-up	
ChildPlus Record keeping and COS	
Health follow-up, 45/90 days	
End of the month paperwork on time	
Confidential Case Note Sign in/Sign out sheet	

Team Plan (based on above data)

Concern	Materials Need	Who will create/oversee the modifications	Timeline
Family Partnerships			
Parent Engagement			
Site Meeting			
ERSEA			

