Family and Community Engagement Monitoring Form 7030

Delegate Name: _________________   Monitoring Timeframe: ________________
Date submitted: _________________  Person submitting report: ______________

Complete Section 1 and 2 monthly

1.) Family Assessment Completion Percentage (Report 4220 & Report 4110)
   Percentage complete from Report 4220: _____
   Percentage complete from Report 4110: _____
   Number due within 30 days: _____
   Number past due: _____

2.) Family Partnership Agreement Completion Percentage (Report 4110)
   Percentage complete from Report 4110: _____
   Number due within 30 days: _____
   Number past due: _____

Complete Section 3, 4 and 5 once per reporting period*

*bring completed Form 7030 to report writing meeting with MAHS FCE Manager

3.) ChildPlus Documentation Review (Report 4110 and 4130)
   Number of records reviewed**: ______

   **Must be a minimum of 20% of each advocate’s case load per reporting period.

   How many followed proper ChildPlus procedures (open events/actions): _____
   How many followed S.O.A.P. documentation procedures: _____
   Number of referrals: _____
   Of referrals, how many had documented follow-up: _____
   Number of referrals with a completed status: _____

4.) Transitions:
   Number of EHS children transitioning to HS this quarter: _____
   Number of HS children transitioning to Kindergarten this quarter: _____
   How many are documented within ChildPlus: _____
5.) PIR:

Percentage of families with Family Service documentation within ChildPlus:

Percentage of Needs Identified: _____

Percentage of Services Received: _____

Percentage of terminated families with the following fields updated:

TANF: _____    Education/Training: _____

SSI: _____    Father/Father figure engagement: _____

WIC: _____    Acquired Housing: _____

SNAP: _____    Subsidy: _____

How are you sharing monitoring with advocate supervisors?

________________________________________________________________
________________________________________________________________
________________________________________________________________

Who is doing well, and can share techniques and strategies?

________________________________________________________________
________________________________________________________________
________________________________________________________________

Who is struggling with completion?

________________________________________________________________
________________________________________________________________
________________________________________________________________

What coaching strategies have been used to support them?

________________________________________________________________
________________________________________________________________
________________________________________________________________