



Parents as Teachers

Parents as Teachers Tools for Model Implementation:

Designing your Affiliate to meet the Essential Requirements & support optimal outcomes for families

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Getting to Know You

What's your program name?

Where are you from?

How long you have been implementing Parents as Teachers?

Tell us 3 things that are unique about your program and community.



Parents as Teachers

What we hope to accomplish

- Give us an opportunity to network with each other
- The Affiliate Plan
- Discover together the tools that have been developed that will make your job easier.
- Receive concrete technical support on issues that are immediate and relevant to your programs

Parents as Teachers

Pennsylvania – Parents as Teachers

2015-2016 Selected APR Data



Pennsylvania service area
Zip codes – provided through the APR – of families that received Parents as Teachers services.

Pennsylvania

Affiliates

67

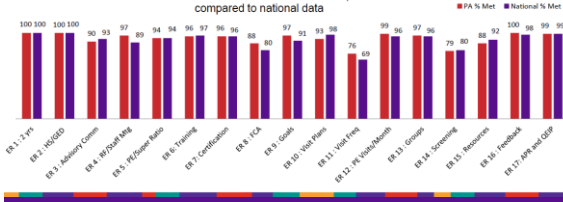
Families served

5,987

Children served

7,986

Percent of PA affiliates who met Essential Requirements compared to national data



Your Affiliate Plan



Parents as Teachers

17 Essential Requirements

Requirement	Description
1.1: PR	Parents as Teachers affiliate must have a minimum of 100% of affiliates who are currently active and have completed the required training.
2.1: PR/OTD	Parents as Teachers affiliate must have a minimum of 100% of affiliates who are currently active and have completed the required training.
3.1: Additional Content	Parents as Teachers affiliate must have a minimum of 100% of affiliates who are currently active and have completed the required training.
4.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 90% of affiliates who are currently active and have completed the required training.
5.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 92% of affiliates who are currently active and have completed the required training.
6.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 94% of affiliates who are currently active and have completed the required training.
7.1: Training	Parents as Teachers affiliate must have a minimum of 96% of affiliates who are currently active and have completed the required training.
8.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 96% of affiliates who are currently active and have completed the required training.
9.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 96% of affiliates who are currently active and have completed the required training.
10.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 88% of affiliates who are currently active and have completed the required training.
11.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 97% of affiliates who are currently active and have completed the required training.
12.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 91% of affiliates who are currently active and have completed the required training.
13.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 91% of affiliates who are currently active and have completed the required training.
14.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 76% of affiliates who are currently active and have completed the required training.
15.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 99% of affiliates who are currently active and have completed the required training.
16.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 96% of affiliates who are currently active and have completed the required training.
17.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 96% of affiliates who are currently active and have completed the required training.
18.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 96% of affiliates who are currently active and have completed the required training.
19.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 79% of affiliates who are currently active and have completed the required training.
20.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 88% of affiliates who are currently active and have completed the required training.
21.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 92% of affiliates who are currently active and have completed the required training.
22.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 100% of affiliates who are currently active and have completed the required training.
23.1: PR/OTD/MTG	Parents as Teachers affiliate must have a minimum of 99% of affiliates who are currently active and have completed the required training.



Parents as Teachers

Completing the Affiliate Plan

- *Why?* The thoughtful completion of the affiliate plan helps ensure that you are positioned to meet model fidelity as you implement Parents As Teachers
- *When* should it be revised/reviewed?
 1. When there has been expansion to your program and addition of staff
 2. When there is administrative/supervisor changes
 3. To be reviewed with newly hired staff prior to training



What if my funder requires something different?

Review funder requirements
around service delivery & program
design



Other Resources for Affiliate Design & Implementation

Available both in Supervisor's Handbook and on public PAT website:

- ✓ Quality Assurance Guidelines
- ✓ PAT Quality Standards
- ✓ Technical Assistance Briefs (Affiliate Updates)



Affiliate Plan: Section I

[illegible]

Affiliate Plan: Section II

[illegible]

Enrolling and Retaining

- What makes a family a good PAT fit?
- Identify good candidates:
 - Family characteristics
 - Age of child
 - Desire for intensive support
 - Need for support around child development, parenting, health issues
- The family understand benefits of more intensive services
- The family is willing to commit to the visit frequency you can give them for at least 2 years



Group Activity

Individually: Create a visual of what your staff structure looks like. Include your supervisors, parent educators and how many families they have on their caseloads.

As a group discuss:

How do you assign families to Pes?

How do you adjust caseloads for different circumstances?

What is the reality of visits planned vs. completed?



Parents as Teachers Affiliates Plan: The Next Step

C. Supervision: Please list Supervisors & Parent Educators they supervise
(NOTE: *Parent educator or supervisor cannot be primary. If as PE1, PE2, SLPT, etc.)

Name of Supervisor	Hours per week for Parents as Teachers program management & supervision/total hours worked per week by supervisor	Number of parent educators supervised

D. Please indicate the number of hours of individual reflective supervision parent educators will receive monthly:
 1) Parent educator/supervisors devoting greater than .5 FTE (more than 20 hrs/week) to providing home visits to families will receive how many hours of reflective supervision per month? _____
 2) Parent educator/supervisors devoting .5 FTE or less (20 hrs or less/week) to providing home visits to families will receive how many hours of reflective supervision per month? _____

E. How many hours will the affiliate devote to staff meetings per month? _____

F. Approximately how many times per year will the affiliate's Advisory Committee meet? _____

Parents as Teachers

Supervisor Caseload?

Do I have enough FTE left to devote to a caseload of families?

Parents as Teachers requires that at minimum, there is one supervisory FTE for every 12 parent educators employed, regardless of whether those parent educators are full-time or part-time.

1 FTE=40 hour work week



Staffing: Establishing roles is critical

Supervisors are responsible for:

1. Reflective Supervision of staff
2. Helping in planning of group connections
3. Personal Visit Observations
4. Data Collection and Reporting
5. General Program Management



Affiliate Plan: Section III

Parents as Teachers Affiliate Plan: The Next Step

Section III. PARENTS AS TEACHERS AFFILIATE PLAN

Inputs Resources and contributions	Activities Resources and contributions	Projected Outputs Resources and contributions	Outcomes Resources and contributions
Inputs, Resources and Contributions			
A. Primary funding source: a provider (50% or more of the total costs) or public school district (50% or more of the total costs) Secondary funding source: more than 10% of total costs 1) <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other 2) <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other 3) <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other 4) <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other Additional comments:	C. Service Duration: affiliates are designed to provide at least 2 years of services to families. Offsets directly to provide families with how many months of service <input type="checkbox"/> 24-30 months of service <input type="checkbox"/> 36 months of service <input type="checkbox"/> Other:	D. Funding Duration: 12 years or more is recommended. 1) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No	E. Funding Source: 12 years or more is recommended. 1) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No
B. Parent Education: Total number of parent educators to be employed: Number of full-time parent educators (greater than 0.75, less than 0.9) Number of part-time parent educators (0.75 or less, 0.9 or less)	C. Service Duration: affiliates are designed to provide at least 2 years of services to families. Offsets directly to provide families with how many months of service <input type="checkbox"/> 24-30 months of service <input type="checkbox"/> 36 months of service <input type="checkbox"/> Other:	D. Funding Duration: 12 years or more is recommended. 1) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No	E. Funding Source: 12 years or more is recommended. 1) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No

Parents as Teachers Affiliate Plan

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Section III

Parents as Teachers Affiliate Plan: The Next Step

Section III. PARENTS AS TEACHERS AFFILIATE PLAN

Activities: What will you do?

A. Evaluation and Engagement Strategies: <input type="checkbox"/> Create exit interviews <input type="checkbox"/> Enriched message visit reviews <input type="checkbox"/> Phone or text message contact between visits <input type="checkbox"/> Incentives for completed visits or group connection attendance <input type="checkbox"/> Other:	B. Family Connectedness Assessment: <input type="checkbox"/> Life Skills Progression <input type="checkbox"/> Family Skills <input type="checkbox"/> Massachusetts Family Self-Sufficiency <input type="checkbox"/> Scales & Ladders Assessment <input type="checkbox"/> Other: (If you select other, please list tool, and submit tool along with any additional questions for review & approval)	C. Goal Setting: (How are educators sharing and documenting goals with each family?) <input type="checkbox"/> Goals will be developed within 30 days with all families 1) or more at the 1st visit of enrollment. Parent, Educator, Child development, & Family will bring. How often will goals reviewed and as applicable, updated?	D. Group Connections: Total number group connections offered per year:
E. Personal Visits Frequency: (at least 12 annually is required for families with 1 or fewer high needs, at least 24 annually is required for families with 2 or more high needs) Total number of personal visits offered to families with 1 or fewer high needs: _____ Visit frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly	F. Total number of personal visits offered to families with 2 or more high needs: _____ Visit frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly	G. Evaluation and Continuous Quality Improvement: For tracking and summarizing data for the PNT Affiliate Performance Report, what computerized data management system will you be using? <input type="checkbox"/> ParentPro (a benefit of affiliation - cost included in your affiliate fee) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Will Tracker Web <input type="checkbox"/> Other computerized system (specify): _____ How often will you gather and summarize feedback from families about the services they have received? <input type="checkbox"/> Annually <input type="checkbox"/> More frequent than annually (specify): _____	H. How many Memorandums of Agreement are currently in place?

Parents as Teachers Affiliate Plan

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Retention & Engagement Strategies



Parents as Teachers

TECHNICAL ASSISTANCE BRIEF

Parents as Teachers Technical Assistance Brief Family Engagement & Exit Guidance

This is part of a series of Technical Assistance Briefs published by the Parents as Teachers national office designed to address emerging issues around the Parents as Teachers evidence-based model. These briefs are informed by research and evaluation findings, technical assistance efforts, feedback from stakeholders, and discussion within Parents as Teachers learning communities.

What information will I find in this brief?

This TA Brief is intended to assist PAT Affiliates with developing family engagement and exit policies and procedures to ensure that every family receives high quality Parents as Teachers services. For further information on creating policies and procedures for your Parents as Teachers affiliate, please see the TA Brief: Policies and Procedures.

Which Parents as Teachers Essential Requirement and Quality Standards are connected to family engagement and exit?

Parents as Teachers Essential Requirement #1 states that affiliates provide at least two (2) years of services to families with children between prenatal and kindergarten entry. It is a Quality Standard (Infrastructure & Leadership #1) that affiliates offer at least three (3) years of service to families with children between prenatal and kindergarten entry. Another Quality Standard that touches on family engagement and exit is Infrastructure & Leadership #6 that the affiliate has written policies and procedures that address intake and enrollment, services provided to families, including timelines and frequency, and transition planning and exit. Additionally, all 11 Quality Standards in Service Initiation and Participation connect to family engagement and exit.

Please note: Essential Requirements represent the minimum requirement for all affiliates – it is not meant to be a checklist or a list of requirements. PAT is flexible and adaptable to the needs of the affiliate.



Family Centered Assessment

- If you are not using one of the tools on the approved list, it is critical that your tool is evaluated and approved by PATNC.
- If programs are using multiple tools, a synthesis document will be necessary
- Should inform goal setting



Group Connections: Quality Standards

- Are your connections suited to families' interests, needs and cultural backgrounds?
- Across the year, are you covering all three areas of emphasis and all ages of children served?
- Are they offered at times and locations that are convenient for families?
- Do the facilities and location accommodate the size and format?
- Planning and delivery are maintained using the Group Connection Plan and Record.



Group Connections: Quality Standards

- Are you gathering feedback from families?
- Do you explain the rationale at the beginning of the group connection?
- How do you establish a welcoming environment?
- Are there opportunities and experiences that encourage parents to build social connections?
- How is information provided which promotes positive parenting skills and helps parents understand a parents role in their child's development?
- Are you providing resources and information to help families extend their learning beyond the group connection?



Group Connections Discussion

- Share with your table your most successful group connection.
- Who plans the connections for your program?
- What community partners have been instrumental in the success of your group connections?



Penelope



Parents as Teachers. Affiliate Plan: The Next Step

Activities: What will you do?

L. Screening: A complete screening includes all of the areas listed below and is required within 90 days of enrollment and then at least annually thereafter (infants enrolled prior to 4 months are screened prior to 7 months of age)

Developmental
 "Phone Initial" _____ Developmental screening, including a specific social-emotional screening tool, is required for the developmental portion of a complete child screening.
 Conducted by: ☐ Affiliate Staff ☐ Contracted out (provide agency name)
 Screening tool used (check all that apply): ☐ ASQ-3 ☐ Other _____
 Social-Emotional tool used: ☐ ASQ-SE2 ☐ Contracted out (provide agency name)
 Frequency after initial screen: ☐ Annually ☐ More frequent than annually (specify) _____

Health
 "Phone Initial" _____ Completion of the Parents as Teachers Health Record by the parent educator is required for the health review portion of a complete child screening.
 Frequency after initial screen: ☐ Annually ☐ More frequent than annually (specify) _____

Vision
 "Phone Initial" _____ Completion of the PTT Health Record fulfills Parents as Teachers hearing review requirement. Programs are encouraged to use additional methods to review hearing.
 Conducted by: ☐ Affiliate Staff ☐ Contracted out (provide agency name)
 Additional methods used (check all that apply): ☐ Documentation or parent report of hearing check by healthcare provider ☐ Otoscopy: Emissions (OAE) for children < 36 mo
☐ Pure Tone Auditory (30 ms +)
 Frequency after initial screen: ☐ Annually ☐ More frequent than annually (specify) _____

Motor
 "Phone Initial" _____ Completion of the Parents as Teachers Health Record and a functional vision screen by the parent educator or healthcare provider fulfill Parents as Teachers vision screening requirement. Programs may also use additional vision screening methods.
 Conducted by: ☐ Affiliate Staff ☐ Contracted out (provide agency name)
 Additional methods used (check all that apply): ☐ Parents as Teachers Health Record & documentation of vision screen by healthcare provider
☐ Additional tools for 42+ months ☐ Parents as Teachers Health Record with Functional Vision Screen by parent educator ☐ Activity chart/labels ☐ Other _____
 Frequency after initial screen: ☐ Annually ☐ More frequent than annually (specify) _____

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Parents as Teachers Affiliate Plan

Parents as Teachers. Affiliate Plan: The Next Step

Projected Outcomes: How many?	Outcomes: Expected measurable changes in the next 1 to 2 years?
<p>To answer this section, make your best estimate for when your program is at full implementation capacity. *Please refer to the Quality Assurance Guidelines, page 23-35, for the minimum levels expected by the national office to be sufficiently meeting these service delivery essential requirements.</p> <p>M. 1. _____ Number families served in a 12 month period 2. _____ Number of families served with 1 or fewer high needs characteristics 3. _____ Number of families served with 2 or more high needs characteristics 4. _____ Number children served in a 12 month period</p> <p>N. 1. _____ Number of years affiliate will offer services to families Will affiliate offer services your month? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. _____ Percentage of families receiving services for at least 24 months</p> <p>O. 1. _____ Percentage families with a family centered assessment documented within 90 days and updated annually 2. _____ Percentage families with at least 1 goal developed and documented during the program year 3. _____ Percentage of families that met 1 or more goals by the end of the program year</p> <p>P. 1. _____ Percentage of families from M.2. above that receive at least 12 calls per year 2. _____ Percentage of families from M.3. above that receive at least 24 calls per year</p>	<p>To answer this section, make your best estimate at the current time. *Please refer to Quality Assurance Guidelines, page 29-30, for more information on outcome measurement.</p> <p>What outcomes will your affiliate be tracking and summarizing? (check all that apply) Short-Term Outcomes: <input type="checkbox"/> Increase in healthy pregnancies and birth outcomes <input type="checkbox"/> Increase in parents' knowledge of their child's emerging development and age-appropriate child development <input type="checkbox"/> Improved parenting capacity, parenting practice and parent-child relationships <input type="checkbox"/> Early detection of developmental delay and health issues <input type="checkbox"/> Improved family health and functioning</p> <p>Intermediate Outcomes: <input type="checkbox"/> Improved child health and development <input type="checkbox"/> Prevention of child abuse and neglect <input type="checkbox"/> Increased school readiness <input type="checkbox"/> Increased parent involvement in children's care and education <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> None at this time</p>

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Parents as Teachers. Affiliate Plan: The Next Step

Projected Outcomes: How many?	Outcomes: Expected measurable changes in the next 1 to 2 years?
<p>To answer this section, make your best estimate for when your program is at full implementation capacity. *Please refer to the Quality Assurance Guidelines, page 23-35, for the minimum levels expected by the national office to be sufficiently meeting these service delivery essential requirements.</p> <p>Q. 1. _____ Total # of group connections offered in a year 2. _____ Percentage of families attend at least one group connection/year</p> <p>R. 1. _____ Percentage of children receiving a complete screening within 90 days of enrollment (or by 7 months of age for infants enrolled prior to age 4 months) and annually thereafter</p> <p><i>At minimum, a complete screening includes: A developmental screening using Parents as Teachers approved tool, along with completion of a health review which includes a record of hearing, vision, and general health status. Developmental screening must include language, intellectual, social-emotional and motor development.</i></p> <p>S. 1. _____ Percentage of families connected to at least 1 community resource each year (includes screening referrals) T. 1. _____ Percentage of families that leave the affiliate annually (attrition) before the child ages out or the service cycle is completed (the recommended no more than 15%) U. 1. _____ Percentage families providing feedback during the program year about the services they've received</p> <p>V. Additional Outputs (please explain or attach):</p>	<p>To answer this section, make your best estimate at the current time. *Please refer to Quality Assurance Guidelines, page 29-30, for more information on outcome measurement.</p> <p>How will you measure changes in the outcomes on p.7? Please be specific about outcome tools and indicators that will be tracked and any targets already established (see Quality Assurance Guidelines, p. 29 for examples).</p> <p><input type="checkbox"/> We have not yet determined how we will specifically measure change.</p>

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Affiliate Narrative & Timeline



Affiliate Plan: The Next Step

Affiliate Narrative:

Please provide a 2-page description of your affiliate that addresses the following:

- Targeted population, including high-risk populations targeted for recruitment
- Eligible criteria / prioritized populations
- Geographic area served (please include County, and Federal/state congressional district)
- Coordination with other early childhood, family support, & community programs, including other home visiting models in your community
- Description of how the Parents as Teachers model of home visiting fits with the goals of your agency/organization as a whole
- Brief description of other services provided by your agency/organization
- Description of your organizational structure (i.e., organizational chart) that includes oversight/supervision of the Parents as Teachers program
- Recruitment plan, including:
 - Demographic characteristics of target populations
 - Child ages that recruitment efforts will target
 - Other agencies supporting affiliate recruitment efforts (through referral, flyers, etc.)
 - Planned recruitment methods (advertisement, recruitment events, etc.)
- Explanation of caseload size & visit frequency (include projected high needs characteristics)

Implementation Timeline:

Please attach a timeline for implementation that includes both a timeframe and narrative for each of the following implementation activities:

*You may use the timeline submitted to your funder if it contains all of the items below:

- Staff recruitment & hiring process
- Development of affiliate policies and procedures
- Parents as Teachers Foundational & Model Implementation (FMI) training, and Foundational 2 training (if applicable) for staff
- Affiliate training & orientation practices: List all agency-specific trainings, funder-specified trainings, and orientation to policies & procedures
- Ramp up of service delivery / building caseload to capacity
- Recruitment plan
- Development of Resource Network
- Development of Advisory Committee: include description of committee members, recruitment for committee, goal of committee & committee meeting schedule. If part of a larger board or committee, describe how Parents as Teachers specific activities are included
- Plan for communicating with and engaging local, state, and national stakeholders, including policymakers

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Section IV: Fiscal Assurances



Affiliate Plan: The Next Step

Section IV: FISCAL ASSURANCES

1. Your affiliate's total annual funding for Parents as Teachers affiliate services (include both direct funding and in-kind in this total)

Business Name (from company W-9):

Billing Contact Name:

Affiliate Supervisor Name (if different from above):

Billing contact Address:

City:

State:

Zip:

Billing Contact Phone Number: () - - ext.

Billing Contact Email:

Please submit a copy of your agency's W-9 form for our records

	Budget Items for Implementing the Parents as Teachers Model	Estimated Costs (Actual Costs May Vary)	Resources Allocated?			Please explain any No answers
			Yes, Funded directly	Yes in kind	No	
A	Parents as Teachers initial training and curriculum (include initial training costs, but not initial direct and ongoing expenses, which may be needed for participation in training)	\$1100 per parent educator & supervisor for Foundational and Model Implementation Training, Curriculum	*	*	*	
B	Technology – cell phone, tablet or computer, one per staff member, office furniture	Costs will vary based on the technology items selected	*	*	*	
C	Books, toys, and non-consumable materials	\$500 per parent educator	*	*	*	
D	Developmental screening expenses ¹	\$25 (ASQ-3 cost, additional training costs may apply)	*	*	*	
E	Developmental screening expenses – Social/Emotional domain	\$225 (ASQ-SE-2 cost, additional training costs may apply)	*	*	*	
F	Training screening expenses (one of OAE is optional). This fee may not apply for your program.	\$3000-\$3500 (OAE cost, additional training costs may apply)	*	*	*	
G	Family centered assessment ²	Costs will vary based on Family Centered Assessment chosen	*	*	*	
H	Customer relationship tools (may be determined by funding requirements)	Costs will vary based on the outcome tools selected	*	*	*	

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Affiliate Plan: The Next Step

	Budget Items for Implementing the Parents as Teachers Model	Estimated Costs (Actual Costs May Vary)	Resources Allocated?			Please explain any No answers
			Yes, Funded directly	Yes in kind	No	
G	Parent educator salaries (national average – may be higher or lower)	\$30,000/year + 30% benefits	*	*	*	
H	Supervisor salary (maximum 4 hours/week per parent educator)	\$60,000/year + 30% benefits	*	*	*	
I	Support staff (2 hours per parent educator & supervisor)	\$28,000 + 30% benefits	*	*	*	
J	Consumables and incentive costs (books for families, brochures, materials for parent-child activities, etc.)	\$60 per family per year	*	*	*	
K	Group conveners (e.g., materials, refreshments, guest speakers, etc.)	Maximum 12 meetings per year, budgeted at \$100 per meeting	*	*	*	
L	Annual professional development costs	\$300 per parent educator and supervisor	*	*	*	
M	Office supplies, copier, printer, phone, fax, internet access	Costs vary based on program design & agency resources	*	*	*	
N	Transportation costs for parent educators conducting personal visits and supervisor transportation for observation of staff and other work-related transportation	Estimate miles per visit with desired number of visits per month per family that Supervisors visit 10% of parent educator travel. Rural communities may need to budget more.	*	*	*	
O-1	Affiliation Fee ³	\$3,850 initial fee. *Affiliates completing new or updated Affiliate Plans are subject to the \$3,850 initial fee. Please contact your technical assistance provider for more information. After the initial fee, the Affiliation Fee decreases to \$1,650 per year.	*	*	*	
O-2	Parent educator renewal fees ⁴	Renewal Fees do not apply in Year 1. After Year 1, Renewal Fees are \$100 per parent educator	*	*	*	
P	Indirect costs by your organization for human resource expenses, liability insurance, overhead insurance, office space, administrative costs, utilities, internet, satellite phones, etc.	Optional: Refer to your organizational policies for guidance	*	*	*	

¹Please note that fees are subject to annual increases; the amounts for the costs listed on this worksheet are accurate as of 2/1/16.
²The specific developmental screening & Family centered assessment chosen in this budget are examples of recommended but not required tools. Please refer to the Quality Assessment Guidelines for more information about other recommended tools.
³For affiliates completing new or updated Affiliate Plans, the initial fee is \$3,850. After the initial fee, the Affiliation Fee decreases to \$1,650 per year.
⁴Renewal Fees do not apply in Year 1. After Year 1, Renewal Fees are \$100 per parent educator.

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Section V Terms of Agreement



Affiliate Plan: The Next Step

Section V. TERMS OF AGREEMENT FOR AFFILIATES

These terms are agreed to by the children of a Parents as Teachers affiliate and their annually thereafter.

1. As a condition of affiliation with Parents as Teachers, your organization agrees to implement all of the Parents as Teachers Essential Requirements which include those outlined in Sections 8 and 9 of your Affiliate Plan as well as the following:
 - a. Attendance at required Foundational and Model Implementation Training prior to providing services to families. New parent educators and supervisors will attend the Parents as Teachers Foundational and Model Implementation Trainings and successfully complete all requirements for certification before delivering the Parents as Teachers model to supervising parent educators.
 - b. Each parent educator and new supervisor is required to attend the Foundational and Model Implementation trainings. New supervisors in existing affiliates exist, at a minimum, attend the Model Implementation training. Further supervisors or parent educators are allowed to train others in the Parents as Teachers model.
 - c. The supervisor reviews either the Affiliate Plan (if a new affiliate) or the Affiliate Performance Report (if an existing affiliate) with each new parent educator before training.
2. One of the Foundational Personal Child Plans and Personal Child Planning Guide from the Foundational curriculum to design and deliver personal visits to families.
 - a. The previous Parents as Teachers curricula, from the Learn Forward 3 years, and from the Learn 3 years Kindergarten entry, are outdated and may not be utilized in any form when delivering services to families, including the use of parent handbooks and activity pages.
3. Annual recertification for all Parent Educators, including: completion of the required number of competency-based professional development hours per year, completion of ethical agreement, and payment of individual renewal fee (currently \$150):
 - a. 1st year of certification: 20 clock hours of professional development required.
 - b. 2nd year after certification: 15 clock hours of professional development required.
 - c. 3rd year after certification and beyond: 10 clock hours of professional development required.
4. Accurate completion and submission of the Affiliate Performance Report (APR) to the national office by the required date each year.
 - a. APR data focuses on service delivery and program representation. Affiliates use data as an ongoing way to measure of continuous quality improvement.
5. Should your affiliate elect to use the Parents as Teachers data system, nonetheless, you must review and complete the Parents as Teachers Data Sharing documents. This includes a Business Associate Agreement if the affiliate must comply with the HIPAA (Health Information and Patient Accountability Act) and other as part of a covered entity or as a business associate.
6. Participation in the quality enhancement and improvement process, which includes measurement of and adherence to both Essential Requirements and Quality Standards in your 6th year of implementation and every 5 years thereafter.
7. Payment of initial \$100 Affiliate fee and annual \$100 Affiliate Renewal fee by required date each year. *New affiliates and existing affiliates submitting an updated Affiliate Plan pay a \$100 initial fee.
8. The affiliate agrees to share any Parents as Teachers research or evaluation findings with Parents as Teachers National Center. This includes evaluation and research publications, reports, narratives, or presentations that share the impact of Parents as Teachers on parent or child outcomes.

☐ I have read the above and agree to comply with the terms set forth.

Printed name of person with signature authority in the organization _____ Date _____

Organization/Affiliate Name _____

*There are options to attend trainings, currently held on records as of 5/2/16.

as Teachers



Parents as Teachers.

More information?

Allison.LaMont@parentsteachers.org
Christy.Roberts@parentsteachers.org

314-432-4330



effectiveness • growth • impact • awareness • leadership • effect
 growth • impact • awareness • leadership • effect
 impact • awareness • leadership • effectiveness



Section I. BACKGROUND INFORMATION

Affiliate Name:		Date Completed (mm/dd/yyyy):		
Main Program Contact:		Title:		Email:
<i>All communications from the national office regarding technical assistance, newsletters, renewals, etc. will be sent to this contact.</i>				
Affiliate Supervisor Name (if different from above):		Title:		Email:
Organization Address:		City:	State:	County:
				Zip:
Telephone: () - ext. 		Fax: () - 		
Are you seeking new affiliation or are you an existing affiliate? <input type="checkbox"/> New* <input type="checkbox"/> Existing, submitting updated plan*		Are you submitting this plan as an Affiliate currently receiving or anticipating federal MIECHV (Maternal, Infant Early Childhood Home Visiting) funding for Parents as Teachers model implementation?* <input type="checkbox"/> Yes <input type="checkbox"/> No		
*Please refer to page 10 for applicable affiliation fee. Existing programs submitting updated affiliate plans typically pay the initial affiliation fee.				
Who is the primary funder (provides 50% or more of funding) of your affiliate?				
State Funding <input type="checkbox"/> State Dept of Education <input type="checkbox"/> State Dept of Social Services <input type="checkbox"/> State Department of Health <input type="checkbox"/> Other:		Local Funding <input type="checkbox"/> City or County Tax Initiative <input type="checkbox"/> United Way <input type="checkbox"/> Local School District <input type="checkbox"/> Other:		Federal Funding <input type="checkbox"/> Head Start/Early Head Start <input type="checkbox"/> Title I <input type="checkbox"/> MIECHV (Maternal, Infant Early Childhood Home Visiting) <input type="checkbox"/> Other:
What type of <u>organization</u> will house your Parents as Teachers affiliate?				
<input type="checkbox"/> School System <input type="checkbox"/> Family Resource Center <input type="checkbox"/> Government Agency <input type="checkbox"/> Child Care Center <input type="checkbox"/> Migrant Program		<input type="checkbox"/> Private/Public Non-Profit <input type="checkbox"/> Hospital or Medical Facility <input type="checkbox"/> Health Department <input type="checkbox"/> Tribal Government/BIE <input type="checkbox"/> Community Action Agency		<input type="checkbox"/> Social Service Agency <input type="checkbox"/> University/Extension <input type="checkbox"/> Early Intervention/Part C <input type="checkbox"/> Other:
Will your Parents as Teachers affiliate offer blended services in coordination with another home visiting model to the same families?				
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please check all that apply.) <input type="checkbox"/> Early Head Start <input type="checkbox"/> Healthy Families America <input type="checkbox"/> Other (please specify):				
What other home visiting models do you implement in addition to Parents as Teachers?				
Training	Anticipated Location of Training (City, State):	Start date of Training (mm/dd/yyyy):	Number of staff who will attend:	Names of all staff attending the Training:* add additional page to include all staff if needed
Foundational	_____	_____	_____	_____
Model Implementation	_____	_____	_____	_____
Foundational 2*	_____	_____	_____	_____
*if serving children ages 3 through kindergarten				



Section II. STAFFING, SUPERVISION AND LEADERSHIP

A. What are your affiliate's minimum educational requirements for parent educators?

- ☐ High school diploma/GED PLUS at least two years of previous supervised work experience with young children and/or parents
- ☐ Child Development Associate (CDA)
- ☐ Associate's Degree/60 college hours
- ☐ Bachelor's Degree/4-year degree
- ☐ Master's Degree
- ☐ Beyond Master's Degree
- ☐ Other Early Childhood Certificate or Credential (please specify): _____

B. Families Served & Caseload

- 1) How many families does your affiliate plan to serve each year when implementing at full capacity? _____
- 2) Of the families above, how many families will have more than one child eligible for service? _____
 - a. NOTE: The Parents as Teachers model is designed to serve multiple children in the family (within the age range served by the affiliate).
If your program will not be enrolling multiple children in the family, please explain why. _____
- 3) Please list below: All parent educator names, number of families served by each parent educator, and number of hours worked per week by each parent educator.

NOTE: The Parents as Teachers model allows, but does not require, supervisors to serve families.

If a supervisor is serving families, please list the supervisor's name, number of families, and hours devoted to visits in the list below.

NOTE: *If parent educator or supervisor names are unknown, list as PE1, PE2, SUP1, etc.

[illegible]



C. Supervision: Please list Supervisors & Parent Educators they supervise

*NOTE: *If parent educator or supervisor names are unknown, list as PE1, PE2, SUP1, etc.*

<u>Name of Supervisor</u>	<u>Hours per week for Parents as Teachers program management & supervision/total hours worked per week by supervisor</u>	<u>Number of parent educators supervised</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Please indicate the number of hours of individual reflective supervision parent educators will receive monthly:

- 1) Parent educators/supervisors devoting greater than .5 FTE (more than 20 hrs/wk) to providing home visits to families will receive how many hours of reflective supervision per month? _____
- 2) Parent educators/supervisors devoting .5 FTE or less (20 hrs or less/wk) to providing home visits to families will receive how many hours of reflective supervision per month? _____

E. How many hours will the affiliate devote to staff meetings per month? _____

F. Approximately how many times per year will the affiliate's Advisory Committee meet? _____



Section III. PARENTS AS TEACHERS AFFILIATE PLAN

Inputs <i>Resources and contributions</i>	Activities <i>Resources and contributions</i>	Projected Outputs <i>Resources and contributions</i>	Outcomes <i>Resources and contributions</i>
<u>Inputs: Resources and contributions</u>			
A. Primary funding source (<i>provides 50% or more of the funds used to support your Parents as Teachers services</i>): 1) Secondary funding source (<i>more than 15% of funds</i>): 2) 3) 4) Additional comments:	Type <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Other	Funding Duration (<i>2 years or more is recommended</i>) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 or more Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Parent Educators: Total number of parent educators to be employed: Number of full-time parent educators: (greater than .5 FTE; more than 20 hrs/wk) Number of part-time parent educators: (.5 FTE or less; 20 hrs/wk or less)	C. Service Duration (<i>affiliates are designed to provide at least 2 years of services to families</i>): Affiliate intends to provide families with how many months of service: <input type="checkbox"/> 24-35 months of service <input type="checkbox"/> 36+ months of service <input type="checkbox"/> Other:	D. Families to be Served <i>Which of the following child ages will your affiliate serve? (check all that apply):</i> <input type="checkbox"/> Prenatal – 3years <input type="checkbox"/> 3 years – Kindergarten entry <input type="checkbox"/> 3 years – Kindergarten completion <input type="checkbox"/> Other, please list:	



Section III. PARENTS AS TEACHERS AFFILIATE PLAN

Activities: What will you do?**E. Retention and Engagement Strategies:**

- ☐ Written visit reminders
- ☐ Email/text message visit reminders
- ☐ Phone or text message contact between visits
- ☐ Incentives for completed visits or group connection attendance
- ☐ Other:

F. Family-Centered Assessment:

- ☐ Life Skills Progression
- ☐ Family MAP
- ☐ Massachusetts Family Self Sufficiency Scales & Ladders Assessment
- ☐ Other:
(If you select other, please list tool, and submit tool along with any additional questions for review & approval.)

G. Goal Setting: (Parent educators develop and document goals with each family)

- ☐ Goals will be developed within 90 days with all families in 1 or more of the 3 areas of emphasis: Parent behaviors, Child development, & Family-well being

How often will goals reviewed and as applicable, updated?

H. Group Connections:

Total number group connections offered per year:

I. Personal Visits Frequency (at least 12 annually is required for families with 1 or fewer high needs; at least 24 annually is required for families with 2 or more high needs)

Total number of personal visits/yr. offered to families with 1 or fewer high needs: _____

Visit frequency: ☐ Weekly ☐ Twice Monthly ☐ Monthly

Total number of personal visits/yr. offered to families with 2 or more high needs: _____

Visit frequency: ☐ Weekly ☐ Twice Monthly ☐ Monthly

J. Resource Network

List up to 8 community agencies you will partner with for additional services to families, including contracted agencies providing screening:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

How many Memorandums of Agreement are currently in place?:

K. Evaluation and Continuous Quality Improvement

For tracking and summarizing data for the PAT Affiliate Performance Report, what computerized data management system will you be using?

- ☐ Penelope (a benefit of affiliation – cost included in your affiliate fee)
- ☐ Efforts to Outcomes
- ☐ Visit Tracker Web
- ☐ Other computerized system (specify: _____)
- ☐ Will not use a computerized system.

How often will you gather and summarize feedback from families about the services they have received?

- ☐ Annually
- ☐ More frequent than annually: (specify: _____)

**Activities: What will you do?**

- L. Screening:** *A complete screening includes all of the areas listed below and is required within 90 days of enrollment and then at least annually thereafter (infants enrolled prior to 4 months are screened prior to 7 months of age)*

Developmental

***Please Initial: _____** Developmental screening, including a specific social-emotional screening tool, is required for the developmental portion of a complete child screening.

Conducted by: ☐ Affiliate Staff ☐ Contracted out (provide agency name):

Screening Tool used (check all that apply): ☐ ASQ-3 ☐ Other:

Social Emotional Tool used: ☐ ASQ-SE2 ☐ Contracted out (provide agency name):

Frequency after initial screen: ☐ Annually ☐ More frequent than annually: (specify: _____)

Health

***Please Initial: _____** Completion of the Parents as Teachers Health Record by the parent educator is required for the health review portion of a complete child screening.

Frequency after initial screen: ☐ Annually ☐ More frequent than annually: (specify: _____)

Hearing

***Please Initial: _____** Completion of the PAT Health Record fulfills Parents as Teachers hearing review requirement. Programs are encouraged to use additional methods to review hearing.

Conducted by: ☐ Affiliate Staff ☐ Contracted out (provide agency name):

Additional methods used (check all that apply): ☐ Documentation or parent report of hearing check by healthcare provider ☐ Otoacoustic Emissions (OAE) for children < 36 mo
☐ Pure Tone Audiometry (36 mo +)

Frequency after initial screen: ☐ Annually ☐ More frequent than annually: (specify: _____)

Vision

***Please Initial: _____** Completion of the Parents as Teachers Health Record and a functional vision screen by the parent educator or healthcare provider fulfill Parents as Teachers vision screening requirement. Programs may also use additional vision screening methods.

Conducted by: ☐ Affiliate Staff ☐ Contracted out (provide agency name):

Additional methods used (check all that apply): ☐ Parents as Teachers Health Record & documentation of vision screen by healthcare provider

☐ Additional tool(s) for 42+ months ☐ Parents as Teachers Health Record with Functional Vision Screen by parent educator ☐ Activity charts/cards ☐ Other:

Frequency after initial screen: ☐ Annually ☐ More frequent than annually: (specify: _____)

**Projected Outputs: How many?**

*To answer this section, make your best estimate for when your program is at **full implementation capacity**. *Please refer to the Quality Assurance Guidelines, page 33-35, for the minimum levels expected by the national office to be sufficiently meeting these service delivery essential requirements.*

**Outcomes: Expected measurable changes in the next 1 to 3 years?**

*To answer this section, make your best estimate at the current time. * Please refer to Quality Assurance Guidelines, page 29-30, for more information on outcome measurement*

- M.** 1. _____ Number families served in a 12 month period
 2. _____ Number of families served with 1 or fewer high needs characteristics
 3. _____ Number of families served with 2 or more high needs characteristics
 4. _____ Number children served in a 12 month period

- N.** 1. _____ Number of years affiliate will offer services to families
 Will affiliate offer services year-round? ☐ Yes ☐ No
 2. _____ Percentage of families receiving services for at least 24 months

- O.** 1. _____ Percentage families with a family-centered assessment documented within 90 days and updated annually*
 2. _____ Percentage families with at least 1 goal developed and documented during the program year*
 3. _____ Percentage of families that met 1 or more goals by the end of the program year

- P.** 1. _____ Percentage of families from M.2. above that receive at least 12 visits per year*
 2. _____ Percentage of families from M.3. above that receive at least 24 visits per year*

What outcomes will your affiliate be tracking and summarizing?
 (check all that apply)

Short-Term Outcomes:

- ☐ Increase in healthy pregnancies and birth outcomes
☐ Increase in parents' knowledge of their child's emerging development and age-appropriate child development
☐ Improved parenting capacity, parenting practices and parent-child relationships
☐ Early detection of developmental delays and health issues
☐ Improved family health and functioning

Intermediate Outcomes:

- ☐ Improved child health and development
☐ Prevention of child abuse and neglect
☐ Increased school readiness
☐ Increased parent involvement in children's care and education
☐ Other (specify):
☐ None at this time



Affiliate Plan: The Next Step

Projected Outputs: *How many?*

To answer this section, make your best estimate for when your program is at full implementation capacity. *Please refer to the Quality Assurance Guidelines, page 33-35, for the minimum levels expected by the national office to be sufficiently meeting these service delivery essential requirements.

Q. 1. _____ Total # of group connections offered in a year*

2. _____ Percentage of families attend at least one group connection/year

R. 1. _____ Percentage of children receiving a complete screening within 90 days of enrollment (or by 7 months of age for infants enrolled prior to age 4 months) and annually thereafter.*

At minimum, a complete screening includes: A developmental screening using Parents as Teachers approved tools, along with completion of a health review which includes a record of hearing, vision, and general health status. Developmental screening must include language, intellectual, social-emotional and motor development.

S. 1. _____ Percentage of families connected to at least 1 community resource each year (includes screening referrals)*

T. 1. _____ Percentage of families that leave the affiliate annually (attrition) before the child ages out or the service cycle is completed (We recommend no more than 15%)

U. 1. _____ Percentage families providing feedback during the program year about the services they've received.

V. Additional Outputs (please explain or attach):



Outcomes: Expected measurable changes in the next 1 to 3 years?

To answer this section, make your best estimate at the current time.

*** Please refer to Quality Assurance Guidelines, page 29-30, for more information on outcome measurement**

How will you measure changes in the outcomes on p.7? Please be specific about outcome tools and indicators that will be tracked and any targets already established (see Quality Assurance Guidelines, p. 29 for examples):

☐ We have not yet determined how we will specifically measure change.



Affiliate Narrative:

Please provide a 2 page description of your affiliate that addresses the following:

- > Targeted population, including high-risk populations targeted for recruitment
- > Eligibility criteria / prioritized populations
- > Geographic area served (please include County, and Federal/State congressional district)
- > Coordination with other early childhood, family support, & community programs, including other home visiting models in your community
- > Description of how the Parents as Teachers model of home visiting fits with the goals of your agency/organization as a whole
- > Brief description of other services provided by your agency/organization
- > Description of your organizational structure (i.e. organizational chart) that includes oversight/supervision of the Parents as Teachers program
- > Recruitment plan, including:
 - Demographic characteristics of target populations
 - Child ages that recruitment efforts will target
 - Other agencies supporting affiliate recruitment efforts (through referral, flyers, etc.)
 - Planned recruitment methods (advertisement, recruitment events, etc.)
- > Explanation of caseload size & visit frequency (include projected high needs characteristics)

Implementation Timeline:

Please attach a timeline for implementation that includes both a timeframe and narrative for each of the following implementation activities:

**You may use the timeline submitted to your funder if it contains all of the items below.*

- > Staff recruitment & hiring process
- > Development of affiliate policies and procedures
- > Parents as Teachers Foundational & Model Implementation (FMI) training, and Foundational 2 training (if applicable) for staff
- > Affiliate training & orientation practices: List all agency-specific trainings, funder-specified trainings, and orientation to policies & procedures
- > Ramp up of service delivery / building caseload to capacity
- > Recruitment plan
- > Development of Resource Network
- > Development of Advisory Committee: Include description of committee members, recruitment for committee, goal of committee & committee meeting schedule. If part of a larger board or committee, describe how Parents as Teachers specific activities are included.
- > Plan for communicating with and engaging local, state, and national stakeholders, including policymakers



Section IV. FISCAL ASSURANCES

\$	= Your affiliate's total annual funding for Parents as Teachers affiliate services (include both direct funding and in-kind in this total)						
Business Name (from company W-9)* :							
Billing Contact Name:							
Affiliate Supervisor Name (if different from above):							
Billing contact Address:				City:	State:	Zip:	
Billing Contact Phone Number: () - ext.				Billing Contact Email:			
<i>*Please submit a copy of your agency's W-9 form for our records.</i>							
		Budget Items for Implementing the Parents as Teachers Model	Estimated Costs (Actual Costs May Vary)	Resources Allocated?*			Please explain any No answers
				Yes, Funded directly	Yes In kind	No	
Start Up (One time costs)	A	Parents as Teachers Initial training and curriculum costs ¹ (Initial training costs <u>do not include travel and lodging expenses</u> , which may be needed for participation in training)	\$1110 per parent educator & supervisor for Foundational and Model Implementation Training, Curriculum				
	B	Technology – cell phone, tablet or computer, one per staff member, office furniture	Costs will vary based on the technology items selected				
	C	Books, toys, and non-consumable materials	\$300 per parent educator				
	D-1	Developmental screening expenses ²	\$275 (ASQ-3 cost; additional training costs may apply)				
	D-2	Developmental screening expenses - Social/Emotional domain ²	\$225 (ASQ-SE2 cost; additional training costs may apply)				
	D-3	Hearing screening expenses (use of OAE is optional) This line item may not apply for your program.	\$3600-\$4200 (OAE cost; additional training costs may apply)				
	E	Family-centered assessment ²	Costs will vary based on Family Centered Assessment chosen				
	F	Outcomes measurement tools (may be determined by funding requirements)	Costs will vary based on the outcome tools selected				



		Budget Items for Implementing the Parents as Teachers Model	Estimated Costs (Actual Costs May Vary)	Resources Allocated?*			Please explain any No answers
				Yes, Funded directly	Yes In kind	No	
Annual Recurring Costs	G	Parent educator salaries (national average – may be higher or lower)	\$35,000/year + 30% benefits				
	H	Supervisor salary (minimum 4 hours/weekly per parent educator)	\$50,000/year + 30% benefits				
	I	Support staff (2 hours per parent educator & supervisor)	\$28,000 + 30% benefits				
	J	Consumables and incentive costs (books for families, brochures, materials for parent-child activities, etc.)	\$50 per family per year				
	K	Group connections (e.g. materials, refreshments, guest speakers, etc.)	Minimum 12 meetings per year, budgeted at \$100 per meeting				
	L	Annual professional development costs	\$350 per parent educator and supervisor				
	M	Office supplies, copier, printer, phone, fax, internet access	Costs vary based on program design & agency resources				
	N	Transportation costs for parent educators conducting personal visits and supervisor transportation for observation of staff and other work-related transportation	Estimate miles per visit with desired number of visits per month per family (for Supervisors use 50% of parent educator travel. Rural communities may need to budget more.				
	O-1	Affiliation Fee ¹	\$3,850 Initial fee. **Affiliates completing new or updated Affiliate Plans are subject to the \$3,850 initial fee. Please contact your technical assistance provider for more information After the initial fee, the Affiliate Fee decreases to \$1,650 per year				
	O-2	Parent educator renewal fees ¹	Renewal Fees do not apply in Year 1. After Year 1, Renewal Fees are \$150 per parent educator				
	P	Indirect costs by your organization for human resource expenses, liability insurance, overhead: insurance, office space, administrative costs, utilities, internet, cell/office phones etc.	Optional: Refer to your organizational policies for guidance.				

¹ Please note that fees are subject to annual increases; the amounts for the costs listed on this worksheet are accurate as of 7/1/16.

² The specific developmental screenings & family centered assessment listed in this budget are examples of recommended (not required) tools. Please refer to the Quality Assurance Guidelines for more information about other recommended tools



Section V. TERMS OF AGREEMENT FOR AFFILIATES

These terms are signed at the initiation of a Parents as Teachers affiliate and then annually thereafter.

As a condition of affiliation with Parents as Teachers, your organization agrees to implement all of the **Parents as Teachers Essential Requirements** which include those outlined in Sections II and III of your Affiliate Plan as well as the following:

- 1) **Attendance at required Foundational and Model Implementation Training prior to providing services to families.** New parent educators and supervisors will attend the Parents as Teachers Foundational and Model Implementation Trainings and successfully complete all requirements for certification before delivering the Parents as Teachers model or supervising parent educators.
 - > Each parent educator and new supervisor is required to attend the Foundational and Model Implementation trainings. New supervisors in existing affiliates must, at a minimum, attend the Model Implementation training. Neither supervisors nor parent educators are allowed to train others in the Parents as Teachers model.
 - > The supervisor reviews either the Affiliate Plan (if a new affiliate) or the Affiliate Performance Report (if an existing affiliate) with each new parent educator before trainings.
- 2) **Use of the Foundational Personal Visit Plans and Personal Visit Planning Guide from the Foundational curriculum to design and deliver personal visits to families.**
 - > The previous Parents as Teachers curricula, Born to Learn Prenatal-3 years, and Born to Learn 3 years-Kindergarten entry, are outdated and may not be utilized in any form when delivering services to families, including the use of parent handouts and activity pages.
- 3) **Annual recertification for all Parent Educators, including: completion of the required number of competency-based professional development hours per year, completion of ethical agreement, and payment of individual renewal fee (currently \$150)³.**
 - > 1st year of certification: 20 clock hours of professional development required
 - > 2nd year after certification: 15 clock hours of professional development required
 - > 3rd year after certification and beyond: 10 clock hours of professional development required
- 4) **Accurate completion and submission of the Affiliate Performance Report (APR) to the national office by the required date each year.**
APR data focuses on service delivery and program implementation; affiliates use data in an ongoing way for purposes of continuous quality improvement.
- 5) **Should your affiliate elect to use the Parents as Teachers data system, Penelope, you must review and complete the Parents as Teachers Data Sharing documents.**
This includes a Business Associate Agreement if the affiliate must comply with the HIPAA (Health Information and Patient Accountability Act) rule either as part of a covered entity or as a business associate.
- 6) **Participation in the quality endorsement and improvement process,** which includes measurement of and adherence to both Essential Requirements and Quality Standards in your 4th year of implementation and every 5 years thereafter.
- 7) **Payment of initial \$3850 Affiliate fee and annual \$1650 Affiliate Renewal fee by required date each year. *New affiliates and existing affiliates submitting an updated Affiliate Plan pay a \$3850 initial fee.**
- 8) **The affiliate agrees to share any Parents as Teachers research or evaluation findings with Parents as Teachers National Center.** This includes evaluation and research publications, reports, summaries, or presentations that share the impact of Parents as Teachers on parent or child outcomes.

☐ I have read the above and agree to comply with the terms set forth.

Printed name of person with signature authority in the organization

Date

Organization/Affiliate Name: _____

³ Fees are subject to annual increases; amounts listed are accurate as of 7/1/16.



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Affiliate ID: _____ ☐ New ☐ Existing

Expansion in funding: ☐ Yes ☐ No

Date of FMI Training: _____

For Existing Affiliates:

Total number of Parent Educators: _____

Number of Parent Educators to train: _____

Renewals up to date: ☐ Yes ☐ No ☐ N/A

Affiliate fee up to date: ☐ Yes ☐ No ☐ N/A

Billing Date: _____

Is billing contact same as affiliate contact: ☐ Yes ☐ No

If not, who should be billed: _____

W-9 Received and Uploaded: ☐ Yes ☐ No

Penelope Forms Submitted:

Affiliate Access and Relationships: ☐ Yes ☐ No ☐ N/A

Business Associate Agreement: ☐ Yes ☐ No ☐ N/A