

Program information:

Site Name: _____ Program Year: _____

How many families are you contracted to work with? _____

Is this an increase or reduction from last year? _____

Instructions: Answer either “Y/N/P” to indicate “yes,” “no,” or “in progress” for each item. In the text box, please provide any explanation of an “N” or “P” answer and/or what support you might need from your State Director or National Center staff. **This form is not for the Family Child Care (FCC) Model; if your site implements the FCC model, please also complete the FCC KEEP Form.**

Replication site + staff training

Before replication of ParentChild+		Y/N/P	Explanation OR where do you need more support?
1	Local sponsoring agency has a signed replication agreement		
2	Local sponsoring agency has hired a F/T Coordinator who will oversee work with 50 families. (If site is working with fewer than 50 families, Coordinator’s hours are in accordance with ParentChild+ guidelines, see Appendix)		
3	Coordinator(s) were trained by the ParentChild+ National Center or a certified regional trainer		
4	New Coordinator(s) trained after Sept 2021 have completed New Coordinator Training Program courses on Elevate		
First years of ParentChild+		Y/N/P	Explanation OR where do you need more support?
5	All Coordinators and other staff members who enter data in DAISY have completed DAISY Learning Program within 30 days of hire		

6	Site is certified by the National Center after completing two full program cycles ¹ (and graduating first cohort of families)		
7	New Coordinators trained after Sept 2021 attend one year of Community of Practice meetings (i.e., technical assistance)		
8	Site hires ELSs from the communities in which families live (ELs should live, have lived, or have work and/or community experience in the target community)		

Early Learning Specialists' training/support by Coordinator

Qualifications and initial training		Y/N/P	Explanation OR where do you need more support?
9	All ELSs receive a minimum of 16 hours of training before starting home visits		
10	All staff have completed Mandated Reporter training as required by the state in which the site operates		
11	Site's ELS training utilizes race equity and data-driven frameworks and uses the ParentChild+ Core Values as the organizing principles. (See Turnkey Training Guidance doc)		
12	Coordinator employs " facilitating/coaching " and/or "modeling" techniques during initial training of ELSs (parallel process)		
Training and supervision		Y/N/P	Explanation OR where do you need more support?
13	Weekly staff and reflective group supervision meetings are a minimum of two hours		
14	Coordinator(s) have observed all ELSs visiting with families at least twice per program cycle (video/in-person)		
15	ELS/Coordinator have one-on-one reflective supervision at least after each observation of home visits (see Best Practice Principles doc)		

¹ Unless certification postponed by National Center due to pandemic.

16	All staff evaluate books and toys together at the end of each cycle/program year, based on their experience and the Anti-Bias Checklist		
17	Coordinators' training and supervision of ELSs is rooted in a strength-based practice (parallel process)		

ParentChild+ procedures

	Families	Y/N/P	Explanation OR where do you need more support?
18	Families' participation is voluntary, and the program is provided at no cost to families		
19	Site is providing program to its defined target population ²		
20	Children start the program at two years old ³ and are provided a minimum of 92 home visits		
21	Coordinator conducts all in-take visits in home ⁴		
22	Each family in the program is introduced to their ELS by a Coordinator		
23	Efforts are made to match families with an ELS who speaks their home language and/or who is a cultural match (if they would like the visits conducted in home language and with a cultural match)		
24	Coordinator conducts a mid-year check-in with each program family		
25	Each family is provided with the end-of-year anonymous Program Satisfaction Survey		
26	Coordinator has explicit confidentiality/ intrusiveness safeguards in place to protect family and staff privacy		

² ParentChild+'s defined target population is low-income families living in underserved and historically marginalized communities and/or who have had limited access to educational opportunities, are experiencing housing insecurity, language/literacy barriers, other obstacles to accessing supportive programming.

³ Children can start the program as young as 16 months old.

⁴ Except where public or personal health conditions warrant virtual in-take visits.

Additional Questions

How many total program weeks does your site offer per cycle and/or per full program if site does continuous service not cycles? _____

How many VISM weeks were in each cycle and/or in total program if site does continuous service not cycles? _____

If your site is administering any additional assessments (other than CBT, PACT/PICCOLO), please indicate what assessments are being used:

Signatures:

Coordinator's Name: _____

Coordinator Signature: _____ Date: _____

Administrator's Name (printed): _____

Administrator's Title: _____

Administrator Signature: _____ Date: _____

Annual Requirements Instructions:

Please attach your (1) ELS training agenda and (2) two sample guide sheets, one each for a book and for a toy that your site has used for this Program Year. This form and your VISM list should be submitted to the National Center every July by uploading the files to DAISY in the Annual Requirement section of your site's page.

Appendix

Coordinator Staffing – Minimum Staff Hours

Number of Families	# of Coordinators	Equivalent Coordinator Hours
50 families	1	37.5
40 families	0.8	32.9
37 families	0.75	31.75
30 families	0.6	28.3
25 families	0.5	26
<25 families	Consult w/ National Center	Consult w/ National Center

Once a site is working with more than 50 families, they will need to add at least a part-time Assistant Coordinator, depending on the number of families they are working with. Experienced Coordinators may support up to 65 families. (Should you have questions, please discuss the scale of your site with your State Director or National Center staff.)