

IFGP/Goals

The functionality in the system to track goals will provide a full picture of progress over time and total completed goals for your families and across your agency/program. In order to effectively use this tracking, we create **NEW** IFGP events from the Contacts Tab using the Primary Caregiver as the main event contact. Each time goals need to be updated we will create **NEW** IFGP events in this way to show progress and each time completed goals are replaced by new goals.

- The first time you enter an IFGP for a family, it is blank and ready for you to enter the first set of goals.
- Each time after, when you make updates to goals, you begin by entering a **NEW** IFGP event. You do not edit old IFGP events. **When you create the new event with the current date, the system will automatically create a copy of the most recent set of goals you tracked for the family.** Your previous IFGP event will still be listed in your events with the previous date.
- At each point of update, mark all progress in the **NEW** event, including marking goals as complete when applicable. Once progress is entered mark event “complete”, “closed” and <Save & Close>.
- At the time you are marking goal(s) complete, mark progress, completed date if applicable, and make a selection in the Accomplished drop down. Once progress and fields are entered mark event “complete”, “closed” and <Save & Close>.
- To start tracking a new goal, begin by entering a **NEW** IFGP event and input new goal information in the previous goal’s location. Note: Any goal where the respective Accomplished field has a value entered (achieved, canceled, no) will now show empty, allowing for a new goal to be tracked in its spot. Once goal is entered mark event “complete”, “closed” and <Save & Close>

****start IFGP events from the Contacts Tab each time in order for carry-over feature to work properly****

Within the first 6 weeks/45 days – Complete IFGP	Within or in 6 months – Update IFGP Progress	Starting a New Goal
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Create new Family Service Goal Plan event</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Create new Family Service Goal Plan event</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Create new Family Service Goal Plan event</div>
<ul style="list-style-type: none"> ✓ Goal fields are all blank and ready for you to enter initial goals for the family ✓ Enter initial IFGP/Goal Goal A: 0-No progress Goal B: 0-No progress Goal C: 1-Initial progress ✓ Mark event “complete”, “closed” and <Save & Close> 	<ul style="list-style-type: none"> ✓ Previous goals automatically copied into new event ✓ Make updates to progress, notes, etc. Goal A: 1-Initial progress Goal B: 3-Much progress Goal C: 4-Achieved/ Accomplished ✓ Mark event “complete”, “closed” and <Save & Close> 	<ul style="list-style-type: none"> ✓ Any goal where the respective Accomplished field has a value entered [<i>achieved, canceled, no</i>] will now show empty, allowing for a new goal to be tracked in its spot. ✓ Enter the New Goal and mark progress ✓ Mark event “complete”, “closed” and <Save & Close>

*****At this point, the system/reports will show:**

- Goal A is open and has increased from 0 to 1
- Goal B is open and has increased from 0 to 3
- Goal C is complete and increased from 1 to 4
- Goal D is open with no progress yet

IFGP/Goals

From within the contact view, go to the “New Event” Dropdown menu.

Choose “08) Family Service Goal Plan” from the list of events.

Click on “New Event”

The system will take you to this screen that tracks the general details for the event AND all of the fields you will use to enter goals:

Field	Value
Event	A short description. Not used for reporting. Does appear on the calendar view on the Event tab.
Date	Date on which the event is planned or the date on which happened (or was supposed to have happened)
Start time/End time	N/A
Status	If planning ahead, mark event pending Otherwise, mark “complete” (Void is only used to eliminate errors or duplication)
Open/Closed	Open if pending Otherwise, mark “Closed”
Division	“Home Visiting”
Program	Choose appropriate program for your agency

IFGP/Goals

1) Goal

1) Goal Type

1) Based on Authentic Assessment

1) Authentic Assessment Notes

1) Based on Family Resource Assessment

1) Family Resource Assessment item

1) Action Steps by Parent

1) Action steps by Family Support Specialist

1) Target Completion Date

1) Progress

1) Completed date

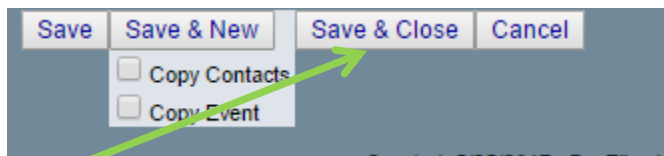
1) Accomplished?

You have space to enter up to 7 goals at a time. Prevention Initiative requires 3, one of each “goal type”

Field	Value
Goal	Name of the goal
Goal Type	Choose one: Child Family Parent/Child Interaction
Based on Authentic Assessment	Select “Yes” if goal is related to a screening item
Notes Authentic Assessment	Notes on Authentic Assessment

IFGP/Goals

Based on Family Resource Assessment	Select "Yes" if the goal links to something you and the family identified on the FRA
Family Resource Assessment Item	Select the category in which the item falls: MENTAL/EDUCATIONAL/CAREERS PHYSICAL EMOTIONAL FINANCIAL SPIRITUAL RELATIONSHIPS/ROLE MODELS SUPPORT SYSTEMS CHILD GROWTH AND DEVELOPMENT
Action steps	For both family and home visitor/family support specialist
Target completion date	Target date
Progress	Select: 0-No progress 1-Initial progress 2-Some progress 3-Much progress 4-Achieved
Accomplished?	Select "Yes" if goal is complete



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Click <Save & Close>

TIP: using **ctrl + end** or **ctrl + home** will save time when navigating this event