

Parents as Teachers Handbook
Addendum Handbook

2014-2015

Parents as Teachers
2014-2015 Addendum Handbook Changes

Work Schedules

Add to 1:

Work hours and activities must be accurate and completely entered in PAWS by each Friday at 5:00 pm.

Add as 2:

A supervisor will also check for accuracy and will notify the staff member with any changes necessary by the 2nd day of each month by noon (unless otherwise directed by Program Coordinator).

Change 2 to 3:

Completed Work Schedules...emailed to the Program Coordinator by the 3rd day of each month by noon (unless otherwise directed by Program Coordinator).

Change 3 to 4

Change 4 to 5

Expense Reports

Add as 3:

Expense reports must be entered and complete in PAWS by 5:00 pm on the last day of each month.

Add as 4:

Staff must also check for accuracy with mileage recorded on their PAT Work Schedule by 5:00 pm on the last day of each month.

Change 3 to 5:

Expense Reports with photo...emailed on the 3rd day of each month by noon (unless otherwise directed by Program Coordinator).

Change 4 to 6

Change 5 to 7

Paid Vacation

Change on 6:

Vacation days...used by June 30 of each year.

Change Professional Leave to *Professional Development*

Delete in Child Files and Online Database:

Family/Child files are to be stored in a locked file cabinet.

Time Management

Change 1 to:

of PE hrs...(with the exception of those with a higher number of high needs

families)

Add:

Parent educators should expect to drive distances up to 45 miles one way to serve a family. Staff must have a reliable means of transportation.

Add to Beginning of Program Year after 1:

Uncheck "New Recruit" on all Guardian Records

Under Personal Visits:

Add to 8. Enrollment Visit:

c. Check "New Recruit" on Guardian Page in Visit Tracker

Delete in Group Connection:

#4. Two Districts may provide Love and Logic. Submit request to Cammie by August 1.

Add a Section *Visibility* after Recruitment and Retention:

- 1. Contact Superintendent/Director of Special Services to schedule a beginning of year meeting. Ask Superintendent/Director of Special Services about what kind of information he/she would like to have throughout the year regarding the program. Ask how often he/she would like to meet with the parent educator and/or program coordinator. Follow-up throughout the year with the Superintendent/Director of Special Services.*
- 2. Ensure that the PAT Program is visible in the School District by visiting the elementary schools, conducting Group Connections within the schools, providing information to appropriate district staff.*
- 3. Distribute PAT information throughout the community in visible locations.*

Add a Section: *Weather Cancellation*

- 1. Group Connections are cancelled in the districts that are closed due to weather.*
- 2. Keystone Office is closed, if Oskaloosa #341 is closed due to weather.*
- 3. If we have a Staff or Regional Meeting scheduled at the Keystone office, it is cancelled.*
- 4. If a Regional Meeting is scheduled in a district that is closed due to weather, staff scheduled to attend that meeting will be contacted via email or phone. A decision to cancel will be based on the number who can attend.*
- 5. School Cancellations do not automatically cancel Personal Visits. Personal Visits, however, may need to be rescheduled due to school*

cancellations:

- 6. If the Parent Educator needs to reschedule due to hazardous roads or lack of childcare, then it is considered a Parent Educator Cancel.*
- 7. If the parent needs to reschedule due to hazardous roads or children home from school, then it is a Parent Cancel.*
- 8. Most importantly, decisions to cancel or reschedule should always be based on ability to travel safely. Weather changes throughout the day. School may not be in session for a holiday or other reason. Staff should monitor approaching weather conditions and storm warnings.*
- 9. Staff should also prepare themselves and their vehicle for cold weather driving. The following links can provide guidance:*

<http://www.carcare.org/2013/11/9-steps-for-a-winter-ready-car/>

<http://www.wusa9.com/news/article/281144/432/Getting-your-car-ready-for-winter>

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HUMAN RESOURCES

Rate of Pay

All employees' salaries / wages will be identified on contracts and approved by the Board of Directors.

Overtime Pay

Under no circumstances shall an employee exceed 40 hours per week and hours may not exceed total number of hours of contract.

Workday

Each staff member will be contracted to work for a specific number of hours per week. Employees are expected to work as closely to number of weekly hours as possible. Employees are expected to keep track of their hours and make sure their hours are balanced properly every month.

Workday is defined as total weekly contracted hours divided by five days to obtain daily average. The average is then used as the workday for calculating absences and holiday pay. All PE's will have their workday computed to determine their daily average hours of work.

Hours of Work

Due to the nature of a Parent Educator's job, it is recognized that adhering to a specified number of hours a week is not always possible, nor in the best interest of the program. It is understood, that a Parent Educator may need to work more hours one week and fewer another week. Parent Educators are responsible for scheduling their time so that all program components are implemented in the required manner. Program components include: personal visits, group connections, resource and advisory meetings, supervision, staff development and staff meetings, if there is a no show or cancellation, Parent Educators are expected to contact the parent within 48 hours via phone or letter to attempt rescheduling. Whenever possible, the next visit needs to occur within 2 weeks of the missed appointment.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of the program. Employees may be involuntarily transferred or

reassigned without prior notice at the discretion of the program coordinator. It is the employer's responsibility (and privilege) to control the work of its employees.

Release from Contract

Upon release from contract, all files must be put in order. The Parent Educator will complete a record review before the last contract day with her supervisor. All materials, supplies, and equipment purchased by the program must be returned to the office. All equipment must be checked into the office prior to the last day of employment.

Evaluation

Staff will be evaluated on an annual basis. Staff will also be observed annually at a personal visit, screening, and group connection.

PAYROLL AND BUSINESS OFFICE

Benefits

Staff working thirty or more hours per week will qualify for all Section 125 benefits (including Health).

Staff other than the coordinator working thirty hours or more per week will receive \$175 monthly exclusively for the purchase of health related insurance with the Board approved plan. The Program Coordinator working thirty hours or more per week will receive \$400 monthly exclusively for the purchase of health related insurance with the Board approved plan.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

Life Insurance can be purchased through the 125 Plan as an after tax employee paid product.

If staff resigns/terminates prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

Work Schedules

1. Staff must record the number of hours worked and activities completed each day on their Work Schedule and enter in PAWS. Work hours and activities must be accurate and completely entered in PAWS by each Friday at 5:00 P.M.
2. A supervisor will also check for accuracy and will notify the staff member with any changes necessary by the 2nd day of each month by noon (unless otherwise directed by Program Coordinator).
3. Completed Work Schedules must be signed electronically and emailed to the Program Coordinator by the 3rd day of each month by noon (unless otherwise directed by Program Coordinator).
4. Time should be recorded exactly as worked within 15-minute increments. To calculate the 15-minute increments, the 7-minute rule is used. If the time is 7 minutes or more, round up to the quarter hour. If the time is under 7 minutes, round down to the ¼ hour.
5. If the working time is sporadic, it is permissible to combine time for that day.

Expense Reports

1. Mileage to and from work activities must be recorded on a monthly Expense Report in PAWS documenting the destination, purpose, and number of miles driven.
2. Mileage will be reimbursed at the state rate and/or rate for Keystone employees.
3. Expense reports must be entered and complete in PAWS by 5:00 P.M. on the last day of each month.
4. Staff must also check for accuracy with mileage recorded on their PAT Work Schedule by 5:00 P.M. on the last day of each month.
5. Expense Reports with photo of any receipts must be signed electronically and emailed on the 3rd day of each month by noon (unless otherwise directed by Program Coordinator).
6. Staff must receive prior approval from the Program Coordinator to be reimbursed for materials or supplies.
7. Original receipts must be submitted to the business office prior to the 5th of each month.
 - a. Receipts should not include tax or tip
 - b. Receipts should include work expenses only and not personal purchases
 - c. Receipts should show the purchase date, place of purchase, and itemization of the purchases
 - d. Receipts should be taped to an 8 ½ x 11 sheet of paper with the staff member's name, month, and year written on the top right hand corner

Communication Expenses

The Program Coordinator shall determine whether staff and the coordinator will be reimbursed a monthly stipend for communication expenses or for the actual costs of communication expenses following monthly submission of invoices.

LEAVE

Personal Leave

1. Each employee is allowed two (2) personal days per year (1 accrued per semester), non-cumulative, unless contract specifies otherwise.
2. Personal Leave must be recorded on the monthly Work Schedule in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full day increments.
3. Personal leave can be used at any time. If an employee resigns or terminates before the end of said contract and has been paid for un-accrued days, the final paycheck will be adjusted to pay back un-accrued days.
4. Contracts shall not be completed with paid personal leave unless administration and or Board approves request. If prior approval is not received, leave will be without pay.
5. Accrued personal leave will not be paid if separation occurs.

Sick Leave

1. Parent Educators do not need to call the PAT office every time they are sick.
2. If the illness precludes them fulfilling any of their PAT responsibilities, they are responsible for:
 - a. Immediately canceling a home visit (if it is scheduled)
 - b. Attempting to reschedule home visits as soon as possible upon being well
 - c. Sending notification to all necessary for a meeting or Group Connection
 - d. Obtaining all information provided at Regional/Staff Meetings.
3. Notify the Program Coordinator if it appears the employee is going to be sick for three days.
4. Each employee receives 12 days of sick leave available for use at anytime (accrued one per month per contract length), unless contract specifies otherwise.
5. At the end of the contract, any unused sick leave will be accumulated to seventy (70) sick days, unless contract specifies otherwise.
6. Sick leave must be reported on the monthly Work Schedule in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full day increments.
7. A monthly report of remaining sick leave will appear on paycheck stubs.

8. Employees who begin after the start of the program year and part-time employees will receive a percentage of sick leave according to the percentage of the contract worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they work.
9. If an employee resigns or terminates before the end of said contract and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.
10. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse, children, grandchildren, grandparents and parents in-laws of the employee.
11. Sick leave will not be approved to complete contract unless administration and or Board approves request. If prior approval is not received, leave will be without pay.
12. Accrued sick leave will not be paid if separation occurs.
13. Employee on FMLA, extended leave, or disability is responsible to submit to Human Resource a physicians release to return to work.
14. Employees receiving disability pay will follow short-term disability guidelines.

Paid Holidays

Employees receive seven paid holidays. Employee must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- a. Christmas
- b. New Year's Day
- c. Good Friday
- d. Memorial Day

Paid Vacation

1. Employees receive vacation days available for use at anytime agreeable with the program coordinator and employee.
2. A workday is defined as total weekly hours divided by five days to obtain daily average.
3. Vacation days are prorated for employees contracted after the start of program

year. Employees who work less than full time have their leave days prorated in a ratio equivalent to the amount of their contract time.

4. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.
5. Employees will receive the following paid vacation days for years of service, unless contract specifies otherwise.
 - a. First year = 5 days
 - b. Second through fourth year = 10 days
 - c. Fifth through ninth year = 15 days
 - d. Tenth through fourteenth year = 20 days
 - e. Fifteenth year and on = 25 days
6. Vacation days must be used by June 30th of each year. They do not need to be taken in weeks.
7. It is the responsibility of the Parent Educator to schedule vacation times that do not conflict with the smooth operation of the program. This is to be done in consultation with the Program Coordinator.
8. Employees should notify the Program Coordinator and their Supervisor if taking three or more consecutive days.
9. NOTE: Vacation days cannot be carried over to the next program year.

Professional Development

1. To maintain certification with Parents as Teachers National Center, Parent Educators, are required to obtain Professional Development hours within a program year.
2. The number of hours required is based upon the years of practice of a Parent Educator:
 - 1st year – 20 in-service hours.
 - 2nd year – 15 in-service hours.
 - 3rd + year – 10 in-service hours.
3. Professional Development will be provided at Staff/Regional meetings throughout the year.
4. Parent Educators may also county professional reading towards require hours
5. Professional Development Leave Requests and reimbursement:
 - a. Employees may request additional Professional Development provided by other organizations:
 - i. Submit a "Professional Development Request Form" to the Program Coordinator 10 days before a scheduled event is to occur. Request should include a description and objects of the event

- ii. Arrangements for direct billing of expenses to be incurred by staff for approved Professional Leave will be made whenever possible.
 - iii. Approval will be at the discretion of the Program Coordinator.
 - b. Expenses must be submitted for reimbursement on the Professional Development Expense Voucher submitted electronically with photo of all receipts by the 1st of each month at noon.
 - c. Original receipts must be submitted to the business office prior to the 5th of each month.
 - d. Receipts should not include tax or tip
 - e. Receipts should include work expenses only and not personal purchases or alcohol
 - f. Receipts should show the purchase date, place of purchase, and itemization of the purchases
 - g. Receipts should be taped to an 8 ½ x 11 sheet of paper with the staff member's name, month, and year written on the top right hand corner
6. Meals are not reimbursable for day-trip conferences.
 7. Meals are only reimbursable for overnights, if the meal is not provided at the event
 8. Daily allowable meal reimbursement should not exceed \$45
 9. DO NOT submit Professional Development MILEAGE or EXPENSES on an EXPENSE REPORT

STAFF BEHAVIOR

Arrival and Departure Times

Parent Educators are expected to be on time to all work related activities and if unavoidably late are to notify appropriate persons.

Building/Job Responsibilities

Parent Educators need to be aware that several other persons use the space where PAT is located. It is important that work is done quietly and respect for others. Any space for meetings or large projects needs to be reserved in advance with the Program Coordinator who will coordinate with the Grant Manager.

Confidentiality

Parent Educators shall adhere to the confidentiality terms set forth in the "Parent/Parent Educator Agreement" with all families that they serve. Confidential family information, whether written or oral, shall be handled in a confidential manner.

Reports

Upon request, Parent Educators shall submit any information regarding PAT program implementation to Program Coordinator.

Child Files and Online Database

Parent Educators are expected to keep each child file updated and complete at all times. All online paperwork shall be kept up to date at all times. When accessing Family/Child Files on-line, a secured network should be used.

Parent Educator Job Description, Schedule of Activities, and Requirements

Time Management

1. # of PE hrs = # of families active (with the exception of those with a higher number of high needs families) Parent educators should expect to drive distances up to 45 miles one way to serve a family. Staff must have a reliable means of transportation.
2. Plan, conduct, and report hours according to your Time Requirements document
3. PEs should plan blocks of time to work (rather than working 5 min, take a break and do dishes, work 10 min, take a break and fold laundry, etc.)
4. PEs must have the ability to work 2 – 3 nights per week (or 2 nights and 1 weekend)
5. PEs should coordinate visits to reduce driving by scheduling families together who are close in location
6. Document hours and activities as actual to the closest .25 hour. Example:
 - a. Phone call to confirm PV Smith – RR .25
 - b. Travel to and from PV Smith – M .75
 - c. PV Smith – PV 1.00
 - d. Put away supplies – PV .50
 - e. Enter PVR – PV .50
 - f. Total PV time = 3.00

Daily/Weekly

1. Contact family 2 – 3 days prior to visit to confirm (RR)
2. Prepare for each visit by compiling handouts and materials (20 min per family PV)
3. Reschedule cancellations immediately (RR)
4. Enter PVRs (PV) and family contacts (PC, PEC, phone, emails, other) within 24 hours of occurrence (RR) (20 – 30 min)
5. Check your email every working day – reply within 24 business hours (PM)
6. Review calendar to ensure dates/times match in Visit Tracker, personal calendar, and PAWS (PM)
7. Update PAT Facebook Page with information and share to Keystone PAT Facebook Page (RR, GC, or RN)
8. Reschedule with families not scheduled

Monthly

1. Remind parents of upcoming Group Connection and area events via email
2. Check PAWS time sheet and expense report for corrections and update (PM)
3. Plan for supplies and handouts needed for PVs through the month
4. Request or obtain supplies and handouts needed for PVs through the month
5. Check in with area PEs in area for update on Group Connections and area resources

Quarterly

1. Insert district/area PAT information into Keystone PAT Newsletter
2. Distribute Keystone PAT Newsletter to:
 - a. Families (email or at PVs)
 - b. District (email or dropping off)
 - c. Resource Network (email or at meetings)
 - d. Superintendent (email or dropping off)
 - e. Visible locations in the community (dropping off)
3. Review Documents/Visit Tracker using Family Service Documentation Review individually and with supervisor
4. Update Work Schedule Outline and provide to supervisor

Beginning of Program Year

1. Review demographics/contact information and update on each family. Uncheck "New Recruit" on all Guardian Records.
2. Review children with IFSP. Record:
 - a. Concern
 - b. Referral
 - c. Follow-up
3. Begin screenings to ensure fully screened by December 31 (with some exceptions)
4. Update Protective Factors Survey with each family (to be completed by December 31)
5. Re-sign Agreement for Participation Form with all existing enrolled families
6. Help families to set goal for their child/family (Goal Tracking Sheet PATNC Fillable Forms)
7. Provide schedule of Group Connections
 - a. Families
 - b. Superintendent
 - c. District newsletter/calendar
 - d. Resource Network
 - e. Other PEs in area
8. Schedule with superintendent time to present once to School Board or provide written report
9. Outline Work Schedule for year and provide to supervisor
10. Schedule Community Collaboration and/or Advisory Board meetings for year. Provide to supervisor.
11. Schedule 1 Peer Mentor and Supervisor Observations for the year

Caseload

1. # of PE hrs = # of families active (with the exception of those with high miles)
2. Three years of service = new family. Transition to exit families with 3+ years should be complete by December 31, unless directed otherwise by the supervisor.

3. Children must be exited before 36 months of age (BOOK children may re-enroll in BOOK after 36 months)
4. If under in caseload = must document hours in recruitment (sub PV hrs for RR)
5. If under caseload for 3 consecutive months, decrease hours (with the exception of new PEs)
6. If over in caseload, discuss with supervisor plan to exit to waiting list and plan to work less in other areas
7. Move families who have completed 3 years and have child under 3 to Waiting List
8. Waiting List Priority:
 - a. Families who have had 0 years of PAT and have at least 1 identified risk factor
 - b. Families who have had 0 years of PAT and have 0 identified risk factors
 - c. Families who have had less than 3 years of PAT and have at least 1 identified risk factor
 - d. Families who have had less than 3 years of PAT and have 0 identified risk factors
 - e. Families who have had 3+ years of PAT and have at least 1 identified risk factor
 - f. Families who have had 3+ years of PAT and have 0 identified risk factors
9. Deviations from 3 years service and Waiting List priority should be reviewed with and approved by the supervisor
10. If the district is under caseload, the priority is to fill the units:
 - a. Do not exit families with 3 years service
 - b. When the district is full, the PE will review with her supervisor when to exit families
 - c. The Program Coordinator will review need to reduce hours if under caseload mid December
 - d. Recruitment efforts should be strong and many of the ideas include various Group Connections. The district may have more than 1 GC per month to recruit.
 - e. For additional GCs, enter attendance in Visit Tracker. Record time on Work Schedule as RR.

Personal Visits

1. Each family should receive 11 – 12 PVs for the year
2. Schedule PVs with each family on a consistent schedule. Example:
 - a. 2nd Tues of each month at 10:00
 - b. 3rd Thurs of each month at 5:30, etc.
3. Make PVs more simple with bringing fewer supplies utilizing materials in the home
4. Utilize Multi-Age lesson plans with families with more than 1 child under 3
5. Print fewer handouts and email handouts prior to PV if an option
6. Set family goals at visits. Record on PVR:
 - a. SOC Goal
 - b. Action steps toward goal

- c. Met or Abandoned
- 7. Review "A Snapshot of the Parents as Teacher Personal Visit Snapshot" (PATNC)
- 8. Enrollment Visit:
 - a. Provide Enrollment/Foundation PV #1
 - b. Complete
 - i. Agreement for Participation
 - ii. Recruitment and Enrollment Form
 - iii. Protective Factors Survey (may leave for completion to return at next PV)
 - iv. Health Record
 - c. Check "New Recruit" on Guardian Page in Visit Tracker.

Group Connection

1. One Group Connection each month (or max of 12) per district with 4 units or less
2. Two Group Connections each month (or max or 24) per district with 5 units or more
3. Develop Group Connection Plan based on Group Connection Menu
4. Group Connections should not provide child care due to cost and liability
5. Group Connection Plan to supervisor for the year in August

Recruitment and Retention

1. Recruitment Plan to supervisor for the year in August
2. Strategies should include recruitment of high needs and hard-to-reach families
3. Look ahead at # of families exiting and plan to replace with new family
4. Recruit families who are reflective of the demographics of the district (ex. 30% of district qualify for Free or Reduced lunch = 30% of caseload in district are low income)
5. Contact new family to enroll within 72 hours of referral and/or initial interest expressed by family
6. Enter information for families recruiting in Visit Tracker under Recruit

Visibility

1. Contact Superintendent/Director of Special Services to schedule a beginning of year meeting. Ask Superintendent/Director of Special Services about what kind of information he/she would like to have throughout the year regarding the program. Ask how often he/she would like to meet with the parent educator and/or program coordinator. Follow-up throughout the year with the Superintendent/Director of Special Services.
2. Ensure that the PAT Program is visible in the School District by visiting the elementary schools, conducting Group Connections within the schools, providing information to appropriate district staff.
3. Distribute PAT information throughout the community in visible locations.

Weather Cancellation

1. Group Connections are cancelled in the districts that are closed due to weather.
2. Keystone Office is closed, if Oskaloosa #341 is closed due to weather.
3. If we have a Staff or Regional Meeting scheduled at the Keystone office, it is cancelled.
4. If a Regional Meeting is scheduled in a district that is closed due to weather, staff scheduled to attend that meeting will be contacted via email or phone. A decision to cancel will be based on the number who can attend.
5. School Cancellations do not automatically cancel Personal Visits. Personal Visits, however, may need to be rescheduled due to school cancellations:
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7. If the parent needs to reschedule due to hazardous roads or children home from school, then it is a Parent Cancel.
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9. Staff should also prepare themselves and their vehicle for cold weather driving. The following links can provide guidance:

<http://www.carcare.org/2013/11/9-steps-for-a-winter-ready-car/>

<http://www.wusa9.com/news/article/281144/432/Getting-your-car-ready-for-winter>

Supervision

1. Two hours supervision per month for PEs with 20+ hours per week
 - a. 1 hour family time
 - b. 1 hour essential requirements and time management
2. One hour supervision per month for PEs with less than 20 hours per week
 - a. 30 min family time
 - b. 30 min essential requirements and time management
3. Peer Mentor Observation scheduled and reflection to supervisor before Oct 31
 - a. Use Home Visit Observation Rating Scale (HOVRS) (Foundations for School Success)
4. Supervisor Observations (1 per year):
 - a. Personal Visit
 - i. Use Home Visit Observation Rating Scale (HOVRS) (Foundations for School Success)
 - ii. Use Personal Visit Observation Tool (PATNC)
 - b. Screening
 - c. Group Connection
 - i. Use Group Connections Observation Tool (PATNC)

PE Evaluation

1. Supervisor will conduct on-going documentation and feedback during each supervision session
2. Supervisor will review quarterly progress on compliance with Essential Requirements
3. Supervisor will complete formal evaluation with PE at April supervision
4. If at any point concerns with job performance arise, supervisor will:
 - a. Contact Program Coordinator
 - b. Plan of Improvement will be developed and reviewed with PE
 - c. See Keystone Personal Policy Manual for further steps in evaluation

Resource Network

1. One PE attend 1 Community Collaboration meeting in each service area
2. If other PEs work in area, provide notes and updates to each PE
3. Provide notes and updates to supervisor
4. Refer families to resources in community as discussed at PVs
 - a. Record refer on PVR
 - b. Follow-up on parents connection to resource referral

Screening

1. Fully screened:
 - a. ASQ
 - b. ASQ-SE
 - c. Health
 - d. Vision checklist and functional
 - e. Hearing checklist and OAE
 - i. If child is untestable, refer to doctor, score as untestable, mark as complete
 - f. Dental (required for KHF Grant through Dec 31, then recommended but optional)
2. All newly enrolling children must be fully screened within 90 days of enrollment (infants enrolled prior to 4 months of age are screened prior to 7 month of age).
3. An infant is expected to be fully screened is 7 months. Some screenings, like ASQ-3 and ASQ-SE *can* be done earlier but ALL screenings are DUE by 7 months.
4. Screen all existing enrolled children starting with 1st PV of year and complete by Dec 31 (with few exceptions on scheduling with OAE – then by Feb 28)
5. Screen all children turning 36 months at the visit prior to the exit visit (34 – 35 mo)

Family-Centered Assessment

1. Complete Protective Factors Survey with newly enrolled families at 1st PV
2. Complete Protective Factors Survey with existing enrolled families annually before December 31

Staff/Regional Meetings and Professional Development

1. Five full staff meetings
 - a. September 6 – Start of Year, ASQ Review, and Home Visit Safety 9:30 – 3:00
 - b. November 1 – Motivational Interviewing 9:30 – 3:30
 - c. December 6 – Mid Year Report and Celebration 9:30 – 2:00
 - d. March 7 – To Be Determined 9:30 – 3:00
 - e. June 6 – Year End Report and Celebration 9:30 – 2:00
2. Six Regional meetings
 - a. August
 - b. October
 - c. January
 - d. February
 - e. April
 - f. May