



# FACE Technical Assistance Brief

## The FACE Home-Based Model Implementing the Essential Requirements with Fidelity

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### **What information will I find in this brief?**

The purpose of this TA Brief is to assist FACE home-based programs with understanding what it means to implement the Parents as Teachers Essential Requirements with Fidelity.

### **What do we mean by Essential Requirements?**

In addition to the FACE Guidelines and FACE Assurances, Parents as Teachers have 17 Essential Requirements that represent the elements necessary for successful replication of the Parents as Teachers model. You will find that most of these 17 Essential Requirements are already embedded in the FACE Guidelines and FACE Assurances. At times the FACE Guidelines require more of FACE programs than the Essential Requirements, at other times the requirement is the same. Each requirement covers an aspect of infrastructure or service delivery, operationalizing the four model components (personal visits, child screening, resource network, and group connections) and the supports affiliates must have in place in order to effectively provide high quality Parents as Teachers services. Programs demonstrate model fidelity through adherence to all 17 Essential Requirements.

### **How do we measure model fidelity?**

FACE Programs report on implementation, infrastructure, and service delivery data at the end of each program year via the Affiliate Performance Report. Once the APR is submitted online through the ePortal, the program can view the performance measures report (PMR) which uses the APR data to show the FACE Program's adherence to the 17 essential requirements based on the data submitted. By reviewing the PMR, programs can quickly notice errors in their data and see at-a-glance how well their program is meeting their service delivery goals. Parents as Teachers recommends that Coordinators share the PMR with program staff and stakeholders as part of the continuous quality improvement plans.

### **What are the Parents as Teachers Essential Requirements?**

The text of the 17 Essential Requirements can be found below, along with FACE specific examples of how each requirement is met.

Essential Requirement #1: Infrastructure: Affiliates provide at least two years of services to families with children between prenatal and kindergarten entry.

- *FACE Programs are designed to provide at least three years of service (prenatal to age three) and in most cases, six years of service (prenatal through the end of kindergarten).*



Essential Requirement #2: Staffing: The minimum qualification for parent educators is a high school diploma or GED and two years previous supervised work experience with young children and/or parents.

- *FACE programs require parent educators to possess at least an AA degree, 60 college hours, or state certification for paraprofessionals (per **NCLBA** requirements).*

Essential Requirement #3: Leadership: Each affiliate has an advisory committee that meets at least every six months (can be part of a larger committee, community network, or coalition as long as the group includes a regular focus on the Parents as Teachers affiliate).

- *Each FACE program is required to be a part of an advisory council. Advisory council's vary from school to school. Some programs prefer to host their own advisory council, while others take part in a bigger community advisory council. Remember, the FACE home-based program must be discussed at every advisory council meeting.*

Essential Requirement #4: Supervision: Each month, parent educators working more than .5 FTE participate in a minimum of two hours of individual reflective supervision and a minimum of two hours of staff meetings and parent educators working .5FTE or less participate in a minimum of one hour of reflective supervision and two hours of staff meetings.

- *Each FACE Parent Educator is full time and therefore required to participate in a minimum of two hour of individual reflective supervision each month. Reflective supervision must be provided individually to each parent educator. Most typically, it is provided by the FACE Coordinator, but can be provided by another individual with a supervisory role within the program, such as a principal or director. FACE Coordinators are also required to participate in a minimum of two hours of individual reflective supervision if also fulfilling the role of parent educator. Documentation of reflective supervision is maintained in the Penelope data management system.*
- *The FACE Program is required to set aside one day each week for Team planning/integration. The weekly team meeting will include a written agenda, sign-in sheet, and minutes which are filed in a Team Meeting Binder.*

Essential Requirement #5: Supervision: Each supervisor, mentor or lead parent educator is assigned no more than 12 parent educators, regardless of whether the parent educators are full-time or part-time employees.

- *The FACE Coordinator is responsible for supervising the entire FACE staff, which includes the parent educators, early childhood teachers, and adult education teacher. The coordinator should be the elementary principal, an administrator, or an experienced adult educator, experienced early childhood teacher, or an experienced parent educator.*



**Essential Requirement #6: Training:** All new parent educators in an organization who will deliver Parents as Teachers services to families attend the Foundational and Model Implementation Trainings before delivering Parents as Teachers; new supervisors attend at least Model Implementation Training.

- *All FACE Parent Educators are required to attend the Foundational and Model Implementation Training prior to providing services. New FACE Coordinators are encouraged to attend Foundational and Model Implementation Training with their parent educators. All FACE Parent Educators are required to attend the Foundational 2 training prior to serving families with children ages three through Kindergarten.*

**Essential Requirement #7: Professional Development:** Parent educators obtain competency-based professional development and training and renew certification with the national office annually.

- *There are many Professional Development opportunities available to FACE Parent Educators each year. FACE Regional Technical Assistance Days, FACE Live Webinars, and FACE Recorded Webinars are all mandatory trainings. Parent educators also attend professional development opportunities through the school, community, or professional conferences. Parent educators may use the “Core Competencies Self-Assessment” located in the Supervisor’s Handbook on the ePortal to identify areas for growth and guide professional development.*

**Essential Requirement #8: Family Centered Assessment:** Parent educators complete and document a family-centered assessment within 90 days of enrollment and then at least annually thereafter, using an assessment that addresses the Parents as Teachers required areas.

- *FACE Parent Educators are required to complete the Life Skills Progression (LSP), which is a type of Family Centered Assessment, within 90 days of enrollment and every six months thereafter. Parent Educators are to document the LSP within the Penelope data management system, as well as within the Family File Folder.*

**Essential Requirement #9: Goals:** Parent educators develop and document goals with each family they serve.

- *All families should have an active goal at all times. Goals must address at least one of the following areas: parenting behaviors, child development and family well-being. Parent Educators are to utilize the “Beginning with the End in Mind” parent handout to aid the family in goal setting and document the goal and progress notes in the Penelope data management system.*

**Essential Requirement #10: Visit Planning:** Parent educators use the foundation visit plans and planning guide from the curriculum to design and deliver personal visits to families.

- *All FACE Parent educators must use the PAT Foundational Visit Plans for the first 8 visits and the PAT Personal Visit Planning Guide for all subsequent visits to design and deliver each personal*



*visit. Parent educators carry out the visit plan using resources and materials from the Foundational Curriculum. Parent educators serving families 3 – K use the Foundational 2 Curriculum. Use of a foundation plan or planning guide should be documented on each Personal Visit Record.*

**Essential Requirement #11: Personal Visits:** Families with 1 or fewer high needs characteristics receive at least 12 personal visits annually and families with 2 or more high needs characteristics receive at least 24 personal visits annually.

- *FACE visit frequency is not based on high needs characteristics. All experienced FACE Parent Educators should visit Families twice a month. All new FACE Parent Educators should visit Families weekly. If circumstances arise where visit frequency will not follow the typical pattern, a discussion must take place between the parent educator and coordinator to determine how services will be altered.*

**Essential Requirement #12: Personal Visits:** Full-Time 1<sup>st</sup> year parent educators complete no more than 48 visits per month during their first year and full-time parent educators in their 2<sup>nd</sup> year and beyond complete no more than 60 visits per month.

- *All FACE Parent Educators should complete 12 visits per week, or 48 visits per month.*

**Essential Requirement #13: Group Connections:** Affiliates deliver at least 12 group connections across the program year.

- *FACE Programs should hold at least one FACE Family Circle (Group Connection) a month. The FACE Family Circle must be focused on one or more of the 3 areas of emphasis (parent-child interaction, development-centered parenting, and family well-being). The parent educators must plan and be present at each FACE Family Circle. If the meeting is also offered to center-based families, the entire FACE team is involved in supporting the FACE Family Circle. Records of the planning and delivery of FACE Family Circles must be maintained, using the PAT Group Connection Planner & Record and kept in a FACE Family Circle Binder.*

**Essential Requirement #14: Screening:** Screening takes place within 90 days of enrollment for children 4 months or older and then at least annually thereafter (infants enrolled prior to 4 months of age are screened prior to 7 months of age). A complete screening includes developmental screening using PAT approved screening tools, along with completion of a health review that includes a record of hearing, vision, and general health status. Developmental domains that require screening include language, intellectual, social-emotional and motor development.

- *Every year, within 45 days of enrollment, each child enrolled in the home-based FACE program will receive health, hearing, vision and developmental screening from the parent educator. They will use the following recommended tools: The PAT Health Record (reviewed periodically throughout the year), Otoacoustic Emissions (OAE) for hearing, functional vision screening, and*



*the Milestones forms. They will also use the Ages and Stages Questionnaire (ASQ-3) at least twice a year and the Ages and Stages Questionnaire: Social Emotional (ASQ: SE-2) once a year. Parent educators will then share the results with parents and follow-up on any developmental concerns identified.*

**Essential Requirement #15: Resource Connection:** Parent educators connect families to resources that help them reach their goals and address their needs.

- *Parent educators will develop and annually update a local Community Resource Directory. They will connect families with necessary community resources, providing support and advocacy when appropriate. Resource connections should address the unique needs and interests of the family. Resource connections include providing detailed information to the caregiver (s) about specific resources in the community. Resource connections and follow-up must be documented in the Penelope data management system.*

**Essential Requirement #16: Family Feedback:** At least annually, the affiliate gathers and summarizes feedback from families about the services they've received, using the results for program improvement.

- *In addition to the FACE Exit Survey (required), the PAT Parent Satisfaction Survey is one way to obtain feedback from families about their experiences with home-based FACE, however, programs can choose to use a different feedback form or a different method altogether. For example, programs could utilize focus groups or interview techniques to solicit feedback from parents. No matter the method used to collect the feedback, results should be summarized in a way that allows the FACE program to use the information for continuous quality improvement.*

**Essential Requirement #17: Data Reporting and Continuous Quality Improvement:** The affiliate annually reports data on service delivery and program implementation through the APR; affiliates use data in an ongoing way for the purposes of continuous quality improvement, including participating in the Quality Endorsement and Improvement Process every five years.

- *FACE Home-Based Programs complete the APR after the end of the program year, every summer. FACE Programs are responsible for their data and should review their submissions including the Performance Measures Report (PMR) to ensure that their information is complete and correct. Once every five years, Parents as Teachers affiliates take part in the Quality Endorsement and Improvement Process. This process begins with an Essential Requirement Review and for those programs meeting all 17 Essential Requirements, continues with a review of the Parents as Teachers Quality Standards.*