

Self-Study Webinar Q & A

Below is a table that includes the questions asked during the Self-Study webinar that we did not have time to answer.

Question	Answer
How do we know if we are part of a cohort	Every affiliate is assigned a cohort (1-5) for the Quality Endorsement and Improvement Process. If you don't know which cohort you are in, please email <a href="mailto:QualityEndorsement@parentsasteachers.org">QualityEndorsement@parentsasteachers.org</a> and we will let you know.
Are we talking about the parent giving permission for file review on the Participation Agreement form?	Yes. There are two ways your affiliate can gain consent from families to have their file reviewed by the National Center if your affiliate is selected for the in-depth review. <ol style="list-style-type: none"> <li>1. Use of the PAT Mutual Participation Agreement. There is a portion of that agreement that discusses giving consent for file reviews.</li> <li>2. Use of a separate consent form. These consent forms are included in the email this Q &amp; A was sent in.</li> </ol>
How do you start the affiliate self study if you are still waiting for the survey link from PAT home office?	We encourage you to begin working on the self-study now! You don't need the link to get started. Please use the Self-Study Guide beginning on page 18 of the Quality Endorsement and Improvement Process (QEIP) Manual to begin to prepare your Self-Study. The online self-study is essentially the same as what is in the Self-Study Guide. The QEIP manual is found in the Model Implementation Library.  You can be: <ul style="list-style-type: none"> <li>- Taking stock of what standards you are meeting and what standards you want to put things into place to meet</li> <li>- Deciding who will be completing different pieces of the self-study</li> <li>- Writing/revising policies, procedures and protocols</li> <li>- Writing your narrative responses in a Word document to cut and paste into the self-study</li> <li>- Compiling the information you'll need to populate for the Self-Study (i.e. observation dates, annual review dates, outcome information)</li> <li>- Organizing the documents that you will need to upload to the self-study (see Appendix D of the QEIP manual)</li> <li>- Completing the file reviews for your self-study</li> </ul> <i>The Georgia PAT State Office developed some materials to help affiliates in their state get started with the process. You might find them helpful. They are included with the email.</i>

<p>Do we include families in file review list that have only been enrolled for a few months of the 2018 calendar year. For example, families that enrolled in November 2018.</p>	<p>When asking families for their consent to have their file reviewed by the National Center (in case your affiliate is selected for the in-depth review), you'll want to ask families who will have been enrolled for at least 90 days as of April 1, 2019. You don't need to include families that enroll in 2019.</p>
<p>What if there was not a group meeting held during the requested month, will a replacement month be provided? Sometimes we provide more than one per month.</p>	<p>The Quality Standard that ties to a particular month being selected is Supervision and Professional Development #3. In this standard you will be asked to upload the reflective supervision records and staff meeting records for that month. You will not need to upload group connection information for that standard.</p>
<p>Is the list of uploaded docs in Appendix D or E?</p>	<p>The list of documents you'll be asked to upload is in Appendix D in the QEIP Manual</p>
<p>If chosen for family file submission for review, how will we upload records if part of our year was in Penelope and part was not?</p>	<p>We will work with you individually if you are selected. For Penelope, you won't need to upload or send us anything as we will be able to access those "files" electronically through the system. For records for those families that are not in Penelope, likely you would either mail them or scan and upload them to us for review.</p>
<p>Would this be the same for use of Child Plus?</p>	<p>For Quality Standard #1 in Evaluation and CQI, affiliates using any database other than Penelope will upload screenshots of the system. As a reminder, screenshots cannot include family identifying information.</p> <p>If your affiliate is using any database other than Penelope and you are selected for an in-depth review, if the system allows, you can share it electronically with us. Otherwise you would print and mail or scan and upload the file to us. When affiliates are selected for the in-depth review, we will work with you on the best option for your affiliate.</p>
<p>Can you tell us more about O.L.I.V.E.R.</p>	<p>This is our new learning management system where most of our resources will be hosted. O.L.I.V.E.R will host registration for on-ground training, registration for online training, the Foundational Curricula, Penelope Guided Learning, Advocacy Webinars, social collaboration with peers and Model Implementation resources (including the QEIP Manual and video series). It will be launching to the field on November 5. For more information, go to <a href="https://parentsasteachers.org/oliver">https://parentsasteachers.org/oliver</a>.</p>
<p>Do meeting agendas coupled with attendance record qualify as full documentation of PAT Team meetings?</p>	<p>For Quality Standard #3 in Supervision and Professional Development, the staff meeting records need to include the date, duration and a summary of the topics discussed to meet the standard. We do not review attendance data.</p>
<p>Can you repeat what 2 tabs you recommend starting with in the 10 tabs of the Web Survey?</p>	<p>We recommend starting with Infrastructure and Leadership and Evaluation and CQI so that you can ensure that there is sufficient time to develop or refine policies, procedures and</p>

	<p>protocols and implement them for at least 3 months before submitting the self-study. You may also want to refer back to these for later standards in the self-study. An Example Policies and Procedures Manual is available to help guide you in your process of refining your affiliate's policies and procedures. Please refer to the Supervisor's Handbook in the Model Implementation Library for more information.</p>
<p>Will more information about OLIVER be coming out to our Affiliates?</p>	<p>Yes. There will soon be information posted on the portal landing page. In addition, you can go to <a href="https://parentsasteachers.org/oliver">https://parentsasteachers.org/oliver</a>.</p>
<p>If we do random file reviews quarterly on each Parent Educator are those sufficient for our self-study?</p>	<p>Yes. For the Self-Study, you would upload the appropriate number of file reviews (3, 6 or 9) and they can be ones that you complete anyway. Please make sure to use the PAT File Review Tool (located on the portal, go to My Tools&gt;Affiliate Administrator&gt;Model Implementation Library and it will be on the landing page here.</p>
<p>We have a portion of our home visitors on a grant which required the use of visit tracker, everyone else is on Penelope. How is this addressed in the survey?</p>	<p>You will include this information in your self-study. It comes into play largely with standard #1 of Evaluation &amp; CQI and you would indicate that you use both Penelope and Visit Tracker. You will need to upload screenshots of the Visit Tracker forms for that standard.</p>
<p>If a submitted file review has file items that are not in order or are missing due to home visitor failing to provide a service, or providing it out of order or incorrectly, does that affect the file review quality standard?</p>	<p>There are 13 Quality Standards that are reviewed based on the results of your file review. In order to meet those standards, two-thirds of the files you review need to be in compliance with the standard. If fewer than two-thirds of the files have the necessary item(s) for a standard that requires file review then you will rate that standard as not met.</p>
<p>Were you saying that the study will be able to save onto word document?</p>	<p>We recommend that you type and save your narrative responses in a Word document so you have them all backed-up. You can copy and paste the content in the Word document into the online self-study. Please make sure to save a PDF copy of your self-study when you complete it.</p>
<p>When are you notified if you are to participate in the in-depth study?</p>	<p>In early April after the Self-Studies come in, we will email each affiliate and let them know if they will receive an in-depth or administrative review.</p> <p>We will host a third webinar in late February/early March where we will talk about the 3<sup>rd</sup> step of the process (the review of the self-study).</p>
<p>If file reviews, etc are in Penelope do we still have to upload them or can you get them from Penelope?</p>	<p>You can download the PAT Family File Review Tool in Penelope at the indirect event level as an attachment. You will then fill it out as a fillable form and save it. You will then need to upload the completed File Review Tools with your online self-study. You will submit 3, 6 or 9 completed</p>

	<p>File Review Tools with your self-study depending on the number of parent educators you have.</p> <p>It is important to note that this is separate from the files Parents as Teachers National Center reviews. If your affiliate is selected for the in-depth review in April and you use Penelope, we will be able to access your files through Penelope so you will not need to send them to the National Center.</p>
<p>Do we get permission from all of our clients to submit file paperwork or just the ones we select for the self-study?</p>	<p>You'll ask all of your families for consent to have their file reviewed by the National Center if selected for the in-depth review.</p> <p>The files you select to review for your self-study are separate and you just upload the completed file review tools. Please ask these families, in addition to all of your other families for their consent.</p> <p>If you have a current PAT Participation Agreement on file with the family, that includes the language around file reviews, you do not need to get additional consent signed.</p>