

## Parents as Teachers (PAT) Compliance Review Tool

Public schools implementing a Parents as Teachers (PAT) Program with funding administered through the Early Childhood Development Act (ECDA) are encouraged to use this checklist to self-evaluate their program structure and services. The information included is a combination of requirements outlined in the ECDA Administrative Manual provided by the Early Learning section at DESE and recommendations from the Essential Requirements provided by the Parents as Teachers National Center (PATNC). Each item listed in this document represents a requirement or a recommendation to support best practice.

*Public schools who are contracting services with another public school or approved agency are responsible for the requirements outlined in this document.*

**Administration/Program Structure** section includes items specific to supervisor(s), the structure of the PAT program and the required reporting for all Missouri school districts.

**Program Files** are those items outlined in the ECDA Administrative Manual necessary to document program requirements. It is recommended that public schools audit this information quarterly to ensure compliance. Information documented in the Program Files must be retained, at a minimum, for 5 years.

The **Family File Review** are items needed to document the four required components; family visits, developmental screenings, group connections, and a resource network. DESE provides reimbursement to school districts for these services as reported through ePeGS.

It is recommended that PAT supervisors audit files monthly to ensure compliance and accurate reporting. Randomly choose four family files from each parent educator to complete the Individual Parent Educator File Review. Complete the review by indicating each item that is present in the family file.

### **Coding for the Compliance Review Tool**

Met – The district has documented the indicated item as required.

Not Met – The district does not meet the indicated item.

## On Site Parents as Teachers (PAT) Compliance Review Tool

District Name:	District Code:	
Administrator:	Date of Monitoring Visit:	
District PAT Supervisor:		
Participating Staff:		
DESE Review Team:		
<b>Administration/Program Structure</b>		
<b>Program Structure</b>		
A job description for the supervisor position is available and specifically addresses roles and responsibilities of the PAT supervisor.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Supervisor has completed Model Implementation Training. (1.1.1) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Supervisor is assigned to no more than 12 parent educators.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
A job description for the parent educator position is available and specifically addresses roles and responsibilities for providing services.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
All parent educators meet the minimum requirements to be employed. (1.3.1 & 2.3) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Total Number of Parent Educators	___ > than .5 FTE	___ .5 FTE or <
Total Parent Educators Model Certified (1.4.1) Required	___ Foundational/Model	___ Foundational 2
Program is structured to 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. (1.1.2) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Program is structured to provide services for at least 9 months (year-round recommended). (1.5.1) Required	<input type="checkbox"/> Services available 12 months for all families. <input type="checkbox"/> Services available, at a minimum, 9 months with some families receiving extended services. <input type="checkbox"/> Services available 9 months for all families. <input type="checkbox"/> Not Met	
Program Structure Comments:		

<b>Budget</b>		
Supervisor has a plan for accessing 100% of PAT Allocation. (2.11) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
The district ensures that state funds reimbursed for PAT services rendered may be used only to provide PAT services. (1.1.5) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Budget Comments:		
<b>Policies and Procedures</b>		
Program provides a systematic method for storing required documentation and it is readily available for review by DESE. (1.1.3) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Program has an established process for transfer of Cumulative Files (Exit Record, Health Record, Screening Protocols and Screening Summaries) to each participating child's elementary attendance building. (1.10.2 & 2.10) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Policies and Procedures Comments:		
<b>Direct Supervision</b>		
Supervisor assigns caseload(s) to parent educators at the beginning of the program year and as new families enroll.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Supervisor monitors management of parent educator(s) caseloads regularly.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Direct Supervision Comments:		
<b>Data Monitoring and Reporting</b>		
Program provides a resource network directory accessible to parent educators and families.(1.9.1) Required	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
The district has a current submitted and approved Compliance Plan.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
The district has reported the supervisor(s) and all parent educator(s) in Core Data.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
The district has reported all the children receiving family visits in MOSIS.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
The district submits Payment Requests through ePeGS monthly.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met

Data Monitoring and Reporting Comments:

**Program Files**

**Group Connections (1.8.3 & 2.8) Required**

Group Connections are planned and promoted in advance.

Not Met

Met

Group Connections are, at a minimum, 50 minutes in length.

Not Met

Met

Group Connections are designed to include one or more of the three areas of emphasis; parent-child interaction, development-centered parenting and/or family well-being.

Not Met

Met

Group Connections are staffed by at least one model-certified parent educator or PAT supervisor. (Essential Requirement - 13) Recommended

Not Met

Met

**Group Connection Documentation: (2.8) Required**

Group Connection Planning Guide and Record

Not Met

Met

Handouts

Not Met

Met

Sign-In sheets

Not Met

Met

Group Connection feedback forms

Not Met

Met

Group Connections Comments:

**Summary of Services (2.10) Required**

Summary of Services is available

Not Met

Met

Summary of Services Comments:

**Advisory Committee Documentation: (1.2.1 & 2.2) Required**

Committee meets every six months

Not Met

Met

Membership list

Not Met

Met

Dated agendas from meetings

Not Met

Met

Sign-in sheets	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Minutes from the meetings	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Advisory Committee Documentation Comments:		
<b>Supervision Records of Parent Educators (Essential Requirement - 4) Recommended</b>		
Monthly Individual Reflective Supervision sessions meet requirements (.5 FTE or < = 1 hour; .5 FTE or > = 2 hours per month).	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Monthly Individual Reflective Supervision is documented.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Monthly staff meetings are held.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Monthly staff meetings are documented.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Supervision Records Comments:		
<b>Professional Development Records for Parent Educators (1.3.2 &amp; 2.3) Required</b>		
All parent educators meet the required hours of professional development.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
All parent educators have a professional growth plan that is developed cooperatively with the program supervisor. The growth plan is documented and available for review.	<input type="checkbox"/> Not Met	<input type="checkbox"/> Met
Professional Development Records Comments:		
<b>Family Files (2.6 &amp; 2.10) Required (See Individual Parent Educator File Review document).</b>		