

Essential Requirements

Beginning July 2020

Essential Requirements	
2020 Essential Requirements	Measurement Criteria
1. The affiliate is designed to provide at least two years of services to families whose children are prenatal to kindergarten age. ¹	The affiliate confirms that it is designed to be able to provide at least two years of services to families with age-eligible children. ²
2. The minimum qualifications for parent educators are a high school diploma or equivalency and two years' previous supervised work experience with young children and/or parents.	100% of the affiliate's parent educators have at least a high school diploma, GED, or equivalent degree in countries outside the United States.
3. Each affiliate has an advisory committee that meets at least every six months. (It can be part of a larger committee, community network, or coalition as long as the group includes a regular focus on the affiliate).	The affiliate conducts at least two advisory committee meetings during the program year.
4. 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 .5 FTE or less participate in a minimum of one hour of reflective supervision and two hours of staff meetings. In order to support high-quality services to families, this requirement includes supervisors who carry a caseload.	On average, parent educators working more than .5 FTE and supervisors that carry a caseload equivalent to more than .5 FTE receive at least 75% of the required individual reflective supervision hours per month (at least 1.5 hours per month). On average, parent educators working .5 FTE or less and supervisors who carry a caseload equivalent to .5 FTE or less receive at least 75% of the required individual reflective supervision hours per month (at least .75 hours per month). At least 18 hours of staff meetings occur during the program year.
5. 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 number of parent educators assigned to the supervisors is decreased proportionately when the supervisor is not full-time.	100% of an affiliate's 1.0 FTE* supervisors are assigned a maximum of 12 parent educators. The number of parent educators assigned to a supervisor that is not full-time is adjusted proportionately. <i>*1.0 FTE is defined here as 40 hours/week.</i>

¹ Because families can enroll when their children are different ages, not every family may receive at least two years of services.

² Age eligible refers to the programs design and requirements around who is served. PAT services are able to be delivered to families whose children are prenatal to kindergarten age.

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<p>6. All new parent educators who will deliver Parents as Teachers services to families attend the Foundational and Model Implementation Trainings before delivering Parents as Teachers services; new supervisors attend both Foundational and Model Implementation Trainings.</p>	<p>100% of parent educators and supervisors have attended the required PAT trainings.</p>
<p>7. All parent educators and supervisors who carry a caseload are observed delivering a personal visit at least once during the program year, conducted by a supervisor or lead parent educator using a structured observation tool.</p>	<p>100% of parent educators and supervisors who carry a caseload and who provided full PAT model services for the full program year are observed delivering a personal visit at least once during the program year conducted by a supervisor or lead parent educator using a structured observation tool.</p>
<p>8. Parent educators and supervisors who carry a caseload obtain competency-based professional development and training and renew certification with the National Center annually.</p>	<p>100% of parent educators and supervisors who carry a caseload are up to date with their certification. Twenty hours of professional development are required for recertification for all parent educators and supervisors who carry a caseload. In addition to local training opportunities, professional development during staff meetings, participation in PAT national webinars, and online courses all count toward the required hours.</p>
<p>9. Parent educators* complete and document a family-centered assessment within 120 days of enrollment, and then annually thereafter, using a method that addresses the Parents as Teachers required areas.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>Family-centered assessment is conducted using a PAT-approved method. At least 60% of families enrolled more than 120 days have an initial family-centered assessment completed within 120 days of enrollment and at least 60% of families that received at least one visit during the program year have a family-centered assessment completed during the program year.</p>
<p>10. Parent educators* develop and document goals with each family they serve.</p> <p><i>*indicates that this includes supervisors who carry a caseload.</i></p>	<p>At least 60% of the families that received at least one visit during the program year have at least one documented goal during the program year.</p>
<p>11. Parent educators* use the <i>Foundational Personal Visit Plans</i> and <i>Personal Visit Planning Guide</i> from the <i>Foundational Curriculum</i> to design and deliver personal visits to families.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>Parent educators* plan for each visit, documenting the planning process in a <i>Foundational Personal Visit Plan</i> or <i>Personal Visit Planning Guide</i>.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>

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12. Families with one or fewer stressors receive at least 12 personal visits annually and families with two or more stressors receive at least 24 personal visits annually.

At least 60% of families with one or fewer stressors receive at least 75% of the required number of visits* in the program year and at least 60% of families with two or more stressors receive at least 75% of the required number of visits in the program year.

**As documented by Personal Visit Records.*

13. Full-time first year parent educators complete no more than 48 visits per month during their first year and full-time parent educators in their second year and beyond complete no more than 60 visits per month. The number of visits completed monthly is decreased proportionately when a parent educator is part-time. In addition, a number of factors need to be considered when establishing the maximum number of visits completed monthly, including: staff responsibilities, travel time for visits, and data collection responsibilities.

Full-time first year parent educators complete no more than 48 visits per month. Full-time parent educators in their second year and beyond complete no more than 60 visits per month.

14. Affiliates deliver at least 12 group connections across the program year.

The affiliate delivers at least nine (75%) group connections* during the program year. In order to count a group connection, at least one family must have attended. The families in attendance may or may not already be enrolled in PAT services. For example, a family may be in attendance as part of the affiliate's recruitment efforts.

**As documented by Group Connection Planning Guides and Records*

15. Child health review is completed within 90 days of family enrollment or child's birth, and at least annually thereafter. Completion of the *Child Health Record*, which consists of health status, safety, vision, and hearing elements, constitutes a complete health review.

At least 60% of children receive a complete child health review within 90 days of enrollment or birth and at least 60% of children received a complete annual child health review during the program year.

16. Child developmental screening takes place for all children within 90 days of family enrollment or child's birth, and then at least annually thereafter. Developmental domains that require screening include language, cognitive, social-emotional, and motor development.

At least 60% of children receive a complete child developmental screening within 90 days of enrollment or birth and at least 60% of children receive a complete annual child developmental screening during the program year.

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<p>17. Child developmental surveillance takes place during each personal visit.</p>	<p>Parent educators review the PAT <i>Milestones Record</i> or <i>CDC Milestones</i> for each enrolled child before the visit and update each enrolled child's record after the visit when there are newly emerging or achieved milestones.</p>
<p>18. Parent educators* connect families to resources that help them reach their goals and address their needs.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>At least 60% of families that received at least one visit during the program year are connected to at least one community resource during the program year.</p>
<p>19. At least annually, the affiliate gathers and summarizes feedback from families about the services they have received through the four model components, using the results for program improvement.</p>	<p>The affiliate gathers and summarizes feedback from families about the services they have received at least once during the program year and uses the results for program improvement.</p>
<p>20. The affiliate annually reports data on service delivery and program implementation through the APR; affiliates use data in an ongoing way for purposes of continuous quality improvement, including participating in the Quality Endorsement and Improvement Process every five years.</p>	<p>The affiliate uses the PAT Records (2020 or newer), presented in the <i>Data In Motion Manual</i> through one of the approved options below,* to record and report data on service delivery and program implementation, submits the Affiliate Performance Report (APR) annually by the August 15 deadline, and participates in the Quality Endorsement and Improvement Process when designated by PATNC.</p> <p>*Approved options</p> <ol style="list-style-type: none"> 1. PAT Penelope 2. PAT Records (2020 or newer version) 3. Data system that has a licensing agreement with PATNC and contains all items in the PAT Records (2020 or newer version) 4. Program specific forms or database that contains all items in the PAT Records (2020 or newer version)
<p>21. Affiliates measure at least two outcomes with eligible families and report summary data and how they are using the data on the APR. One outcome is from a list of PAT approved tools that measure parenting skills, practices, capacity, or stress assessment and the second outcome is from an approved list of measures.</p>	<p>At least 60% of eligible families annually participate in an assessment of parenting skills, practices, capacity, or stress using an approved tool. At least one additional PAT approved outcome measure is assessed and reported for eligible families. Affiliates report in the APR how they are using the data.</p>