

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.

It is recommended that PAT supervisors audit files to ensure compliance and accurate reporting. Randomly choose 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

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| District Name: | District Code: | |
| Administrator: | Date of Monitoring Visit: | |
| District PAT Supervisor: | | |
| Participating Staff: | | |
| Program Designation: <input type="checkbox"/> Blue Ribbon Affiliate <input type="checkbox"/> Model Affiliate <input type="checkbox"/> Provisional Affiliate <input type="checkbox"/> Missouri PAT Program | | |
| The district currently contracts with another district to provide PAT services: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| DESE Review Team: | | |
| Administration/Program Structure | | |
| Supervisor | | |
| 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 Foundational Training. | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Supervisor has completed Model Implementation Training. | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Supervisor Comments: | | |
| Parent Educator(s) | | |
| A job description for the parent educator position is available and specifically addresses roles and responsibilities for providing services. (2.3) Required | <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 & 2.4) Required | ___ Foundational/Model | ___ Foundational 2 |
| Parent Educator Comments: | | |
| Program Structure | | |
| 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. (1.1.3) Required | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |

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| <p>Program is structured to provide services for at least 9 months (year-round recommended). (1.5.1) Required</p> | <ul style="list-style-type: none"> <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 | | |
| <p>Program Structure Comments:</p> | | | |
| <p>Budget</p> | | | |
| <p>Supervisor has a plan for accessing 100% of PAT Allocation. (2.11) Required</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>The district ensures that state funds reimbursed for PAT services rendered may be used only to provide PAT services. (1.1.6) Required</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>Budget Comments:</p> | | | |
| <p>Policies and Procedures</p> | | | |
| <p>Program provides a systematic method for storing required documentation and it is readily available for review by DESE. (1.1.4 & 2.1) Required</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>The program has a procedure for obtaining consent for developmental screenings provided outside the district program that includes all the components of a complete screening including sharing the results with parents.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>The program has a procedure in place for storing Program files for five years that maintains confidentiality of participating families.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>The program has a procedure in place for sharing program information outside of the school district upon parent request that includes a release of information form.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>Program has an established process for transfer of Cumulative Files to each participating child's elementary attendance building. (1.10.2 & 2.10) Required</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |
| <p>Policies and Procedures Comments:</p> | | | |
| <p>Direct Supervision</p> | | | |
| <p>Supervisor is assigned to no more than 12 parent educators.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Not Met</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Met</td> </tr> </table> | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| <input type="checkbox"/> Not Met | <input type="checkbox"/> Met | | |

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| 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. (1.10.2 & 2.10) Required | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Supervisor reviews a family file for each parent educator quarterly during the program year. | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Direct Supervision Comments: | | |
| Data Monitoring and Reporting | | |
| 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. | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Group Connections are, at a minimum, 60 minutes in length. | <input type="checkbox"/> Not Met | <input type="checkbox"/> 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. | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Group Connections are staffed by at least one model-certified parent educator or PAT supervisor. (Essential Requirement - 13) Recommended | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Group Connection Documentation: (2.8) Required | | |
| Group Connection Planning Guide and Record | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Handouts | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Sign-In sheets | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Group Connections Comments: | | |

| Resource Network | | |
|---|----------------------------------|------------------------------|
| 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 |
| Summary of Services (2.10) Required | | |
| Summary of Services is available | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Summary of Services Comments: | | |
| Advisory Committee Documentation: (1.2.1 & 2.2) Required | | |
| Committee meets twice during the program year, every six months | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Membership list | <input type="checkbox"/> Not Met | <input type="checkbox"/> Met |
| Dated agendas from meetings | <input type="checkbox"/> Not Met | <input type="checkbox"/> 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: | | |
| Supervision Records of Parent Educators (Essential Requirement - 4) Recommended | | |
| 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: | | |
| Professional Development Records for Parent Educators (1.3.2 & 2.3) Required | | |
| 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: | | |
| Family Files (2.6, 2.7 & 2.10) Required (See Individual Parent Educator File Review document). | | |