

FAMILY DEVELOPMENT PLAN

HOW TO USE THE FAMILY DEVELOPMENT PLAN: Family worker, please ask the family if they want to fill out the form or want you to write. If you write, be sure to use their words. If the family member wants you to do the writing, read out loud what you have written. Ask the family member for any corrections, and make the corrections they request on all the sections except "in the worker's words." Give a copy to the family member and keep a copy in your file. Each of you should review the form before your next meeting, to make sure you've each taken the steps you agreed on. Begin your next meeting by reviewing the last Plan.

- **Family member's name**

- (Note what s/he likes to be called: Mr., Mrs., Miss, Ms., etc.)

- **Address**

- _____
- **Phone(s)** (note if home, work, or friends' phone)

- _____
- **Other family members involved in family development process** (Let family define who they consider family members.) Note ages and male or female.

- _____

- **Today's date** _____ • **Worker's name** _____

- **Major goal** (in family member's words)

- _____

- **Help family brainstorm possible steps leading to their goals.**

- _____

Help family choose steps to take. (Note date each will take place.)

Steps family will take & when

Progress/Obstacle

Steps worker will take & when

Progress/Obstacles

(At your next meeting, note progress or obstacles to each step.)

- **Family strengths and resources** (in family member's words)

- **Family strengths and resources** (in worker's words)

- **Concerns** (in family member's words)

- **Concerns** (in worker's words)

- **Services available** (include details such as names, addresses, phone numbers hours, etc.)

- **Notes**

- **Family member's signature & date** _____
- **Worker's signature & date** _____
- **Next meeting date, time, place** _____

IF YOU CAN'T KEEP THIS APPOINTMENT, PLEASE CALL _____
AT _____ BY _____. THANK YOU FOR YOUR COURTESY.

Source: Claire Forest, *Empowerment Skills for Family Workers*, 1996, updated 2003.