8fa. Family Connections Tool Procedure

- *Created: 10/2026*

Procedure

1. The Family Connections Tool is used as a strength-based document that is used with the family. The tool uses a strength based and whole family approach, with each family domain being visited with the family.
2. To complete the Family Connections Tool, start by using the topics in the boxes on the Family Picture to guide your discussion. (If this is a returning student child, review the previous Family Connection Tool form and SMART goal for changes.)
3. In each family life domain, inquire about the needs and interests of the family and enter notes if applicable. To further clarify:
    a. Needs Column: Essential requirements for survival. These are things that we may be able to help with that need immediate attention. The needs that are identified will require follow up from staff until they have been met or are no longer necessary.
    b. Interests Column: Things/items that parents would like more information about. Interests that are identified may also help to plan parent training topics and family events.
4. With conversation and discussion with the family, the following life domains are addressed:
    a. Family Well-Being: (Budgeting, basic needs, holiday resources, transportation)
    b. Positive Parent/Child Relationships: (routines, positive parenting practices)
    c. Families as Lifelong Educators: (activities to do at home, child skill development)
    d. Families as Learners: (adult education and employment)
    e. Family Engagement in Transitions: (program to program, Kindergarten and new baby)
    f. Family Connections to Peers and Community: (affordable family activities, committee opportunities)
    g. Families as Advocates and Leaders: (HSMHAC committee, parent Policy Council)
5. Following the home visit, use the Family Connections Tool module in ChildPlus to document the families:
    a. Strengths
    b. Needs
    c. Interests
    d. Notes
    e. Referrals and follow-up

6. When all Family Connections Tools are entered into childplus for a classroom, use the ChildPlus report to tally all of the needs and interests per classroom and per center. The report by center will be printed and placed into the Center Notebook for use at parent meetings and for Early Achievers Family Engagement Plan.
7. Place in the yellow case management folder for ease of access when completing visits during the school year. File in the green case management site file section at the end of the school year or upon withdrawal/transfer.
8. Following a home visit or contact with a parent:
    a. Document the contact in case management including the date of contact, brief description of the contact, any strengths, concerns, barriers, referrals, action plan and follow-up listing referrals, actions and persons responsible.