

Appendix D- Delaware Part C Phase II Family Involvement Implementation Work Plan

Strand of Action: Family Involvement									
Improvement Strategy: 1.1 Identifying and engaging interested parties in improving family involvement in early childhood Social Emotional development									
Outcomes:									
Short-Term	Birth to Three identifies and engages interested parties in improving family involvement in early childhood Social Emotional development								
Short-Term	A variety of families and professionals will meet to discuss effectual, culturally competent family engagement relating to Social Emotional development								
Intermediate	Appropriate strategies regarding family engagement and Social Emotional development will be introduced and implemented								
Long-Term	An increased number of infants and toddlers will be able to demonstrate progress in the area of social emotional development								
Implementation Activities and Steps:									
Activities and Outcomes	High Priority	System Level		Steps to Implement Activities	Resources Needed	Who is Responsible?	Timelines (projected Initiation & completion dates)	TA Center Support (as appropriate)	Potential Measurement
		State	Local						
Activity ONE									
Review statewide training opportunities and services to provide customized learning opportunities to service providers to better understand and engage families				Most requested training topics: Basic parenting skills, Medicaid, Poverty, Cultural competency, Trauma-informed care, Communication, Self-care, Sensitivity training, Identifying a coaching model approach to train other staff, Medical terminology, Report Writing/ Legal Documents/ HIPPA, challenging behaviors, Mental health services available for early childhood population- Child Adult Relationship Enhancement (CARE) training, Early Childhood Mental Health Consultants (ECMHC), How to have difficult conversations with families			Phase III		
				Identify current professional development opportunities within Birth to Three.	Discussion with Birth to Three Trainers.	Pam and Freda	Apr-16		
				DEPDnow, Nemours- DIEEC- look into regarding CEUs and tour. If CEUs are available, approach the local board to make it more beneficial for FSCs.		team members	Apr-16		
Activity TWO									



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Delaware Part C Phase II Implementation Work Plan

Strand of Action: Family Involvement

Improvement Strategy: 1.2 Identifying ways to inform and share information with families about Social Emotional development

Outcomes:	
Short-Term	Birth to Three identifies ways to share information with families about Social Emotional development and challenging behaviors
Short-Term	Families will have information and resources to support their child's Social Emotional development
Intermediate	Meaningful conversations will occur within families about Social Emotional development.
Long-Term	An increased number of infants and toddlers will be able to demonstrate progress in the area of social emotional development

Implementation Activities and Steps:

Activities and Outcomes	High Priority	System Level		Steps to Implement Activities	Resources Needed	Who is Responsible?	Timelines (projected initiation & completion dates)	TA Center Support (as appropriate)	Potential Measurement
		State	Local						
Activity ONE									
Identify ways to engage families in EI processes to develop more family-driven resources and supports	X			Develop a Menu of Participation that will include an array of family involvement options including but not limited to families participating in RBI training, the Interagency Coordinating Council (ICC), SSIP Implementation teams, material development, peer mentoring, speaking to legislators at the Joint Finance Committee (JFC) and many other opportunities	Input from various decision makers discussed in STEPS	Team members	Aug-16	check with TA for information from other states	
Activity TWO									
Define Family Involvement	X			<p>Definitions: Family and Family Engagement</p> <p>What do we mean by family?</p> <p>Family is an enduring relationship, whether biological or non-biological, chosen or circumstantial, connecting a child/youth and parent/caregiver through culture, tradition, shared experiences, emotional commitment and mutual support.</p> <p>What do we mean by family engagement?</p> <p>Family engagement means building relationships with families that support family well-being, strong parent-child relationships, and ongoing learning and development of parents and children alike. It refers to the beliefs, attitudes, behaviors, and activities of families that support their children's positive development from early childhood through young adulthood. Family engagement happens in the home, early childhood program, school, and community. It is a shared responsibility with all those who support children's learning.</p>	The group liked the caption of the definition from the PFCE Framework with some possible re-working to more clearly express cultural competence and family strength. We will re-visit and discuss as a group. Sent Draft of Federal Family Engagement Policy to team on 12/22 -. ITCA provided comments on the draft federal policy on Family Engagement last month. The final policy has not been released as yet. Here is the final set of comments that ITCA submitted. Sharon Walsh, ITCA	Team Members	Jun-16		
Activity THREE									
Recreate CDW/ B23 Brochure to Inform Families and Educate Providers				Update the informational brochure distributed to families and providers describing the EI philosophy and purpose of service coordination. Providing this information will allow for better communication and understanding of the program which will ensure more accurate referrals to CDW.			Oct-16		

				Freda and Pam review internally and bring to group for input.	Meeting with Co- Lead to discuss changes	Team and leads	Oct-16		
Activity FOUR									
Update the Family Guide				Research most up to date information to the families and children served so that they receive an accurate representation of EI programming.	Family Guide	Team and leads	Oct-16		
				Freda and Pam review internally and bring to group for input.	Meeting with Co- Lead to discuss changes	Team and leads	Oct-16		
Activity FIVE									
Review family engagement models, information and resources including Triple P and CDC/Act Early to identify parent engagement opportunities.				Discuss various models to will build an individualized model of care to meet the specific needs of Delaware's children and their families.	Materials regarding family engagement models.	Team Members	Aug-16		
				Review Triple P	Information and materials for team review	Team Members			
				Review CDC/ Actearly	Information and materials for team review	Team Members			
				Review the Center for Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid Model	Information and materials for team review	Team Members			
				Review Prevent- Teach- Reinforce for Young Children Birth to Five	Information and materials for team review	Team Members			
Activity SIX									
Discuss Creating Databank of Resources and Services for Family Service Coordinators (FSC) To Use to Refer Families				Work group decided to re-word this activity. We want to get rid of "creating" something new in order to promote collaboration. Change description of activity to – Promote and enhance current databases and resources. Train FSCs in how to use these. In turn, the FSCs can train families. In the future, families will know where to go to find resources for new needs they have. Also, knowing where the searchable databases are and what they can do, but also being able to make a direct referral to address a specific current need is important. Example, Medicaid issue- call DE Family Voices and there are these three databases in case you want to search for anything further. This relieves FSCs from having to make numerous calls to address an immediate need but also gives them broader resources of the databases	WORK WITH COLLABORATION TEAM TO ENSURE DATABASES ARE CURRENT AND RELIABLE.	Collaboration team. On-going activity.- update- December 14th meeting to combine resource portals	Aug-16		
Activity SEVEN									
Create Family- Friendly Verbiage to Describe Routines-Based Interview (RBI) to Families				Breakout group activity- drafted and gave to PD/ RBI Implementation Team to review.	Information from PD/RBI team.	Team Members	Feb-16		
				worked collaboratively with the Professional Development Implementation team to draft family-friendly verbiage service coordinators could use to describe the RBI to families. Once drafted, the Professional Development Implementation team reviewed it and began using it to engage families in the training process.	Review Feedback from RBI Team	Collaboration between Implementation teams	Mar-16		

