

Parents as Teachers Professional Learning Communities Questions & Answers

The following questions and answers were gathered at the Parents as Teachers (PAT) Professional Learning Communities (PLC's) in September and are provided as a support piece for local school districts as they plan for the delivery of services. It is important for all PAT staff to read the [Early Childhood Development Act \(ECDA\) Administrative Manual](#) and the Parents as Teachers National Center's (PATNC) [Quality Assurance Guidelines](#) to ensure families receive high quality parent education services.

The Missouri Department of Elementary and Secondary Education (Department)

Funding

1. How are allocations determined?

Allocations are determined in July once the Department's budget is approved. The allocation for school districts are set based on their previous year's allocation and services provided along with the available funds set forth in the Department's budget for PAT services.

2. Where can I find reimbursement information for curriculum training?

This information can be accessed through the Department's Early Learning website under the Parents as Teachers/Funding heading.

Reporting

3. What do I need to report to the Department?

The Department requires programs to report information in two systems, the Web Application System and the Core Data/MOSIS System.

The Web Application System has two reporting pieces that apply to PAT programs:

- [Compliance Plan](#) – Due annually on May 15th and covers the school district's plan for delivering services for the next year.
- [ePeGS](#) – The system for reporting services and requesting payment. For further information see [Payment Request Instructions](#).

The Core Data/MOSIS System:

- MOSIS Numbers – The age eligible children involved in family personal visits must be assigned a MOSIS number.
- Screen 3 – A PAT Administrator and PAT Contact must be listed.
- Screen 18 – Report each parent educator who delivers PAT services for the school district.

4. When and how often do we submit invoices and payment requests for reimbursement?

School districts should submit monthly Invoices and Payment Requests reporting all the services provided to date in a cumulative format as required by the Department. This means that each Invoice and Payment Request submitted will reflect an accumulation of services since the start of the year. The last day for submitting is April 1st. After April 1st the Final Invoice and Final Payment Request will be made available and both are due May 15th.

5. Who gets a MOSIS number?

All children participating in family personal visits must be assigned a MOSIS number by the school district.

6. How do programs assign a MOSIS number for a PAT child?

To generate a MOSIS number, the PAT program must collect the following information on each child:

- First Name
- Last Name
- Ethnicity
- Gender
- Date of Birth

Once the information is collected it is recommended that the program staff work with the school district's MOSIS contact person to conduct a search. The search will help to ensure children are not assigned multiple MOSIS numbers. This search can be done by individual child or by groups (a batch search) prior to assigning MOSIS numbers. The MOSIS contact person has been provided with training by the Department to complete this process.

Professional Development

7. What professional development is required for 1st year parent educators?

The Department requires 1st year parent educators to complete the following:

- 1 hour observation of an experienced parent educator;
- 5 hours of *Health and Developmental Screening*;
- 3 hours of Family Personal Visit Consultation (FPVC) provided by the Department; and
- 11 hours of professional development from the Department's PLC's, the PATNC or other related Early Childhood workshops or conferences, such as the Conference on the Young Years.

**Please note that no more than five hours of training may occur in-district.*

8. What professional development is required for experienced parent educators?

2nd year parent educators must complete 15 hours of professional development. 3rd year and beyond must complete 10 hours of professional development.

**Please note that no more than five hours of training may occur in-district.*

9. What professional development does the Department offer?

The Department offers PAT PLC's that are available across the state. Additional information regarding dates and topics for the PLC's can be found on the Department's Early Learning website.

Also available is the Conference on the Young Years (CYY) in March. This is a statewide early childhood conference specific to individuals providing early childhood services. This information is also available on the Department's website with registration available in December.

The Parents as Teachers National Center (PATNC)

Affiliate Status and MO PAT Programs

10. What are the three Affiliate Models and what requirements have to be met for each level?

- Blue Ribbon Affiliates – Affiliate Performance Report (APR) data demonstrates that the program meets all 17 Essential Requirements plus successfully completes the PATNC Quality and Endorsement Improvement Process and meets 75% of those Quality Standards.
- Model Affiliates - APR data demonstrates that the program meets all 17 Essential Requirements.
- Provisional Affiliates - New affiliates and those whose APR do not demonstrate that they are meeting all 17 Essential Requirements. This is an

interim and temporary designation. Programs complete Success Plans and receive technical assistance to help them meet model fidelity.

For additional guidance refer to Technical Assistance (TA) Brief titled [Model Fidelity and Affiliate Status Update](#).

11. What are we called if our school district's PAT program does not fit any of the three Affiliate Models?

Programs who do not meet affiliate status are referred to as Missouri PAT Programs. These programs have not yet committed to affiliation, but are actively working on meeting the Essential Requirements as required by the Memorandum of Understanding (MOU) between the Department and the PATNC.

12. Do any PAT programs in Missouri pay affiliation fees to the PATNC?

No. The MOU allows access to an affiliate status with no fee required from the school district.

Reporting

13. What do I need to report to PATNC?

School districts must complete the annual APR. The APR is required for both Affiliate Programs and Missouri PAT Programs. Missouri PAT Programs complete the Short Form version of the APR.

14. Do Missouri school districts pay subscription renewals for access to the curriculum?

Yes. Each Missouri parent educators must renew their annual subscription fee of \$150 for Foundational I and \$40 Foundational II. School districts that have more than twelve parent educators will only be charged for the first twelve subscriptions.

Quality Assurance Guidelines (QAG)

15. Where can I find the QAG and the 17 Essential Requirements?

The *Quality Assurance Guidelines* can be accessed through the PATNC's website under the Results Tab/Fidelity and Quality. The 17 Essential Requirements are found in Appendix B, pages 33-35, of the QAG.

16. Who do I contact if I have questions about the Quality Assurance Guidelines?

Contact:
Kathy Hall, Program Support Coordinator
314-432-4330 ext. 271
Kathy.Hall@parentsasteachers.org

17. What goes in the family file when working on lesson plans and personal visit plans?

The Planning Guide is a requirement for the family file and should contain, at a minimum, the first page of the Foundational Lesson Plans #1- #8. The complete Planning Guide is required for the family files for all visits after the eighth visit.

18. What is the *Participation Agreement and Consent of Services*?

A sample *Participation Agreement and Consent of Services* is available on the Parents as Teachers website under Affiliate Updates. The document outlines the services your Parents as Teachers programs will provide, as well as the rights and responsibilities of families receiving those services. For additional guidance on the use of the document refer to TA Brief #10, [Participation Agreement and Consent for Services](#).

19. Is there a promo code for the Parents as Teachers discount through the e-store?

All school districts in Missouri automatically receive a 15% discount when purchasing Knowledge Studio products through the PAT website. This discount is received at checkout.

Penelope

20. We have heard that Parents as Teachers will not be using Penelope as the preferred data system. Is this true?

PATNC is committed to Penelope and believe it is a valuable tool for affiliates. They are committed to continued enhancements to the system.

Family-Centered Assessment

21. Can you combine two family assessment tools or create your own assessment tool?

A program can combine tools or produce their own; however, the tool must cover the seven areas outlined on pages 18-19 of the QAG.

22. Does the family assessment tool have to stay in the family file?

If your school district chooses to use a family assessment tool it would be appropriate to include it in the family file. The family assessment tool should be used in partnership with the family for goal setting and to support family well-being.

23. Is there training for the Mid-America Head Start Family Assessment?

There is not a training specific to the Mid-America Head Start Family Assessment. The November PLC's provided by the Department will focus on ways to gather and organize information that will help parents make decisions and set goals. For additional guidance on the information on family assessment tools refer to TA Brief #2, [Guidance for Family-Centered Assessment](#).

Local School District

Staffing

24. Where can I find a sample job description for the PAT Supervisor and the parent educator?

Sample job descriptions can be found in Appendix E, pages 40-41 of the QAG.

Program Structure

25. How do school districts decide which families to serve and at what frequency family visits should be provided?

This decision guided by the reimbursement priorities established by the Department's [Priorities/Reimbursement](#) document.

For additional considerations refer to:

- The ECDA Manual, Section 1.6.3
- The QAG
 - Pages 19-21
 - The *Policies and Procedures* document, Appendix D, pages 38-39
 - The *17 Essential Requirements*, specifically #11 and #12

26. What do school districts do if there are more families interested in services than they are able to serve?

School districts are encouraged to maintain a waiting list of families who have requested PAT services but due to allocations are not receiving family personal visits. This information is required as part of the Invoicing process for PAT.

Group Connections

27. Are there funding resources or stipends for group connections?

There is not a reimbursement specific to group connections from the Department. The school district will need to determine the funds available through their PAT allocation, local funding, etc. and budget accordingly for the group connections.

28. How do small school districts provide group connections?

School districts are encouraged to partner with other district/community early childhood programs such as Title I, local library, fire department or local health department. Refer to page 22 of the QAG for additional information regarding the criteria for group connections.

29. Do teen group connections count toward the required group connections outlined in the 17 Essential Requirements document?

No. Teen group connections that are reported to the Department for reimbursement as a personal visit will not count towards the required 12 group meetings outlined in the Essential Requirements.

30. What is the difference between teen visits and group connections?

Teen families who are participating in PAT services may be provided with group connections **specific to teen parenting issues**. This contact for teens will be reported as a family personal visit. Refer to the *ECDA Administrative Manual*, page 14.

Supervisor/Program Management

31. Where do I find information on reflective supervision?

Refer to the QAG, pages 12-15, for information specific to reflective supervision. For additional guidance refer to TA Brief #3, [*Guidance for Reflective Supervision*](#).

32. Do I need to document all reflective supervision meetings?

Supervisors maintain a record of supervision with individual staff as well as individual staff meetings. Such records should include dates, duration and key topics that are covered. Refer to page 12 of the QAG or to the Quality Assurance Blueprint found in the Supervisors Guide on the PAT portal.

33. If I am the only parent educator in my school district, how can I meet supervision requirements and staff meetings?

Refer to pages 13-14 of the QAG for information about how to set up a regularly scheduled time to meet supervision requirements.

34. How do school districts establish a 12 month program?

The school district will establish staffing and procedures that allow services to be provided year round. The Department strongly encourages programs to be available for 12 months to meet the needs of families and children to better support positive outcomes. School districts providing services year round will include those “summer” services on next year’s Invoices.

35. Is there a data management system that is required for school districts to use to assist with record keeping?

No. School districts must be able to provide the required information needed by the Department and the PATNC. It is the school district’s decision which method or system for collecting the data they will use.