



Parents as Teachers®



Quality Endorsement and Improvement (QEIP) Video Series Companion Materials





Companion Materials Introduction

Hello and welcome to the Quality Endorsement and Improvement (QEIP) Video Series! We are so pleased to share these videos and companion materials with you.

The QEIP Video Series has been designed to help you and your affiliate be successful in understanding and participating in the Quality Endorsement and Improvement Process – and to help you meet the quality standards so that you can be a Parents as Teachers Blue Ribbon Affiliate.

The QEIP Video Series consists of two main parts.

- > **Part 1:** Five videos that walk you in-depth through the logistics of the Quality Endorsement and Improvement Process, getting you ready to participate in the process.
- > **Part 2:** Seven videos that show how affiliates can meet the quality standards so that you are not only well-positioned for the Quality Endorsement and Improvement Process, but are engaged in high quality implementation of the PAT model on an ongoing basis.

In addition to the videos themselves, there are companion materials designed to extend and deepen the learning provided by the videos. The *QEIP Video Series Companion Materials* offer discussion questions and prompts for reflection so that you can consider how the information applies to you and your affiliate. They also provide a guide for and a place to record next steps for your affiliate.

In many cases, it is most valuable for the videos to be viewed as a group – in a staff meeting, a workshop or a learning community for example. These viewing sessions or meetings can be organized around the topics and themes discussed in the videos, and the *QEIP Video Series Companion Materials* can guide the discussion and inform potential action steps to prepare for the QEIP and/or make improvements.



QEIP Video Series Companion Materials – Part 1, Video 1

The QEIP Video Series Companion Materials offer discussion questions and prompts for reflection so that you can consider how the information applies to you and your affiliate.

- > The narrator says that endorsement as a Parents as Teachers Blue Ribbon Affiliate is valuable to a program for many reasons. Which of these reasons stood out to you and why? As a reminder, the reasons mentioned were:
 - provides assurance your affiliate is a wise investment
 - helps your affiliates maintain and strengthen your role in the community
 - demonstrates your affiliate is committed to continuously improving the quality of services
 - offers additional national recognition, as a high-achieving member in the field
- > Consider how this video could help others in your organization (as well as key stakeholders) understand and buy-in to the QEIP. How might you use/share this video? Would you bring people together? Would you share the link with an accompanying email? How else might this be done?
- > What are your thoughts about using some or all of the time typically allocated for professional development during the year your affiliate completes the self-study?
- > Is your organization accredited by COA or CARF? If you are not sure, who can you ask? Are you an Early Head Start program? If so, what is the status of your federal monitoring reviews? If you are not sure, who can you ask? The answers to these questions will help you know if an expedited QEIP process is an option for your affiliate.

What questions would you like to get answered in the rest of the Part 1 videos? You can jot these down here:

★ We expect that many questions will be answered in the rest of the Part 1 videos. If you are viewing these videos with a facilitator, your facilitator will often be able to help answer these questions as well. And remember – there is a wealth of information in the Quality Endorsement and Improvement Manual and the Administrative Policies and Procedures! You can always also submit questions about how the QEIP works to QualityEndorsement@Parentsasteachers.org.



QEIP Video Series Companion Materials – Part 1, Video 2

The QEIP Video Series Companion Materials offer discussion questions and prompts for reflection so that you can consider how the information applies to you and your affiliate.

- > Have you reviewed your affiliate's most recent PMR?
 - If yes, how have you used it? Are there additional ways you could use it moving forward?
 - If no, take a look!
 - To access, login to the PAT portal and go to: My Tools> Affiliate Administrator > Quality > APR portal > Reports icon for the applicable program year > Performance Measures Report.
 - What does your affiliate's PMR tell you? Does anything seem inaccurate? Any surprises? If so, take a look at the APR-PMR crosswalk (also found on the APR portal page).
- > Does your affiliate have an Essential Requirements Success Plan in place?
 - If yes, how are you tracking progress on this plan? How is it going?
 - If no, (and your affiliate is below the minimum for one or more Essential Requirements) discuss a plan to meet the Essential Requirement(s). Contact your PAT State Leader or Parents as Teachers for assistance.
- > For APR item: "Please select the Family-Centered Assessment(s) your affiliate used during the program year," did your affiliate check "Other Assessment Tool?"
 - If so, review the tools, surveys and/or questions your affiliate uses for Family-Centered Assessment.
 - How do parent educators pull together the Family-Centered Assessment information (e.g., a summary document)?
 - Collectively, do they cover all seven areas required by Parents as Teachers for Family-Centered Assessment? For more information about the seven required areas, see *TA Brief: Family-Centered Assessment* in the Affiliates Updates.

Still have questions about the ER Review (step 1 of the QEIP)? You can jot these down here:

★ If you are viewing these videos with a facilitator, your facilitator will often be able to help answer these questions. And remember – there is a wealth of information in the Quality Endorsement and Improvement Manual and the Administrative Policies and Procedures! You can always also submit questions about how the QEIP works to QualityEndorsement@Parentsasteachers.org.



QEIP Video Series Companion Materials – Part 1, Video 3

The QEIP Video Series Companion Materials offer discussion questions and prompts for reflection so that you can consider how the information applies to you and your affiliate.

- > How familiar are you with the PAT Quality Standards?
 - Consider having staff lead learning sessions on different sections of the quality standards to increase familiarity and share approaches to meeting various standards.
- > PAT offers many resources to help affiliates understand and meet the quality standards – outlined in the *QEIP Manual Appendix*. Take a look – which ones would staff like to come back to?
- > To see the documents that need to be uploaded for the affiliate self-study, go to the *QEIP Manual*.
 - Does your affiliate already have these policies, procedures and protocols in written form?
 - Yes? That’s great! Review them to see if they are up-to-date, reflect current practice and cover the necessary topics (see *TA Brief: Policies and Procedures* for more information).
 - Partially? Plan how your affiliate will update and add to your policies, procedures and protocols so that they fully address the necessary topics and are in place at least three months before you submit your self-study.
- > Who will coordinate and participate in the QEIP?
 - Typically, the supervisor coordinates the Affiliate Self-Study process, but a lead parent educator is another option.
 - At minimum, parent educators need to be involved in the third area of the Affiliate Self-Study, PAT Services. If there are a lot of staff, they could divide into teams that each have a section to complete.
- > PAT affiliate supervisors are expected to regularly review family files to help ensure documentation is sufficiently comprehensive and timely. Documentation of family file reviews must be submitted with your self-study.
 - How often are files reviewed in your affiliate?
 - What tool do you use? If it’s not the PAT File Review Tool, take a look at it in the Supervisor’s Handbook in the PAT portal. Does your file review tool have all of these items?

Still have questions about the Affiliate Self-Study (step 2 of the QEIP)? You can jot these down here:

- ★ If you are viewing these videos with a facilitator, your facilitator will often be able to help answer these questions. And remember – there is a wealth of information in the Quality Endorsement and Improvement Manual and the Administrative Policies and Procedures! You can always also submit questions about how the QEIP works to QualityEndorsement@Parentsasteachers.org.



QEIP Video Series Companion Materials – Part 1, Video 4

The QEIP Video Series Companion Materials offer discussion questions and prompts for reflection so that you can consider how the information applies to you and your affiliate.

- > Do staff have a clear sense of the national office’s activities and tasks for the QEIP – and how these align with the affiliate’s activities and tasks? If not, review and discuss the timeline provided in the *QEIP Administrative Policies and Procedures Appendix*.
- > If selected for in-depth review, affiliates submit three family files randomly selected by the national office from the list of families your affiliate provides. Take a little time to consider how your affiliate’s family files are organized.
 - Do all staff organize files in the same way?
 - Are all items captured in a database, via fillable or paper forms, or some combination of both?
 - What improvements could be made to your family files that would facilitate review?

For more information about what should be in family files, see the *QEIP Administrative Policies and Procedures Appendix*.

Do you have questions about Review and Corroboration of the Affiliate Self-Study (step 3 of the QEIP) that were not answered by this video? You can jot these down here:

- ★ If you are viewing these videos with a facilitator, your facilitator will often be able to help answer these questions. And remember – there is a wealth of information in the Quality Endorsement and Improvement Manual and the Administrative Policies and Procedures! You can always also submit questions about how the QEIP works to QualityEndorsement@Parentsasteachers.org.



QEIP Video Series Companion Materials – Part 1, Video 5

The QEIP Video Series Companion Materials offer discussion questions and prompts for reflection so that you can consider how the information applies to you and your affiliate.

- > Does your state have a PAT state office? Does your affiliate have a TA consultant at either the state or local level?
 - If you are unsure and are viewing this video with a facilitator, s/he can let you know. If you are not viewing this video with a facilitator, you can find information about PAT state offices on the PAT website.
 - If you have a PAT state office and/or TA consultant, how could you utilize them to get ready for the QEIP?
- > As mentioned in the video, affiliates that field tested the process spent an average of approximately 15 business days between October and April preparing the self-study.
 - How might you plan the time needed to prepare the self-study?
 - Remember that preparing the Affiliate Self-Study earns parent educators the professional development hours needed for renewal (partially for first year parent educators) so you could re-allocate time typically spent on professional development.
- > After watching all the videos in Part 1 of the QEIP video series, what do you hope to get out of the QEIP? What are you concerned about?
- > Have your questions about how the QEIP works been answered after viewing Part 1 of this video series?
For any additional questions, email QualityEndorsement@Parentsasteachers.org.

You are now ready to identify next steps. List three here, in order of priority:

- 1.
- 2.
- 3.