

FAMILY PLANNING TOOL

Before You Call or File Guide

A printable family tool for safety checks, organization, communication, school or provider coordination, and support-first planning.

You may be here because Things feel urgent, confusing, tense, or scattered, and you need one safe first step instead of trying to fix everything at once.	This guide helps you A printable family tool for safety checks, organization, communication, school or provider coordination, and support-first planning.
First safe step Check safety first. Then pick one task you can complete today: a call, a folder, a note, or a support request.	This is not This does not replace 911, crisis help, legal advice, medical or mental-health care, safety planning, official forms, or current local verification.

Safety first: Immediate danger belongs with 911. Call or text 988 for crisis support. Maine Crisis Line: 1-888-568-1112. If abuse, coercive control, stalking, or fear may be present, use a safe device and trusted support before joint communication, counseling, or mediation.

Current online version and related tools https://focaf.jtforme.com/resources/	
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Start with safety and one practical step

When things feel urgent, choose one clear step instead of trying to solve everything at once.

- Check safety first: immediate danger belongs with emergency help.
- Choose one calm next step you can do today.
- Write down only what you need for planning and follow-up.
- Use counseling, school/provider support, 211, legal aid, or official forms when more help is needed.

Child-centered note for Before You Call or File Guide: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

Next seven days planner

Keep tasks small and realistic.

Day or date	One task	Who can help
Today		
Tomorrow		
This week		
Next appointment		
Follow-up		

Child-centered note for Before You Call or File Guide: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

Document and contact tracker

Keep records organized for yourself. Share sensitive details only with trusted helpers, qualified professionals, official agencies, legal counsel, or emergency/crisis support when needed.

Document or note to save	
Where it is stored	
Person or office contacted	
Date	
Follow-up needed	

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Support options before escalation

When it is safe, support-first steps can reduce confusion and conflict.

- Counseling, parent coaching, or family support
- School, childcare, doctor, counselor, or care-team coordination
- 211 Maine, crisis supports, housing/food/transportation help
- Legal aid, official forms, or qualified counsel when a legal step is needed

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Keep personal details private

Use these pages for your own planning. Share sensitive details only with trusted helpers, qualified professionals, official agencies, legal counsel, or emergency/crisis support when needed.

- Do not put child names, medical records, sealed records, confidential court materials, or private allegations into broad emails, social media, or untrusted forms.
- Store sensitive documents somewhere safe.
- Ask a qualified professional or official office when safety, health, legal process, or deadlines are involved.
- Use general review notes only for wording, policy, process, safety, clarity, and implementation suggestions.

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Before you stop

Pick one next step that is safe, realistic, and helpful.

One thing I can do today	
One support door to check	
One document or note to organize	
One person or provider to update	
One thing to leave for later	

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