

This document is a formal agreement between the partner agency and ParentChild+ and sets forth our mutual obligations. Our goal is to support the successful implementation of the ParentChild+ evidenced-based model in the designated community(ies), and to support its ongoing implementation with fidelity to the values of the program, a race equity framework, model design and approach, and corresponding organizational structure that ensures these outcomes.

By signing this agreement, you agree to engage with and uphold the values set forth below. By putting them first in this Replication Agreement, we are underscoring the centrality of these values to our work.

ParentChild+ Values

At ParentChild+ we are committed to examining all the work we do through a racial equity lens. By working this way, we ensure that we are practicing our values at all levels and in all contexts of our work. We also ensure that we are truly engaging with our mission to close the equity gap, support parents, and use education to provide opportunities to the children we serve. (See link [‘Developing a Race Equity Framework for Our Work’](#)).

We are committed to:

- Recognizing that families are always the experts on their own lives.
- Expanding hiring from within the communities where we work and supporting a livable wage for all.
- Building training and professional development that reflects the staff and families that we are working with.
- Taking a deep dive into racial equity issues internally to examine our own culture and leadership and broaden the diversity of our Board of Directors.
- Taking all necessary steps to reflect on our own implicit biases.
- Always standing for equality and against racism.
- Intentionally working at the local, state and national level to improve racial equity within education, early childhood, health care, and social services systems, with a particular focus on home visiting.

AGREEMENT made this _____ day of _____, 2020 by and between **PARENTCHILD+ INC.** a not-for-profit New York corporation with its principal place of business located at 163B Mineola Boulevard, Mineola, NY 11501 (“National Center”) and - _____ (“Partner Agency”) located at _____.

The Partner Agency understands that:

WHEREAS, ParentChild+ is an evidence-based, voluntary early literacy, school readiness, and parent-child interaction focused home visiting model for families living in underserved, marginalized communities that focuses on encouraging parent-child attachment, developing language, literacy, and learning-rich home environments, and supporting children’s language, cognitive, and social-emotional development and subsequent school success. For a more detailed description, (See link [‘Logic Model & Guiding Principles and infographic’](#)); and

WHEREAS, ParentChild+ Inc. holds the copyrights for the training, technical assistance, and the administrative, curricular, audiovisual, promotional, and online materials necessary to implement and conduct an authentic replication of the Program (“copyrighted materials”); and

WHEREAS, ParentChild+ Inc. provides training and technical assistance for Partner Agencies planning to replicate ParentChild+; and

WHEREAS, the Partner Agency wishes to replicate ParentChild+ in the following communities, Gilroy and Morgan Hill, CA, as outlined in the proposed plan; and agrees to implement an authentic replication according to program guidelines, as listed in the document titled Key Elements of the Program (KEEP), (See Appendix One titled [‘Key Elements for Program Fidelity’](#)).

NOW THEREFORE in consideration of the mutual covenants, agreements, representations, and warranties hereinafter contained, the parties hereto agree as follows:

FOR EACH CERTIFIED REPLICATION SITE, THE FOLLOWING APPLIES:

1) Staffing Requirements

A. Number of Coordinators Per Site

The Partner Agency will employ, at minimum, one (1) full-time staff person per every 50 families as a site coordinator to supervise the early learning specialists (ELs) and coordinate implementation of the program model at the program site (the “Coordinator”).

Every Sponsoring Agency must follow the minimum Coordinator hours per number of families as shown in the grid below.

Coordinator Staffing – Minimum Staffing Levels

| <u>Number of Families</u> | <u>Number _____ of Coordinators</u> | <u>Equivalent Coordinator Hours</u> |
|---------------------------|-------------------------------------|-------------------------------------|
| | | |

| | | |
|---------------------------------------|------|-------|
| 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 Ctr | | |

B. Minimum Number of Coordinator’s Hours Devoted to Program Implementation Per Site

Additionally, each site must ensure that a Coordinator follows the Core implementation activity hours guidelines as shown in the grid below.

These guidelines have been developed to ensure fidelity to the program and quality assurance, which require consistent levels of time devoted to program oversight and ELS support.

Coordinator Hours Devoted to Program Implementation – Minimum Hours

| Number of Families | Minimum Coordinator Hours Devoted to Program Implementation | Proratable Hours - Based on # of families [as a % of full load (50 families)] | Total Hours |
|--|---|---|-------------|
| 100% (50 families) | 14.5 | 23 | 37.5 |
| 80% (40 families) | 14.5 | 18.4 | 32.9 |
| 75% (37 families) | 14.5 | 17.25 | 31.75 |
| 60% (30 families) | 14.5 | 13.8 | 28.3 |
| 50% (25 families) | 14.5 | 11.5 | 26 |
| >25 families Consult with National Center | 14.5 | TBD | TBD |

C. Coordinator Staffing Levels Beyond 50 Families

If a site serves more than 50 families, additional Coordinators must be hired. The staffing hours of each additional coordinator must follow the guidelines above as set forth in the *Coordinator Staffing – Minimum Staffing Levels* table (see above).

In instances when an existing Partner Agency is expanding, an experienced Coordinator may be authorized to take on a bigger caseload. This may be done with the following stipulations:

- The Partner Agency requests approval from the State Director
- The number of additional families does not exceed 15 families
- The Partner Agency has sufficient supports in place for the coordinator, including support for data entry, support for materials inventory, and supports with grant writing and other development tasks.

D. Early Learning Specialist's Family Caseload (Minimums/Maximums)

- A Coordinator is required to conduct the homes visits with at least one family during the first two program cycles.
- It is recommended that Coordinators continue this practice on an ongoing basis as front-line knowledge is a vital component of supporting their staff.
- Full-time (FT), **newly** hired Early Learning Specialists are recommended to have a caseload of no more than 12 families.
- **Experienced** FT ELS may carry a caseload of up to 15 families, at the Coordinator's discretion and taking into consideration travel times.
- The Partner Agency will employ, at minimum, 3-4 ELSs per 50 families (depending upon how many families the site coordinator is working with). [This is reviewed during the certification review.]

E. Site Coordinator, Early Learning Specialists Full-Time Employment Status

ParentChild+ is committed to social and economic justice and a livable wage; therefore, we prioritize hiring full-time (FT) ELSs with benefits.

Hiring full-time staff has numerous benefits for model fidelity and quality assurance:

- Provides financial stability and reduces staff turnover;
- Supports consistent staffing for families;
- Facilitates retention of institutional knowledge and sharing of experiences and learnings with new staff;
- Creates a pathway for transition from ELS to Coordinator;

If a site plans to hire part-time ELSs, prior to their hire, Coordinators must submit their staffing plan and the reasons for hiring part-time staff to their state director for review/approval. Sites without a state director will submit their hiring plan to the National Center.

2) Staff Recruitment

A. ELs

Following the Training Institute, the Coordinator(s) will be responsible for recruiting, hiring, and training the Early Learning Specialists who will be conducting the home visits in their community.

3) Training Requirements for Coordinators

A. Certified Training for Coordinators

In order for a site to be a certified ParentChild+ site and with the right to use the ParentChild+ copyright and branding, all Coordinators must be trained in the ParentChild+ model curriculum, program implementation, and Quality Assurance (QA) methods.

All Coordinators on staff at a replication site must be trained by the National Center or by a National Center-certified trainer. When a new or additional Coordinator is hired, to maintain fidelity to the model curriculum and program implementation, they must enroll in the next available Training Institute after their hire. Partner Agencies will be charged a fee for all new and/or additional Coordinator trainings.

A site cannot be certified nor re-certified without having all Coordinator who are supervising ELSs trained. Coordinators are not permitted to supervise ELSs without completing the Training Institute.

All Partner Agencies will ensure that Coordinators complete the Training Institute in its entirety. We strongly encourage that each Coordinator's supervisor also attends the Training Institute.

B. Training Institute Curriculum and Certification Designation

Prior to implementing the program and/or overseeing staff, each Coordinator must complete the Training Institute, a series of in-person and virtual trainings, which include the following:

- Pre-training Elevate classes and reading materials;
- The Training Institute in its entirety;
- Online DAISY [Management Information System (MIS)] training, within two (2) weeks of the Training Institute. DAISY login credentials will be provided upon completion of the online training.
- Additional training/professional development/Elevate classes/enrichment opportunities, as provided by the National Center.

Upon the completion of the Training Institute and the other assigned training components, and approval of the 'Proposed Partner Agency Implementation Plan', (See [link 'Proposed Partner Agency Implementation Plan'](#)), ParentChild+ Inc. designates the Coordinator as a certified Coordinator.

Once the site is launched, it is recommended that to get the best program outcomes, Coordinators take part in enrichment opportunities, such as participating in on-going Elevate classes and post-training meetings.

C. Adoption of the [ParentChild+ Management Information System \(DAISY\) Confidentiality Policy](#) and execution of the [Confidentiality Agreement for Program Partners Policy](#)

D. Use of Branded, Copyrighted, and Proprietary Materials

The ParentChild+ National Center will train all Coordinator(s) in the implementation and use of ParentChild+-copyrighted materials at a time and location agreed upon by the Partner Agency and the ParentChild+ National Center.

The Coordinator(s) will be provided with a complete set of training, technical assistance, administrative, and curricular materials needed to implement an authentic ParentChild+ replication. They will also be provided with password-protected access to online training videos, as well as password protected access to all regularly updated content on the Members-only section of the ParentChild+ website. The copyrighted materials, as well as the passwords, given to the Coordinator(s) may be duplicated and/or used only for the purpose of the Partner Agency's authentic ParentChild+ replication, and may not be shared with other agencies that are not certified ParentChild+ replication sites.

4) Staff Partnerships and Commitments

A. Development Staff Partnerships

The Partner Agency is expected to identify a person on their staff who will work with the National Center Development team and their state director (if there is one for their state) to identify funding to sustain and expand their site. The Coordinator serves as the liaison among these staff and helps foster a strong working relationship.

B. Shared Recruiting Staff Commitments

Our expectation is that our Partner Agencies will committed to the hiring practices that have resulted in the organization's successful program implementation and outcomes through the years.

Our shared commitments in recruiting are:

- Hiring parents who have participated in the program;
- Promoting from within;
- Ensuring demographic/community/linguistic/cultural matches between ELSs and families;
- Hiring ELSs who are from the community to be served;
- Involving families in the interview process for ELSs when possible and appropriate.

5) Technical Assistance Period with the National Center

A. Technical Assistance

For a two-year period following the initial training, the ParentChild+ National Center and regional staff provide technical assistance, conduct site visits when needed,

provide supplementary training and professional development, and provide advice and support to the Coordinator(s) and other site and Partner Agency staff.

B. Site Start-up

If the Partner Agency is in a state for which there is a ParentChild+ State/Regional Director or if one is put in place during this agreement, that State Director will assist the site with start-up, staff development, advocacy with state and local government officials, fundraising, and building state and local program partnerships. The State/Regional Directors will also work with the Partner Agency's development department on future financial sustainability.

C. Sustaining Continuous Quality Improvement - Ongoing Site Supports from the National Center

The national center seeks to achieve quality outcomes for all sites and a quality experience for all families. Therefore, it is committed to Continuous Quality Improvement (CQI) and provides the following quality supports and enrichment and professional development opportunities:

- Elevate courses (online learning platform with trainings and courses)
- Web-based management information system that stores all site data and generates reports on program implementation and family outcomes
- Bi-weekly email updates
- Connections to external webinars, trainings, readings
- VISM discounts
- Monthly check-ins with State Director/national center staff
- State-wide coordinator meetings and professional development
- Staff only website portal with resources for staff and families and providers, updated forms, sample guide sheets, etc.

ParentChild+ collects an annual fee every year, except for the first two years, to fund the program's CQI resources and regularly updated materials. The fee is based on the number of families served by the site (See [link 'Fee Schedule'](#)). Note that the fees are subject to increase each year.

6) Requirements for Site Certification and Re-Certification

To ensure fidelity to the model and consistent quality outcomes in program implementation, ParentChild+ conducts regular site certifications. The National Center conducts a complete certification of each Partner Agency site after the first two years of implementation and, in addition to the annual/cycle review of data and adherence to the program model, a recertification at minimum every four years to determine whether the site continues to adhere to the National Center's standards for fidelity and effectiveness.

Should significant changes occur in the staffing, funding, size, or demographics of the site within the four-year period, the National Center may initiate the recertification process earlier.

The site certification review includes a full site review to determine if a site is operating with fidelity and quality. The ParentChild+ National Center will conduct a site certification review of each new Partner Agency replication site at the conclusion of the first two cycles of implementation (after the first cohort has completed the program) to determine that it is operating with fidelity to the model and achieving appropriate outcomes. The certification process is included in the Start-up Training and Technical Assistance fee. Upon completion of the review, ParentChild+ Inc. will certify the Partner Agency site as an authentic replication of ParentChild+ (See *Appendix Two* titled [Site Certification/Recertification Policies & Procedures](#)). The site certification process will include review of all the program implementation fidelity standards outlined in the next section.

7) Fidelity Standards for Program Implementation

A. Data Management

All program data is to be input into DAISY, the ParentChild+ Management Information System, in accordance with the Data Management Plan (See *link* titled [DAISY Data Management Plan](#)). All family level data should be entered within 30 days of the intake interview. At the completion of each program cycle, the site must submit the Annual/Cycle Report with all demographic, implementation, and assessment data via DAISY. The ParentChild+ National Center will regularly review all required data in DAISY, to determine that the Partner Agency is continuing to replicate the program model according to ParentChild+ guidelines.

B. KEEP

Annually, all Partner Agencies must complete the ParentChild+ Key Elements for Establishing the Program, “KEEP” form and submit it to the National Center. To maintain the designation as an authentic replication, the Partner Agency must adhere to the Key Elements (See *link* titled [KEEP 2020](#)).

C. Staff Data

All site staff data must be kept up to date in DAISY and should be entered within two weeks of hiring.

D. Certification Scheduling

The Partner Agency will cooperate with ParentChild+ Inc. to complete the certification/recertification in a timely fashion.

E. New Executive Director

Should a Partner Agency hire a new Executive Director, the Executive Director must meet with ParentChild+ within their first six months, to ensure a meeting of the minds on program implementation, funding, and our partnership.

F. Branding

Every Partner Agency site must identify itself as a “ParentChild+ replication site” in any and all written, verbal, or online information about the Agency and the program, and must use the logos and branding materials as provided by the National Center. No

modification of the logos/brand format is allowed unless specific permission has been provided by the National Center.

G. Insurance Requirement

When paying their annual replication fee, Partner Agencies **must** provide a copy of their current general liability insurance policy naming ParentChild+ Inc. as an additional insured. The wording to be used is “Coverage is primary & non-contributory & a Waiver of Subrogation applies in favor of ParentChild+ Inc.”

8) **Fee**

A. Replication Fee

The Partner Agency will provide ParentChild+ Inc. with the sum of Ten Thousand Dollars (\$10,000) for the first two years of training and technical assistance and set-up on, and access to, the web-based management information system DAISY, concluding with the initial site certification.

This fee covers two (2) people attending the Training Institute (typically the coordinator and their supervisor). Additional training fees of \$5,000 for two (2) attendees apply to all subsequent/additional coordinators hired.

B. Annual Fee

The Partner Agency will also pay to ParentChild+ Inc. an annual fee based on the number of families with which the site is working annually (See [link titled 'Fee Schedule'](#)). Please note fees are subject to increase.

9) **Entire Agreement**

This agreement constitutes the complete understanding of the parties hereto and no alteration, amendment, or modification of any terms and provisions hereof shall be valid unless made in a writing signed by each of said parties.

10) **Construction**

This agreement shall be governed, construed, and enforced in accordance with the laws of the state of New York without regard to principles of conflicts of laws.

11) **Submission to Jurisdiction**

Any legal action with respect to this agreement shall be brought in the courts of the United States for the Eastern District of New York, and by execution and delivery of the agreement, each party hereby irrevocably accepts jurisdiction of the aforesaid courts. Each party hereto irrevocably consents to the service of process out of any of the aforementioned courts in any such action or proceeding by actual delivery of

copies thereof to the parties hereto at their addresses for notice pursuant to Section 11.

12) Notice

All communications required or permitted to be given hereunder shall be addressed as follows:

To ParentChild+ Inc.:

ParentChild+ Inc.
163B Mineola Boulevard
Mineola, NY 11501

To the Partner Agency:

IN WITNESS WHEREOF, the parties here to have duly executed this agreement as of the day and year written above.

PARENTCHILD+ INC.

By: _____

Title: _____

Print Name: _____

[Partner Agency]

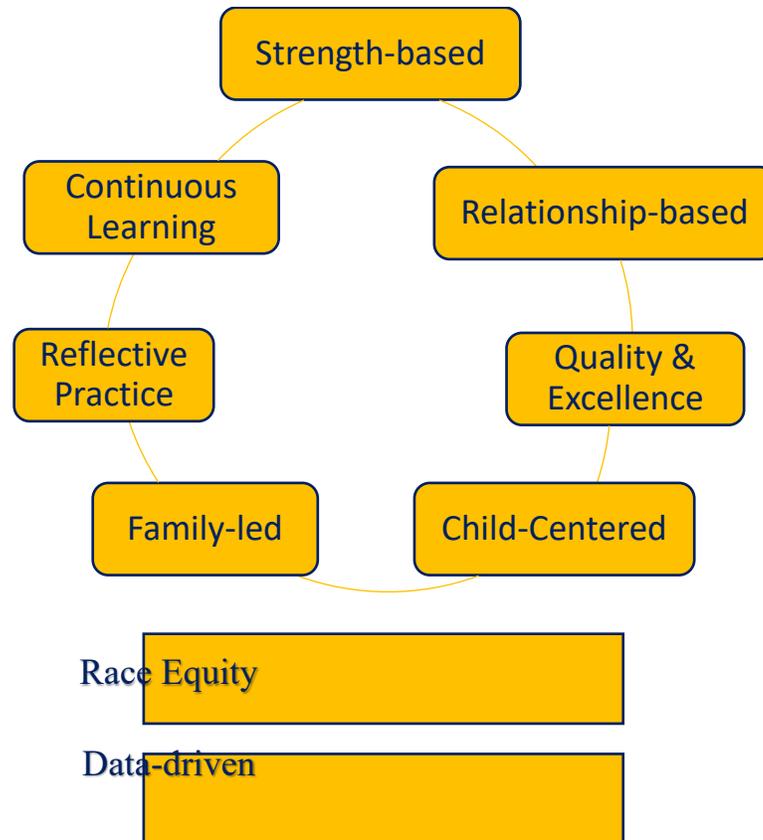
_____:

By: _____

Title: _____

Print Name: _____

Key Elements for Program Fidelity



Program Structure

- Two home visits a week for a total of 46 weeks/92 visits (often implemented as two 23-week program cycles over two program years).
- Each visit is 30 minutes.
- First visit of the week is the Introductory Visit, when a new book or toy is brought to the family.
- Second visit of the week is the Review Visit, no new curricular item is brought to the family.
- Weekly two-hour (minimum) group supervision meeting.

Families

- Families have a target child who enters in their two-year-old year (may be as young as 16 months).
- Visits take place with parent/primary caregiver and child together.

- Family participation in the program is voluntary.
- The program prioritizes historically marginalized communities where there is often limited access to high quality early childhood services or educational programs, and extensive housing and food insecurity.
- The program works with families who speak over 40 different home languages.

Staff

- Staff are from the communities in which they work.
 - Staff have diverse experiential, cultural, and linguistic backgrounds like the families with whom they work.

Curriculum

- Toys and books follow a developmental sequence and adhere to National Center guidelines.
- Specific toy and book choices are made at the local level, reflecting culture, language, and community.
- Each toy and book has an accompanying curricular guide/tip sheet.
- The Early Learning Specialists (home visitors) act as facilitators of parent-child interaction.

Training

- Coordinator must complete the initial Training Institute and the follow-up training (within one year of the training institute), along with all pre and post-assigned distance learning courses.
- Coordinator provides a minimum of 16 hours of training to the Early Learning Specialists prior to beginning home visits.
- Coordinator provides reflective supervision through weekly staff meetings (minimum of two hours) and regular one-on-one support.

Reflective Practice to Support Fidelity

- Best Practice rubrics for ParentChild+ home visiting are explored during the initial Training Institute.
- ELS and Coordinators use the Best Practice rubrics as a self-assessment tool to guide reflective practice conversations during weekly supervision.
- Online courses on ParentChild+'s online eLearning platform, Elevate, are available to both Coordinators and ELSs, using video practicums to explain and support ParentChild+ practice.

- During the first year of site implementation, new site Coordinators meet with the ParentChild+ Training team bi-weekly to explore implementation practices using video feedback to ensure the program is being implemented with fidelity.

Data

- All program data is to be input into DAISY, the ParentChild+ Management Information System in accordance with the Data Management Plan.
- All family level data should be entered within 30 days of the intake interview.
- Staff data must be entered in DAISY within two weeks of hiring.
- At the completion of each program cycle, the site must submit the Annual/Cycle Report with all demographic, implementation, and assessment data via DAISY.
- The ParentChild+ National Center will regularly review all required data in DAISY, to determine that the Partner Agency is continuing to replicate the program model according to ParentChild+ guidelines.



Site Certification/Recertification

What is Site Certification?

Site certification is the required review process that leads to designation as an authentic replication of the ParentChild+ model and is an integral part of implementing an evidence-based model. In keeping with ParentChild+'s focus on reflective practice, the process of site certification is designed to provide an opportunity for sites and the National Center to step back and take a closer look at our work together. Through this in-depth analysis and collaboration, we focus on positive change and relationship-building to ensure continuous quality improvement for all aspects of the program.

In order to achieve this designation, a site participates in a rigorous evaluation of all aspects of its program delivery to determine that the site is replicating the ParentChild+ model in the areas of program implementation, staffing, training, supervision, curriculum and data collection with fidelity. Sites must be certified in order to continue to be recognized as a ParentChild+ site, using the name, the evidence base, and the copyrighted materials associated with ParentChild+. When a site is designated an authentic replication of ParentChild+, fundraising and advocacy efforts will be supported and enhanced (public and private funders often verify with the National Center whether a site is a certified replication site).

Eligibility & Criteria

A ParentChild+ site is eligible to participate in the certification process after completing two full years and/or graduating its first cohort of families who have completed the full 46-week program.

Program Standards: Key Elements Required to Become a ParentChild+ Certified Replication

1) *Initial Phase:*

The initial phase refers to the period between the initial inquiry and the implementation of the model.

- ✓ A representative of the “initiator” or prospective partner agency requests and receives in-depth information about ParentChild+ implementation.
- ✓ The prospective partner agency, working with the National Center, identifies funding to support the site, develops a budget, signs a replication agreement, and employs a Coordinator. Sites serving more than fifty to sixty families must have a second Coordinator, full-time or part-time depending on the total number of families being served.

- ✓ The Coordinator must be trained by the ParentChild+ National Center or a certified regional training center.

The elements described above must all have taken place (i.e. signed replication agreement, required number of trained Coordinators, etc.) before a partner agency can implement the Program.

2) Year 1 and Year 2:

The first two years or cycles of operation for a site are considered the pilot years. This is a learning period as well as a time for frequent collaboration with the National Center.

- ✓ The Coordinator has frequent e-mail/video call/telephone contacts with their state director or the National Center, if there is no state director for their state, and attends the annual conference.
- ✓ The Coordinator completes training by attending follow-up training 6-12 months after initial training institute and program implementation and completes all additional required online courses.

3) Year 3 and beyond:

After completing two full year/two cycles of operation, most sites are eligible for a certification review visit. A certification visit will be scheduled if the site meets the following requirements.

- ✓ Site Coordinator has been in her/his position for at least one year.
- ✓ Site is serving a minimum of twenty-five families.
- ✓ Site has submitted all required data and KEEPs (Key Elements for Establishing the Program).
- ✓ Site is using DAISY and all data is up to date (see page 3).
- ✓ Site Coordinator has regularly attended annual conference, as budget allows, in order to continue with her/his professional development and stay abreast of developments in the field of home visiting.
- ✓ Any outstanding fees or charges have been paid.

Certification Components

Early Learning Specialists (ELs) -- Qualifications and Initial Training:

Sites should employ Early Learning Specialists who speak the languages and share a cultural and community background with the families in the program. Research to date confirms that better outcomes for families result when a cultural/language match exists between the Early Learning Specialist and the participating family.

- ✓ ELS participation is voluntary.

- ✓ Initial ELS training consists of at least sixteen hours of ParentChild+ specific training prior to starting home visits with families.
- ✓ ELS has appropriately nonjudgmental, supportive, personable attitudes toward families.

Early Learning Specialists -- in-service Training and Supervision:

- ✓ Parents are introduced to their Early Learning Specialist by the Coordinator.
- ✓ ELSs complete a home session record after each home session (introduction & review).
- ✓ Weekly minimum two-hour staff supervision/training meeting attended by all ELSs (group supervision by Coordinator).
- ✓ All home sessions are completed or made up by ELS or substitute as scheduling allows.
- ✓ ELS record videos of at least two home sessions annually (the Coordinator watches video and/or views home visits in person by accompanying the Early Learning Specialist).
- ✓ ELSs and Coordinator have one-on-one conferences at least twice a year.

Families in ParentChild+:

- ✓ Families' participation is voluntary and without fees.
- ✓ Program is provided to target population – families living in historically marginalized and underserved communities.
- ✓ Children are approximately age two (can be as young as sixteen months) at entry and are offered the program for at least forty-six weeks of visits over two years or cycles.
- ✓ Coordinator (occasionally an experienced ELS) conducts initial interview with family.
- ✓ Parents are provided the opportunity to evaluate the program in the middle of the year and at the end of the year; at least one of these reviews uses an anonymous written evaluation form.
- ✓ Training and supervision include explicit confidentiality/intrusiveness safeguards for families.

Home Sessions:

- ✓ Families are provided two home sessions per week in both Cycle 1 and Cycle 2; minimum of 92 visits.
- ✓ At least one parent (or primary caregiver) participates in each home session.

- ✓ Home session techniques: ELSs model positive interactions such as encouraging the child, following the parent and child's lead, using inviting body language, expanding vocabulary, and listening well, among others.
- ✓ Home sessions' ultimate aim: Parent/Primary Caregiver leads, ELS follows.

Books, Toys, and Curriculum:

- ✓ A storage container is provided to families for the books and toys.
- ✓ A minimum of twelve books and eleven toys are given to families each year/cycle, over a minimum of twenty-three weeks (forty-six home sessions) per program year/cycle. Sites are asked to note how many, if any, of the "toys" are art projects, and to describe those projects.
- ✓ Books and toys are presented weekly in a developmentally appropriate sequence, are gifts to the family, and are selected to be linguistically and culturally diverse and appropriate for families.
- ✓ For each book or toy, ELSs and families receive a guide sheet that the site develops from the National Center's model or obtains from the National Center's guide sheet library.

Coordinator's Administration of ParentChild+:

- ✓ Follows manual and uses National Center's forms appropriately.
- ✓ Completes annual data and annual KEEP and submits them to National Center in a timely fashion.
- ✓ Maintains files on families (electronic or paper) that are well organized, up-to-date, and confidential.
- ✓ Keeps work flow sheets (or effective substitute) current.
- ✓ Develops and keeps an effective system for storing and keeping track of books and toys.

Maintaining Data in DAISY, the ParentChild+ Management Information System:

DAISY is used for storing and reviewing all site information and data. It is crucial that a site keep DAISY updated both in terms of its own growth, planning, and continuous quality improvement as well as for quality assurance and research and evaluation by the National Center. All data listed below must be entered before a site can be reviewed for certification:

- ✓ Staff data is entered and kept updated.
- ✓ Site data is entered and updated.
- ✓ All family information forms, program child information, and parent/caregiver information is entered.

- ✓ All participation data and pre-and post-year information is entered.
- ✓ All family follow-up information is entered.

Certification Process

Certification is intended to be a collaborative process and supportive of sites' development and growth. The purpose of certification is to provide feedback, recommendations, and support as part of our ongoing commitment to quality assurance and improvement. A member of the ParentChild+ National Center team will visit each site to conduct the review. The cost of the site visit is included in the initial training and technical assistance fee.

The certification visit will consist of:

- ✓ A comprehensive review of the files and administrative procedures in place;
- ✓ An observation of a weekly staff-meeting of the Coordinator and all her/his ELSs;
- ✓ A focus group with ELSs;
- ✓ A meeting between the National Center representative and the Coordinator; and
- ✓ A meeting with the Coordinator's supervisor, Agency director, and the National Center representative.

Recorded Early Learning Specialist Sessions:

Sites are required to submit two video recordings of home sessions before the site visit that will be analyzed by the National Center team according to a coding protocol. If the Coordinator is doing home visits, one of the recordings included must be of her/him. No video or portion therein will be reproduced without written permission from the Coordinator who submitted the recording and the staff and family in the recording. The Coordinator must maintain a file of signed release forms from all program parents who have been recorded.

The National Center is looking for videos that exhibit "good practice". The National Center will evaluate the video looking at the interactions among the home session participants. Techniques that are evaluated include wait time when asking questions; body language that is inviting to the parent; open-ended and developmentally appropriate questioning; following the child and parent's lead; and listening well.

Review:

The site-visit, review of site data, and the home session recordings will determine whether a site has met the requirements to become a certified replication of the ParentChild+ model. The results of the certification review will be shared with Partner Agency within two months of the visit.

If a site does not meet the certification criteria, the National Center team will work with them to develop an improvement plan and their certification status will be reviewed six months after the plan is put in place. If the site demonstrates improvement through conversation, documentation, and/or additional recordings, they will then be certified. If the site fails to meet national standards or is not prepared to demonstrate improved performance at the six-month point, another site certification visit will be planned at a date to be agreed upon with coverage of the expenses related to subsequent visits to be negotiated in advance. If the site does not meet the criteria for certification at this juncture, the site will not be considered an authentic ParentChild+ replication and will not be entitled to any of the benefits of certification, including using the name of the program or the copyrighted materials.

Recertification

Recertification reviews whether sites are continuing to meet certification standards. The same elements required for certification must remain in place in order to achieve recertification. The National Center offers both regular recertification and enhanced recertification, depending on the status of the site.

Regular Recertification

Sites are required to go through the regular recertification process every four years after their initial certification is granted. The process parallels the initial certification process.

Enhanced Recertification

An enhanced recertification is triggered by significant changes at a replication site, off-cycle from the four-year regular recertification cycle. These significant changes include a change in leadership (Coordinator or supervisor); a significant shift in the site's demographics/catchment area or the number of families being in the program; a change in funding streams that is accompanied by a change in program goals; or a change in the local partner agency structure (a merger, the transfer of the program from one department or agency to another, etc.). The enhanced recertification will parallel the initial certification process with a particular focus on the change that prompted the process.