



Appendix A. GUIDANCE FOR COMPLETING YOUR AFFILIATE PLAN

Parents as Teachers welcomes you to our family! The Affiliate Plan is the initial step in building a strong and consistent foundation for implementation of the Parents as Teachers model. It will help you determine appropriate staffing, budget, and program design in order to implement all of the Essential Requirements with fidelity and quality. The Affiliate Plan is closely connected to the Affiliate Performance Report (APR), the performance report submitted to the national Parents as Teachers office annually. The Affiliate Plan is structured as a logic model and links program inputs and activities to outputs and outcomes for families. It is important to keep in mind the impact you will have on families as you develop an Affiliate Plan focused on high quality implementation.

Guidance on Successfully Completing Your Affiliate Plan:

- **Carefully review the most up-to-date version of the *Parents as Teachers Quality Assurance (QA) Guidelines*, including the *Essential Requirements* located on the Parents as Teachers website. **In addition, the essential requirements are in bold italics throughout the affiliate plan.** Refer to the Parents as Teachers Quality Standards and Technical Assistance Briefs for guidance on best practice as it relates to your organizational design. Use the guidance in this document to ensure that your affiliate plan is accurate, complete, and that your organization will meet the essential requirements.**
- **You may not register staff for training until your Affiliate Plan has been approved.** Affiliate plans are reviewed and approved by committee. Please allow at least 3 weeks from the submission date for Affiliate Plan review, feedback, & approval. Once the plan has been approved and parent educators have successfully completed training, your organization will officially become a Parents as Teachers Affiliate.
- Please do not use abbreviations or initials in the plan unless you define them first; if you check an “other” box, please provide additional specifics to the right.
- This version of the Affiliate Plan is editable and will allow for changes and updates during the approval process. **Please save a copy of the Affiliate Plan prior to submitting it.** If needed, the supervisor can make any appropriate changes and submit an updated version of the Affiliate Plan to the national Parents as Teachers office or appropriate State Office.
- If you have questions at any point, please contact your Technical Assistance or Implementation Support provider, your State Office, or the national Parents as Teachers office



Affiliate Plan Section	Instructions for Item Completion
<p>I. BACKGROUND INFORMATION</p>	<p>Parents as Teachers will send all communication regarding your affiliate program to the person listed for the Main Program Contact. This person will need to establish a profile on the Parents as Teachers ebusiness portal. If the main program contact is not the program supervisor, that person must ensure that the supervisor receives communications sent by the state & national offices.</p> <p>If you are completing this plan and you receive federal MIECHV funding, only mark “new” if your organization is <u>not</u> currently operating a PAT affiliate. If your organization is currently operating a PAT affiliate and MIECHV funds are being used to expand services, please mark “Existing”.</p> <p>Please list the names of all staff that will be attending training. If unknown, you MUST provide a list of staff to your TA provider prior to the training registration deadline.</p> <p>All Parent Educators must attend Foundational & Model Implementation training prior to providing PAT services to families. All supervisors in new affiliates must attend Foundational & Model Implementation training. At a minimum, new supervisors in existing affiliates are required to attend Model Implementation training. Parent Educators who will serve families with children age 3 through Kindergarten must also attend Foundational 2 training.</p>
<p>SECTION II. STAFFING, SUPERVISION AND LEADERSHIP</p>	<p>List educational requirements your affiliate has established for Parent educators.</p> <p>Describe, in detail, number of families served, caseload, and work plan for each parent educator. Please carefully review Brief 6 when determining caseload size for parent educators. Guidance provided is for full-time (40 hours/week) parent educators. Part-time parent educators should carry caseloads proportionate to their FTE percentage. For example, a .5 FTE (20 hours/week) parent educator should have a caseload that represents 50% of a FTE caseload.</p> <p>List supervisors & the Parent Educators Supervised, and the hours per week set aside for PAT program management and supervision.</p> <p>Indicate the number of hours of individual reflective supervision for each PE monthly, and the number of hours planned each month for staff meetings.</p> <p>Indicate how frequently the affiliate Advisory Committee will meet. At minimum, the advisory committee should meet at least 2 times per year. It is recommended that affiliates schedule 3 or more advisory committee meetings per year to ensure that should one be cancelled or postponed, the affiliate would still meet the essential requirement of 2 meetings per year.</p>



SECTION III. PARENTS AS TEACHERS AFFILIATE PLAN	Instructions for item completion
A. Funding Sources and Funding Duration	List primary and secondary funding sources from which you will receive funding and select the type for each funding source. Primary funding sources are those which supply 50% or more of the funds to support your PAT services. Secondary funding sources represent 15% or more of your funding. For each funding source, check “yes” or “no” to indicate whether it is renewable or not and check the applicable duration of the funding.
B. Total Number of Parent Educators	Specify the total number of parent educators, including both full-time and part-time, that will be employed by your affiliate. Next, specify the total number of parent educator FTEs your affiliate will devote to Parents as Teachers. Note: FTE = Full Time Equivalent, e.g., 40 hours = 1 FTE; 30 hours = .75 FTE; 20 hours = .50 FTE, etc.
C. Service Duration	Indicate the total number of years of service your affiliate will offer to each family. Affiliates must be designed to offer at least 2 years of service to each family.
D. Families to be served	Indicate the age(s) of children your affiliate will serve, and any high need characteristics you may target with your recruitment efforts. Please provide additional details about your recruitment plan, families targeted for recruitment, and the community you intend to serve in your program narrative.
E. Family Retention and Engagement Strategies	Once families are enrolled, parent educators must facilitate families’ continued participation in services through a variety of strategies. Check the retention and engagement strategies that your affiliate will employ.
F. Family-Centered Assessment	Check or indicate which family-centered assessment tool your affiliate will be using and the frequency it will be updated after the initial assessment is completed. <i>(required within 90 days of enrollment & updated at least annually; must address PAT required areas)</i>
G. Goal Setting	Indicate that families will develop goals each year and the frequency with which goals will be reviewed and updated.
H. Group Connections	Indicate the total number of group connections that will be offered to families per year.
I. Personal Visits	Indicate the total number of personal visits per year and the frequency they will be offered to families who have 1 or fewer high needs characteristics <u>and</u> to families with 2 or more high needs characteristics. Please provide additional details about visit frequency and PE caseload size in your affiliate narrative.
J. Resource Network	List community resources that families may be connected to, such as health, mental health, education, and social service organizations. Please do not use abbreviations for the organization or agencies. Next, indicate how many MOAs (Memorandum of Agreement) are currently in place between your affiliate and organizations that can provide resources/services to families in your community.
K. Evaluation and Continuous Quality Improvement	Indicate which computerized record keeping and data management system your affiliate will be using. In addition, indicate the frequency with which your affiliate will gather and summarize feedback from families about the services they’ve received.
L. Screenings	For each type of screening, initial indicating that you agree to PAT’s screening requirement, and indicate who will conduct



screenings, how frequently they will be completed, and the tools or methods that will be used.

Projected Outputs: How many?

M. – V. Projected Outputs

For each output listed, provide numbers and percentages that are your expected targets. The outputs presented in items N,O,P,R,S, & U correspond to performance measures that have been established by the national office. Your affiliate will report service delivery data to the national office via the annual Affiliate Performance Report (APR) that will enable you to assess your affiliate’s model implementation. As part of your continuous quality improvement process (CQI), you should establish targets for your expected outputs at the beginning of each program year and then use your APR data to evaluate your achievement of those targets. Please refer to the QA Guidelines, Pages 33-35, for the minimum levels expected by the national office to be sufficiently meeting the essential requirements related to service delivery. APR data requirements should be carefully reviewed prior to beginning service delivery and yearly thereafter to ensure you are collecting the necessary data for reporting.

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

What outcomes will your affiliate be tracking and summarizing?

We strongly encourage you to plan for the measurement of outcomes from the start. For the outcomes column, make your best estimate at the current time. Complete the top section by checking the appropriate boxes and then provide specific examples of how you will measure change in the outcomes. You can revise these as you more fully implement your affiliate. Below we provide some examples to guide you as you complete this section, but note that your outcomes should be directly linked to the Parents as Teachers logic model, your affiliate goals and activities, and your funder’s requirements. You do not have to cover each area addressed by our examples. These measures will not be the basis of your plan’s approval by the Parents as Teachers national office, but you should not leave this column blank.

Affiliates often set a goal of 75-80% of parents and children who will demonstrate positive change after receiving full service for one year or a certain number of personal visits and group connections. Your targets can vary based on the guidelines of the outcome measures you are using, the needs of families, and the intensity of services received. As a part of an evaluation plan, you will need to determine the intervals at which measures are administered, as well as the minimum time between administrations of measures. It is likely that you will be able to be increasingly specific about your outcome goals as you gain experience in implementing Parents as Teachers and become more familiar with the outcomes measure you are using.

REVIEW THESE EXAMPLES TO GUIDE YOU AS YOU ANSWER THE OUTCOMES SECTION OF THE AFFILIATE PLAN:

- Families who participate in PAT will show increases in protective factors (nurturing/attachment, family resiliency/functioning, social support, concrete support, knowledge of child development and parenting) as measured by the Protective Factors Survey. [See <http://www.friendsnrc.org/protective-factors-survey>]
- Parents who participate in PAT will show increases in positive parenting behaviors, as measured by an observational parenting assessment, such as the Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO) or Keys to Interactive Parenting Scale. [See <http://www.brookespublishing.com/resource-center/screening-and-assessment/piccolo/> or <http://www.comfortconsults.com/kips.htm>]. Change in parenting behaviors can also be measured



	<p>using the University of Idaho Survey of Parenting Practices (UISPP), a 12-item retrospective pre-test for parents to report the change in their parenting during their participation in Parents as Teachers [See http://uidaho.edu/cals/fcs/extension/famdev.]</p> <ul style="list-style-type: none"> • Children whose families participate in PAT will show age appropriate developmental skills, as measured by the ASQ-3 [See http://www.agesandstages.com/order/index.html] • PAT children who are identified through screening as in need of further evaluation will receive follow up assessments or interventions, and over time the majority of these will have their delays or health issues remediated. • Parents will show increased knowledge and skills in promoting their children’s healthy development, as measured by the Parents as Teachers Parenting Reflection (available as a fillable form in the portal). • As compared to non-participating children, children whose families participate in Parents as Teachers will show greater school readiness at school entry, based on school readiness assessments and/or as reported by kindergarten teachers.
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Affiliate Narrative: Please provide a 2 page description of your Parents as Teachers Affiliate that addresses each of the items listed. The affiliate narrative is your opportunity to share information about your agency, to describe the community and families you intend to serve, and to provide specific details that explain your program design.

Implementation Timeline: Please provide a 2 page timeline that demonstrates your plan for each of the initial implementation activities listed. The timeline should include both a timeframe and narrative for each activity, and describe who will be responsible for carrying out each activity.

Section IV. FISCAL ASSURANCES

Provide the total annual funding amount for PAT affiliate services. Please supply your organizational W-9, and use the Business Name found on that form. Use the fiscal assurances worksheet to indicate that your affiliate has funding to support each item by checking *Yes* and indicating if the allocation is direct funding or in kind. If your affiliate has not allocated funds or resources for a particular item, please check *No* and provide an explanation. To plan for the costs of implementing the PAT model, please review the Parents as Teachers Budget Toolkit in consultation with your technical assistance provider.

SECTION V. TERMS OF AGREEMENT FOR AFFILIATES

A person with signature authority in the organization must check the box “I have read the above and agree to comply with the terms set forth,” sign, and date the terms of agreement before the affiliate plan is submitted. If any changes to the original submission of the plan are required, the person with signature authority must re-sign and date when the plan is re-submitted.