

Email message sent on October 17, 2013  
Subject: Parents as Teachers October Update

### **Affiliate Programs and Approved PAT Curriculum Users**

In Missouri, Parent Education and Screening services can be delivered by either an Affiliate Program or Approved PAT Curriculum User. It is important to remember that **all** programs must meet the requirements of the most current ECDA Administrative Manual (Revised February, 2013). Attached is a document outlining the department's ECDA Administrative Manual requirements for reimbursement and the Essential Requirements from the PAT national office. This document can be used to assist programs with planning for continuous quality improvement.

### **Payments in ePeGs**

Invoicing for Parent Education and Screening services is located in ePeGs. Approximately \$1.2 million is scheduled to be paid out in the October school payment based on the Payment Requests submitted in September. If you have not submitted an Invoice and Payment Request please go to the Early Learning website for directions. It is important to note that there are two steps for submitting a request for payment. The first step is to have the Data Entry user enter all services provided to date on the invoice page. Once the information is entered and correct the Data Entry user must click on the Complete button. After the Invoice is Complete the second step is for the Authorized Representative to Create the Payment Request, review the information and if it is correct, submit. All Payment Requests must be submitted by the last day of the month in order for the payment to be processed for payment in the following month's school payment.

### **MOSIS Information**

For 2013-14, PAT educators are being evaluated for appropriate certification. Educators with PAT course codes (887800 and 887897) will be checked against the PAT national office database to verify renewal information. For new parent educators, the Early Learning section will also be verifying completion of the Health, Hearing and Vision Training and the ASQ training. Currently, the Staff Assignment Report for 2013 – 14 displays "Licensed Required" for all PAT educators, but this message will eventually be cleared for those educators who meet the specified criteria.

For 2012-13 and prior years, the Staff Assignment Report will not display appropriate certification evaluations for PAT educators.

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## 2013-14 Parent Education and Screening Services

In Missouri, all school districts must provide Parent Education and Screening services as outlined in the ECDA Administrative Manual. This manual provides programs with the minimum requirements for providing these services for reimbursement through the Department.

The PAT national office provides the approved curriculum and training for these services to be used by either Model Affiliates or Approved Parents as Teachers Curriculum Users. These two designations will affect the fees assessed and the benefits available to programs through the PAT national office. Programs should review the Frequently Asked Questions document and the Price Sheet that is available on the national office website for additional information.

The document below can be used to assist programs in the delivery of Parent Education and Screening services in Missouri. The first column provides the ECDA Requirements for reimbursement that all programs must meet in order to be eligible for reimbursement. The reimbursement is the same for each district regardless of the programs designation (Model Affiliate or Approved Parents as Teachers Curriculum User). The second column is for programs to document their plan for continuous quality improvement. In the final columns are the Essential Requirements for Affiliation and organizational categories. All programs should be using these requirements as additional guidance for quality programming.

FY14 ECDA Administrative Manual DESE, Early Learning Section 573/751-2095	District Plan	ESSENTIAL REQUIREMENTS PAT national office Ann Young, Manager of Missouri Affiliations 314/432-4330 ext. 211	AREAS	
<p><u>1.1.2</u> School districts must provide, at a minimum, the four components of a PAT program including family personal visits, group connections, developmental screenings and access to a resource network.</p> <p><u>1.5.1</u> PAT services should be available for 12 months to better accommodate the needs of families. At a minimum, PAT services must be available throughout the school year.</p> <p><u>1.5.2</u> All participating families must be provided family personal visits, developmental screenings for children, access to group connections and a resource network.</p>		<p>1. Affiliates provide at least two years of services to families with children between prenatal and kindergarten entry.</p>	Infrastructure and Staffing	Organizational Design
<p><u>1.3.1</u> All individuals being considered for a parent educator position must meet the minimum requirements to be employed.</p> <ul style="list-style-type: none"> <li>- Certification or 4 year degree in Early Childhood Education, Early Childhood Special Education, Elementary Education, Vocational Home Economics or Family and Consumer Sciences or Child Development, or</li> <li>- Two-year associate degree or two-year certificate program in Early Childhood Education, Child Development, or Nursing and demonstrate an ability in working with families, or</li> <li>- Sixty semester hours or more of credit from an academic degree granting institution and two years of experience in a program working with families, or</li> <li>- Five years of experience in a program working with families.</li> </ul>		<p>2. The minimum qualifications for parent educators are a high school diploma or GED and two years' previous supervised work experience with young children and/or parents.</p> <p>*Note this is less than the DESE requirements.</p>		

## 2013-14 Parent Education and Screening Services

FY14 ECDA Administrative Manual	District Plan	ESSENTIAL REQUIREMENTS	AREAS	
<p><u>1.2.1</u> Parents as Teachers programs must establish a Community Advisory Committee. This committee should meet every six months, or at a minimum, annually to support and advise the activities of the program.</p>		3. Each affiliate has an advisory committee that meets at least every 6 months.	Leadership and Administration	Organizational Design (cont.)
N/A		4. Each affiliate follows the standard guidelines regarding copyright, trademark and logo use established by Parents as Teachers.		
No requirement at this time.		5. Each month, parent educators working more than .5 FTE participate in a minimum of two hours of individual reflective supervision and a minimum of two hours of staff meetings and parent educators working .5 FTE or less participate in a minimum of one hour of reflective supervision and two hours of staff meetings.	Supervision	
No requirement at this time.		6. Each supervisor, mentor or lead parent educator is assigned no more than 12 parent educators, regardless of whether the parent educators being supervised are full-time or part-time employees.		
<p><u>1.4.1</u> Parent educators must have completed either the Born to Learn Curriculum or the Foundational and Model Implementation training provided by the Parents as Teachers national office. By July 1, 2014, every parent educator must be trained in the Foundational Curriculum and Model Implementation.</p> <p><u>1.1.1</u> School districts must designate a PAT supervisor who is familiar with the program and can provide leadership for the district's program. Supervisors must complete a training approved by DESE.</p>		7. All new parent educators in an organization who will deliver Parents as Teachers services to families attend the Foundational and Model Implementation Trainings before delivering Parents as Teachers; new supervisors attend the Model Implementation Training. <sup>2</sup>	Training for New Parent Educators and Supervisors	Training, Supervision and Professional Development
<p><u>1.3.2</u> Parent educators must be trained in the Foundational and Model Implementation, renew annually through the PAT national office and develop a professional growth plan cooperatively with their program supervisor annually.</p>		8. Parent educators obtain competency-based professional development and renew certification with the national office annually.	Competency-based Professional Development and Annual Recertification	
No requirement at this time.		9. Parent educators complete and document a family-centered assessment within 90 days of enrollment and then at least annually thereafter, using an assessment that addresses the Parents as Teachers required areas.	Assessment	Parents as Teachers Services
<p><u>1.9.2</u> Parent educators connect families to resources that help them reach their goals and address their needs.</p>		10. Parent educators develop and document goals with each family they serve.	Goal-setting	

## 2013-14 Parent Education and Screening Services

FY14 ECDA Administrative Manual	District Plan	ESSENTIAL REQUIREMENTS	AREAS
<p><u>1.6.1</u> Parent educators providing family personal visits must utilize the curriculum for which they have been trained by the PAT national office. By July 1, 2014, all family personal visits will be provided using the Foundational Curriculum and implementing the PAT Approach.</p> <p><u>1.6.2</u> Family personal visits must, at a minimum, be 50 minutes in length and be provided by a certified parent educator.</p>		11. Parent educators use the foundational visit plans and planning guide from the curriculum to design and deliver personal visits to families.	Personal visits are delivered by model certified parent educators and defined by their focus on 3 major areas of emphasis: parent-child interaction, development-centered parenting and family well-being.
<p><u>1.6.3</u> All participating families may be offered, at minimum, monthly family personal visits during the program year. Families who meet one or more high needs characteristics should be offered at least twice monthly family personal visits.</p> <p><u>1.6.4</u> Teen families who are participating in PAT services may be provided family personal visits in a group setting with other teen families.</p>		12. Families with 1 or fewer high needs characteristics receive at least 12 personal visits annually and families with 2 or more high needs characteristics receive at least 24 personal visits annually.	
<p>No requirement at this time.</p>		13. Full time 1st year parent educators complete no more than 48 visits per month during their first year and full time parent educators in their 2nd year and beyond complete no more than 60 visits per month.	
<p><u>1.8.1</u> The program should offer at least 12 group connections annually.</p> <p><u>1.8.2</u> Group connections are, at at minimum, 50 minutes in length and provide families with parent education information.</p> <p><u>1.8.3</u> Group connections should focus on parent-child interaction, development-centered parenting, and family well-being throughout the year. Meetings incorporate child development information for children under the age of kindergarten entry.</p>		14. Affiliates deliver at least 12 group connections across the program year.	

Parents as Teachers Services (cont.)

## 2013-14 Parent Education and Screening Services

FY14 ECDA Administrative Manual	District Plan	ESSENTIAL REQUIREMENTS	AREAS	
<p><u>1.7.1</u> All children of participating families between the ages of three months to kindergarten entry should receive a complete screening, including health, hearing, vision, dental and general development.</p> <p><u>1.7.2</u> Screenings must be provided using a DESE approved screening instrument by a trained educational professional. Results of those screenings must be shared with parents through a face to face conference in addition to a written summary of the results.</p> <p><u>1.7.3</u> Screenings outside the public school system must include a consent form completed by the parents that allows the information to become part of the child's school record.</p>		15. Screening takes place within 90 days of enrollment for children 4 months or older and then at least annually thereafter (infants enrolled prior to 4 months of age are screened prior to 7 months of age). A complete screening includes developmental screening using PAT approved screening tools, along with completion of a health review which includes a record of hearing, vision, and general health status. Developmental domains that require screening include language, intellectual, social-emotional and motor development.	SCREENING	Parents as Teachers Model Components (cont.)
<p><u>1.9.1</u> A network of resources must be identified listing the current contact information for programs and services within the community that provide information and/or services to families.</p> <p><u>1.9.2</u> Parent educators connect families to resources that help them reach their goals and address their needs.</p>		16. Parent educators connect families to resources that help them reach their goals and address their needs.	RESOURCE NETWORK	
<p><u>1.5.3</u> The program must evaluate the effectiveness of parent education and screening services annually.</p>		17. At least annually, the affiliate gathers and summarizes feedback from families about the services they've received, using the results for program improvement.	Family Feedback	Evaluation & Continuous Quality Improvement
<p><u>1.1.4</u> All school districts, regardless of contractual agreements, must submit to DESE a Compliance Plan, Invoices, a Final Report, and any other report deemed necessary by DESE.</p> <p><u>1.1.6</u> All school districts contracting PAT services with another school district, public agency, or state-approved not-for-profit agency are required to have available, for review by DESE, a contract outlining the agreement.</p>		18. The affiliate annually reports data on service delivery and program implementation through the Affiliate Performance Report: affiliates use data in an ongoing way for purposes of continuous quality improvement. <sup>3</sup>	Affiliate Performance Report	

**There are additional DESE requirements under:**

- 1.1 Administration
- 1.10 Verification and Retention of Records
- 1.11 Reporting and Reimbursements.

<sup>2</sup> Organizations newly implementing the Parents as Teachers model must receive approval for their Affiliate Plan before registering staff for Foundational and Model Implementation Training. Parent educators certified prior to January 1, 2011, who are with an existing program must attend Foundational Training and a Model Implementation Retraining prior to July, 2014; supervisors who have been with an existing program must attend a Model Implementation Retraining prior to July, 2014.

<sup>3</sup>Timely reporting requires that the Affiliate Performance Report be completed no later than August 15.