

Early Childhood Block Grant

Prevention Initiative Implementation Manual (PIIM)

Presenters

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What can I expect?

Illinois Prevention Initiative Implementation Manual

2013



Webinar One

- Overview of Prevention Initiative Implementation Manual (PIIM)

Webinar Two

- Prevention Initiative (PI) Model Fidelity and Compliance

Webinar Three

- Prevention Initiative Administration/Supervision

History



PIIM History

- State Advisory Council (SAC) Grant
- Awarded to Positive Parenting DuPage
 - Advance the Quality of Home Visiting in Illinois
- Illinois State Board of Education was invited to participate in September of 2012
 - Advance the development of a Preventior Initiative Implementation Manual and utilize a workgroup/focus group to obtain feedback from the field.



PIIM History

- ISBE staff is relying on users of this manual to provide feedback
 - Ease of use
 - Content
 - Missing information
- Please email feedback to earlychi@isbe.net



PIIM - Seven Sections

Table of Contents

Welcome to the PIIM

ISBE Position Statement

Prevention Initiative Overview

Questions for a New
Prevention Initiative Leader

Birth to Five Program Standards
and Quality Indicators

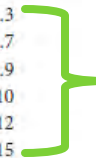
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2. Welcome to the PIIM

Welcome to the Illinois Prevention Initiative Implementation Manual



The Illinois Prevention Initiative Implementation Manual is based on the Illinois Birth to Five Program Standards and Quality Indicators and is organized as such. The information and materials contained in this document were compiled to assist you in the implementation and continuous improvement of your birth to three programs.

The Manual is provided as guidance. References and resources are included as further suggestions for quality improvement. There are choices a program makes to demonstrate that it meets the Standards. It is important that the choices support the individual programs in their own missions to provide quality services to pregnant women, infants, toddlers, and their families, and that the choices support their program model and the Illinois State Board of Education requirements.

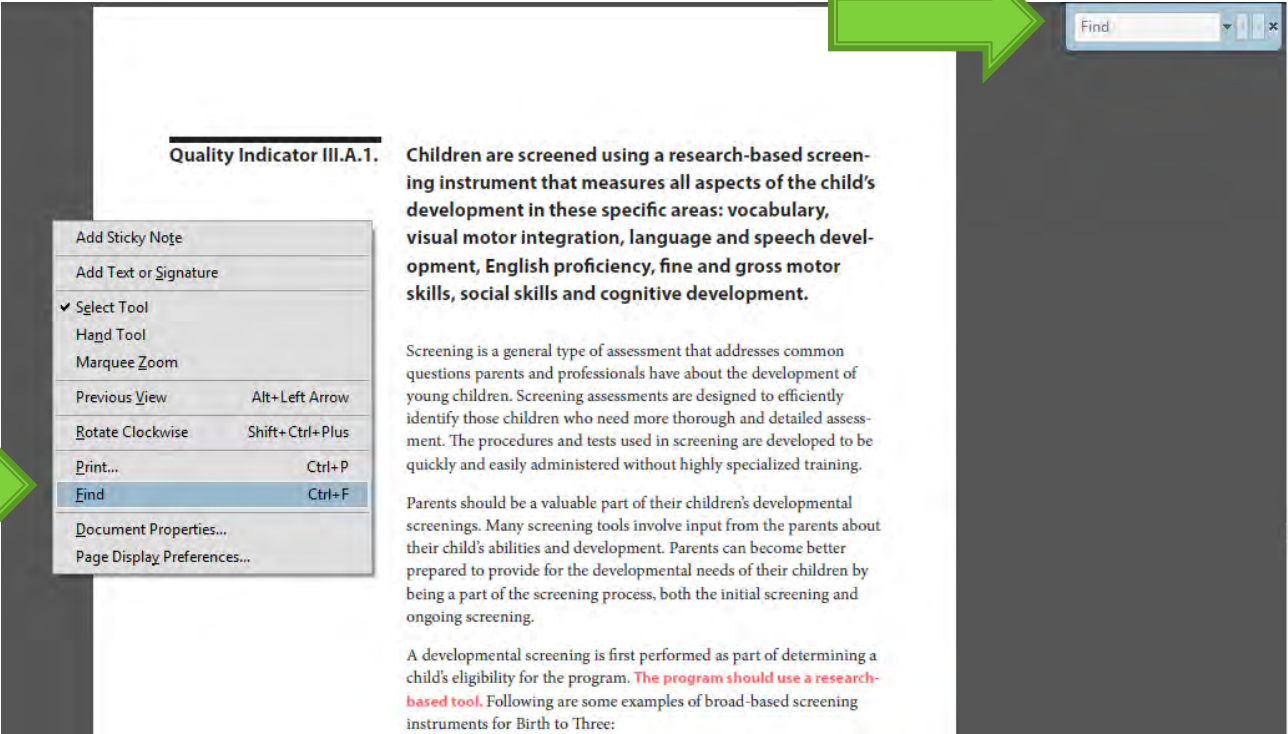
This Manual is not intended to be read cover to cover. Programs can find their topic of interest in the Table of Contents, go to that section, and find material to meet their needs. For new program leaders, there is a handy checklist at the beginning of the Manual with items a new supervisor may need to know. In the Appendix, there are Sample Forms, a Policy and Procedures Manual Checklist, Resources, a list of Acronyms, and a complete list of the References used in the Manual.

The development of this resource manual was based on best practice and quality improvement. Much of the material has new research as its source. Some of the material is based on the previous Illinois Birth to Three Resource Guide dated November, 2002. Thanks go to the original Resource Guide Work Group for the Illinois Birth to Three Program Standards.



Navigating the PIIM

- Table of Contents
- Search/Find



The screenshot displays a document page with a context menu open on the left side. The menu includes options such as 'Add Sticky Note', 'Add Text or Signature', 'Select Tool', 'Hand Tool', 'Marquee Zoom', 'Previous View', 'Rotate Clockwise', 'Print...', 'Find', 'Document Properties...', and 'Page Display Preferences...'. The 'Find' option is highlighted. A green arrow points from the 'Find' option in the menu to a search box in the top right corner of the page. The search box contains the text 'Find' and has a magnifying glass icon and a close button. The document content includes a section titled 'Quality Indicator III.A.1.' followed by a paragraph about screening instruments and another paragraph about screening in general. A second green arrow points from the top right of the document area to the search box.

Quality Indicator III.A.1. Children are screened using a research-based screening instrument that measures all aspects of the child's development in these specific areas: vocabulary, visual motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills and cognitive development.

Screening is a general type of assessment that addresses common questions parents and professionals have about the development of young children. Screening assessments are designed to efficiently identify those children who need more thorough and detailed assessment. The procedures and tests used in screening are developed to be quickly and easily administered without highly specialized training.

Parents should be a valuable part of their children's developmental screenings. Many screening tools involve input from the parents about their child's abilities and development. Parents can become better prepared to provide for the developmental needs of their children by being a part of the screening process, both the initial screening and ongoing screening.

A developmental screening is first performed as part of determining a child's eligibility for the program. **The program should use a research-based tool.** Following are some examples of broad-based screening instruments for Birth to Three:

Thank You PIIM Workgroup



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Cindy Bardeleben, Baby TALK
Sharonda Brown, Illinois State Board of Education
Lynn Burgett, Havana CUSD #126
Jeanna Capito, Positive Parenting Du Page
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Deb Widenhofer, Baby TALK
Kelly Woodlock, Ounce of Prevention Fund
Cindy Zumwalt, Illinois State Board of Education

3. Position Statement

- Research-based
- Promote child's emotional, physical, mental, and social well-being
- Support and nurture families



4. PI Overview



- The purpose of PI
- Eligible applicants
- Applying for funding
- RFP review and approval process
- Grant awards
- Grant period

Prevention Initiative



- Established with Public Act 85-1046 and became effective July 13, 1988.
- Public Act 096-0423 effective August 13, 2009, the percentage will increase to at least 20 % by FY 2015.
- Public Act 94-0506, which states that grantees will conduct intensive, research-based, and comprehensive prevention services for expecting parents and families with children from birth to age 3 who are at-risk of academic failure, became effective July 1, 2005.

Examples of Models

- Center-based services that adhere to the requirements of Early Head Start or the National Association of the Education of Young Children Standards;
- Home visitation programs that have model fidelity program models such as:
 - Healthy Families Illinois;
 - Parents as Teachers;
 - Baby Talk; and
 - Nurse Family Partnership.



DCFS

- If the Prevention Initiative program is operated in or by a facility subject to licensure requirements of the Illinois Department of Children and Family Services (DCFS), then that facility must hold the appropriate licensure in accordance with rules promulgated by DCFS
 - 89 Illinois Administrative Code 403 and 405 – 40; Department of Children and Family Services; Requirements for Licensure
 - <http://www.ilga.gov/commission/jcar/admincode/o89/o89parts.html>



Apply for Funding

- Request for Proposal (RFP), when available, will be posted on the Illinois State Board of Education's web site at <http://www.isbe.net/earlychi>
- RFP Review and Approval
 - Serve children and families identified as at-risk of school failure.
 - Demonstrate a need for services in the community
 - Show the need for the Prevention Initiative program is not a duplication of services
 - Show the number of other programs providing services to the birth to age 3 population and describe the services being provided.
 - Provide year round programming
 - Implement a researched based program model and curriculum

PI Grant



- **Grant Award** - Individual grant awards vary depending on the program model and the intensity of services.
- **Grant Period** - Grant periods begin no sooner than July 1 and will extend from the execution date of the grant until June 30.

Eligible Applicants

- Illinois State Board of Education
 - <http://www.isbe.state.il.us/earlychi/default.htm>
- City of Chicago School District #299
 - A separate appropriation has been awarded to the City of Chicago School District #299 for the initiatives funded under the Prevention Initiative program. Applicants proposing to provide services for children and families within the Chicago city limits must apply for funds through the Chicago school district.
<http://www.cps.edu/schools/earlychildhood/Pages/EarlyChildhood.aspx>

5. New PI Leaders

- Funding
- Program Operations
- Reports
- Deadlines
- Contacts
- References

Questions for a New Prevention Initiative Leader

This list provides new Prevention Initiative leaders key information to better support their leadership roles. Principals, executive directors, your ISBE consultant, and technical assistance providers for your program's model are also great resources to consult for assistance. For further and more detailed information, please use the Prevention Initiative Implementation Manual found on the ISBE 0-3 Early Childhood website, <http://www.isbe.net/earlychi/html/birth-3.htm>.

Funding

Have you reviewed:

- your Prevention Initiative Request for Proposal (RFP)?
- your current Prevention Initiative funding application in IWAS?
- your refunding applications for the past three years in IWAS?
- a copy of your current USDA food service contract (for centers only)? This may be completed by the school district and is not the supervisor's responsibility.

Program Operations

- What is the current governing body structure for your program?
- Do you have a current organization chart for your program? A staffing plan?
- Do you have a copy of the Early Childhood Block Grant Administrative Rules, Part 425, <http://www.isbe.net/rules/archive/pdfs/235ARK.pdf>?
- Do you have a copy of the Illinois Early Learning Guidelines for Children Birth to Age 3 <http://www.isbe.net/earlychi/pdf/el-guidelines-0-3.pdf>?
- Do you have a copy of the Prevention Initiative Implementation Manual?

6. Program Standards & Quality Indicators



Five Areas

I.

Organization

II.

**Curriculum
and Service
Provision**

III.

**Developmental
Monitoring and
Program
Accountability**

IV.

Personnel

V.

**Family and
Community
Partnerships**



Program Standards



Organization



I.A. <i>Mission, Values, Logic Model</i>	2
I.B. <i>Scheduling Practices and Intensity of Services</i>	21
I.C. <i>Group Size and Ratios of Participants to Staff</i>	50
I.D. <i>Meeting the Needs of Diverse Children and Families</i>	60
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Program Standards

Mission, Values, Logic Model

Illinois Birth to Five Program Standard I.A.

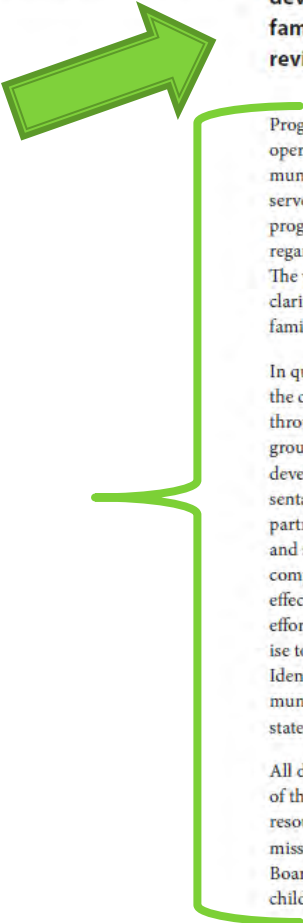
All birth to five programs must have a mission, vision, or purpose statement based on shared beliefs and goals.

A mission statement defines the values, principles, purposes, and goals of a program. It should reflect a commitment to the Illinois State Board of Education Birth to Five Program Standards. A primary goal of a birth to five program is to ensure that every child starts school ready to succeed and eager to learn, and this goal should be reflected in the mission statement. The mission statement is the basis for all decision-making. It is reviewed annually to incorporate the results of program assessment and current research.

Quality Indicators

Quality Indicator I.A.1.

A mission statement based on shared beliefs is developed cooperatively by parents, staff members, families, and community representatives and is reviewed annually.



Programs will develop a well-articulated mission statement to guide operation toward program excellence. A mission statement will communicate the reason or purpose for being and how the program will serve the community. Mission statements are an important part of a program because they offer a single point of shared understanding regarding the vision, purpose, and goals of each individual program. The value gained from having a mission statement is that it promotes clarity internally for all staff and leadership and then externally for families being served and other stakeholders.

In quality early childhood services the program views children within the context of their families and culture and seeks to provide services through collaborations with other community organizations and groups. The Prevention Initiative RFP states "A mission statement is developed by parents, families, staff members, and community representatives based on shared beliefs." Programs with a commitment to partnering and collaborating with families and community, regional, and state agencies/organizations can provide the opportunity for comprehensive wraparound services and seamless transitions to more effectively serve families. Reflecting commitment to collaboration efforts in the mission statement will exemplify the program's promise to provide quality programming and community collaboration. Identifying and recruiting members from program families and community agencies to assist in the development of the program mission statement may provide insight into how to foster those relationships.

All decisions made within the program should reflect the essence of the mission statement, including but not limited to allocating resources, establishing values, and setting program goals. A program's mission statement should reflect a commitment to the Illinois State Board of Education Birth to Five Program Standards and ensure every child starts school ready to succeed and eager to learn.

Resources & References



ADDITIONAL IDEAS AND RESOURCES

- Review additional materials related to writing mission statements and conduct an Internet word search. Possible examples include strategic planning, small business management, etc.
- Explore the writings and materials of consultants such as Stephen R. Covey, Stan Hutton, Jack Deal, Dr. Tim Nolan, and Organizational Research Associates, who are but a few who recommend the development of a mission statement by organizations.
- Identify and locate a program similar to your own that has developed a mission statement, and use the program as a resource to develop your own mission statement.
- Explore the possibility of a retreat or retreat atmosphere for annual program planning that could include the tasks of writing or reviewing the mission statement as part of the agenda.



REFERENCES

1. Illinois State Board of Education. (2011). *Request for Proposals (RFP): Prevention Initiative Birth to Age 3 Years: FY 2012.*

Appendix

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Appendix A

- Budget detail information



Appendix B

- Student Records



Appendix C

- Weighted Eligibility Forms
- Parent Interview Form
- Consent/Release Form Examples
- Transition Plan
- Individual Family Service Plan (IFSP)
- Professional Development Plan

#3. Consent/Release of Information

SAMPLES

Instructions: These are samples. Each program will develop individualized forms based on this information and information provided by the chosen program model. In partnership with the family complete the consent or release of information form as needed. A consent or release of information should be obtained anytime:

- An entity/person will obtain information from another entity/person;
- An entity/person will share information with another entity/person; and
- Services will be provided to a minor/child (under the age of eighteen). This includes programming and screening.

Prevention Initiative Release of Information/Parent Permission

Date:	Expiration Date:
Name of Parent/Guardian:	Name of Parent/Guardian:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone Number:	Phone Number:
Child's Name:	Date of Birth:

I (We), _____, give my (our) permission for _____ (agency/company/office) to release information concerning _____ to _____ (agency/company/office) in order to provide comprehensive services. I (We) understand that all information will be kept respectfully confidential but the sharing of this information within and among these agencies may be necessary.

Parent Signature Date

Parent Signature Date

Staff Signature Date

(All parties will receive a copy of this release – family and sending/receiving agencies.)
(Date form was created or revised.)

Appendix D



PREVENTION INITIATIVE RFP COMPLIANCE CHECKLIST			
1. Screening to Determine Program Eligibility			
<i>23 Illinois Administrative Code Subtitle A Subchapter F Section 235.20 (6 A-F)</i>			
Goal: Illinois' children most in need will be identified and served.			
Screening procedures must include:	YES	NO	COMMENTS
Written parental permission for the screening of the child.			
Documentation of weighted eligibility criteria of at-risk factors on file for every family.			
Parent interview form on file for every family.			
Parent interview form includes information concerning:	YES	NO	COMMENTS
Child's health history (including prenatal history).			
Social development.			
Parent's education level.			
Employment history.			
Income.			
Parents' ages.			
Child screening instrument includes:	YES	NO	COMMENTS
Researched/Evidence-based screening instrument that:			Name of Screening Instrument:
Assesses the child's vocabulary.			
Assesses the child's visual/motor integration.			
Assesses the child's language and speech development.			
Assesses the child's English proficiency.			
Assesses the child's fine and gross motor skills.			
Assesses the child's cognitive development.			
Screening procedures include:	YES	NO	COMMENTS
Vision and hearing screening on the child.			Instruments (if any) Used:
Prevention Initiative Program staff participation in the screening process.			
Procedures in place to share the screening results with the parents and appropriate Prevention Initiative Program staff.			

Appendix E

- Policy and Procedures Manual

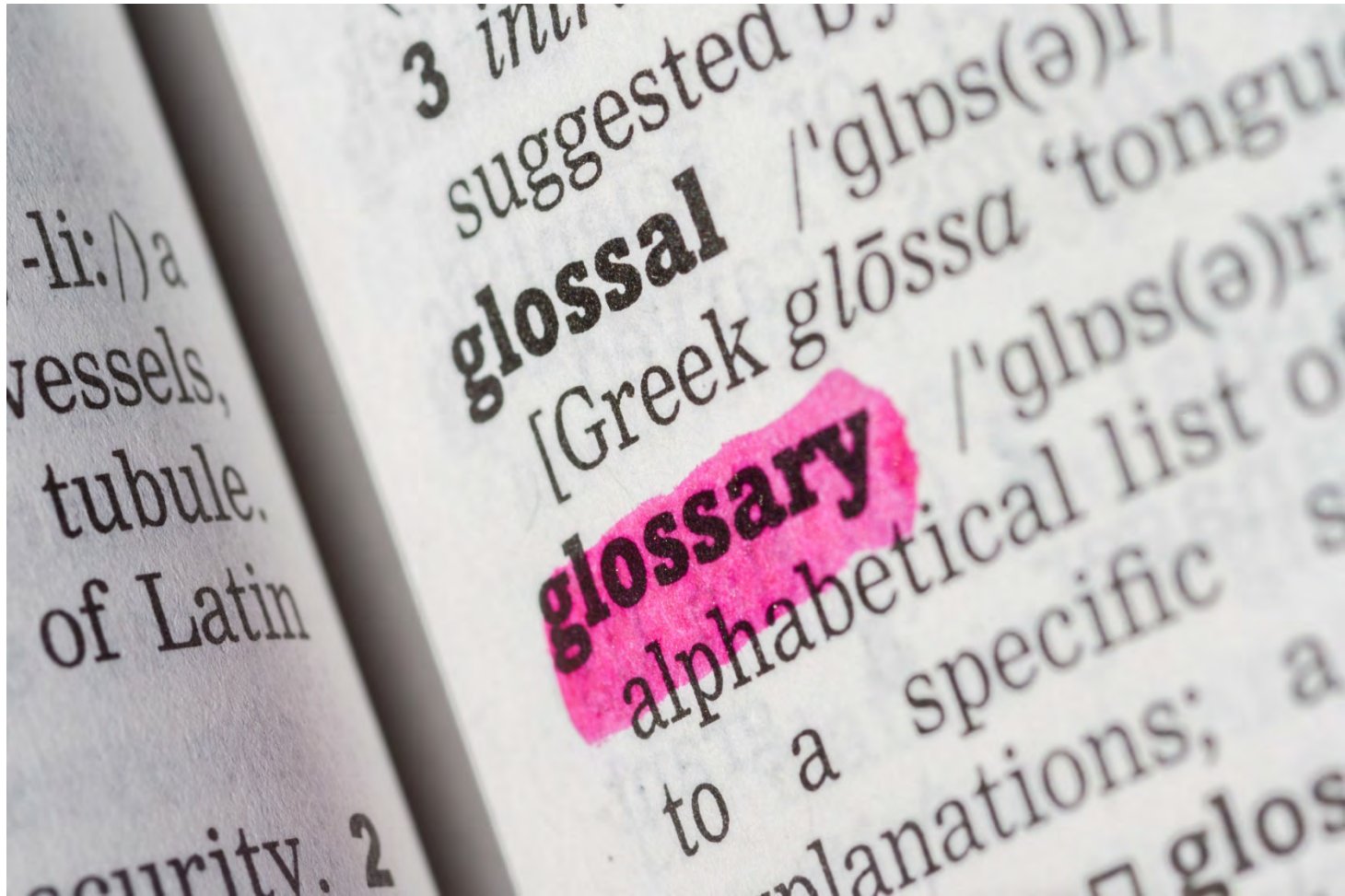


Appendix F

- Acronyms

EEC

Appendix G



Appendix H

- References
- Example: Dr. T. Berry Brazelton suggests waiting to begin the toilet learning process with children until signs of readiness have emerged, including language, imitation, tidiness, and the waning of negativism.

Touchpoints
SECOND EDITION / FULLY REVISED

Appendix I

- Resources



Appendix J

- The Illinois State Board of Education values your opinion. Please take a moment to complete the evaluation regarding the content of this manual.
- When completed, please fax to (217) 785-7849.

APPENDIX J Manual Evaluation

The Illinois State Board of Education values your opinion. Please take a moment to complete the following evaluation regarding the content of this manual. When completed, please fax to (217) 785-7849.

My role is (please check all that apply):		
<input type="checkbox"/> Home Visitor	<input type="checkbox"/> Child Care/Center-based	<input type="checkbox"/> Consultant
<input type="checkbox"/> Teacher	<input type="checkbox"/> School Based	<input type="checkbox"/> State Employee
<input type="checkbox"/> Teacher Assistant	<input type="checkbox"/> Early Intervention	<input type="checkbox"/> Social Service Agency
<input type="checkbox"/> Volunteer	<input type="checkbox"/> Special Education	<input type="checkbox"/> Grant Writer
<input type="checkbox"/> Parent Coordinator	<input type="checkbox"/> Head Start	<input type="checkbox"/> Parent
<input type="checkbox"/> Parent Educator	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Family Literacy Staff
<input type="checkbox"/> Staff Support	<input type="checkbox"/> Researcher	<input type="checkbox"/> Trainer
<input type="checkbox"/> Program Administrator	<input type="checkbox"/> Screener/Assessment	<input type="checkbox"/> Technical Assistance Provider
<input type="checkbox"/> Program Supervisor	<input type="checkbox"/> Nurse	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> Infant Mental Health Consultant	_____

1. I found the manual to be useful because:

2. Two examples of the way I used this manual are:

3. One new piece of information I learned by reading this manual is:


4. I was unable to find the answers to some of my questions in this manual. These are my questions:

5. Changes to content I would suggest for the next update of this manual are:

6. Changes to the format I would suggest for the next update of this manual are:

Please fax to the Illinois State Board of Education Early Childhood office at (217) 785-7849. You may also email comments to earlychi@isbe.net.

Quotations



"Children love and want to be loved and they very much prefer the joy of accomplishment to the triumph of hateful failure. Do not mistake a child for his symptom."

- Erik Erikson



Webinar 1 of 3



Contact

Illinois State Board of Education
Early Childhood Division

Questions or Comments:

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217-524-4835