

Quality Assurance Guidelines: Minimum Requirements

This checklist highlights the minimum requirements for initiating a new Parents as Teachers *Born to Learn* program, effective January 2010. Review each item and place a check in the far right column when this item has been addressed by your program. There are additional requirements for maintaining your Parents as Teachers *Born to Learn* program as outlined in the Terms of Agreement.

Area	Item	✓ when addressed
Overview		
Parent Educator Educational Background and Experience	Recommend that parent educators have at least a Bachelor's/4-year degree in early childhood or a related field. However, it is also acceptable for parent educators to have a 2-year degree/60 college hours in early childhood or a related field. Supervised experience working with young children and/or parents is also recommended. If your program plans to hire parent educators with less than a 2-year degree/60 hours, they must have a minimum of 2 years previous supervised work experience in early childhood.	
Funding	While it is preferable for your program to come in with 3 or more years of funding in place, a minimum of 2 years funding is acceptable for major sources of funding.	
Populations served	Your organization can choose to focus services primarily on families with children Prenatal to 3, primarily age 2 to Kindergarten entry or primarily Prenatal to Kindergarten entry.	
Duration of services	For greatest impact, most programs provide 3 plus years of service. At minimum, programs must provide 2 years of services to families between prenatal and kindergarten entry.	
	We highly recommend that programs operate all 12 months of the year; if programs cannot provide full services year-round due to restrictions from the funding agency, we encourage programs to maintain partial services 12 months of the year. If this is not possible, 10 months is the minimum number of months per year the program must operate.	
Training	After completing and receiving approval for your Program Plan, all staff in your organization who will deliver Parents as Teachers <i>Born to Learn</i> services to families must attend the <i>Born to Learn</i> Institute (Pre-3 or 2-K).	
Model Components		
Personal Visits	An acceptable minimum frequency is 10-12 (monthly) visits annually spread out over the course of a year. 20-24 (twice monthly) personal visits should be completed for families with greater needs, also spread out over the course of a year.	
	Full time parent educators complete an average maximum of 48 visits per month, while part time parent educators complete an average maximum of 24 visits per month	
	A parent educator must serve at least 5 families each year to re-certify. The maximum number of families on a parent educator's caseload is determined by the visit frequency and number of visits to be completed monthly.	
Group Meetings	Program must offer monthly group meetings during the program year.	
Screening	Each type of screening (developmental, hearing and vision, as well as the health record) must be completed annually for all age eligible children.	
Resource Network	Your program will need to equip parent educators with knowledge about varied organizations and agencies in your community that families may need to access. You will identify the top 5 in your Program Plan.	
Program Operations and Management		
Supervision	A maximum of 10-12 parent educators can be assigned to each supervisor or mentor or lead parent educator	
	While more frequent individual supervision is optimal, each parent educator must participate in a minimum of monthly individual supervision and a monthly staff meeting.	
Program Leadership	The program advisory board/leadership council must meet at least every 6 months.	
Evaluation	Program must plan for evaluation of program implementation. In addition to completing the Annual Program Report each year and self-assessment every fourth year, programs must collect annual parent satisfaction surveys and regular feedback from parents about group meetings.	