Parents as Teachers.

Policies and Procedures are a mandatory standard to receive the Blue Ribbon Endorsement!

Parents as Teachers.

Standard #1!

Sample Policies, Procedures, and Protocols

Click above to view the PAT sample manual!

Questions about content? Contact your Implementation Support Specialist!

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1		2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ALL policies and procedures need to be in effect for 3 months prior to submitting your self-study...no later than January 1, of the self-study submission year!!

This & These & Those!

Pgs. 81-83*   100%   51+%**

Appendix I: Policies and Procedures Checklist

Organizational Information

Address:
- Host organization name
- Affiliate name
- Mission statement
- Other programs/services within the organization
- Affiliate's division/department within the organization
- Affiliate Plan
- Advisory committee

Intake and enrollment policy

These procedures should address:
- The community/families you are designed to serve (including demographics, cultural backgrounds, geographic locations)
- How long services are offered to families (duration)
- Eligibility criteria and process for determining eligibility
- Intake process steps
- Keeping and managing a wait list
- Resource connections for families that don't meet eligibility criteria or must be placed on a waiting list
- Required outreach and steps to take to engage families that have not responded (before any visits)
- Expected timeframe for first foundational visit
- Consent for services/enrollment

Services provided to families policy

These procedures should address each of the following services including timeframes (e.g., within 90 days) and frequency (e.g., twice monthly):
- Family-centered assessment
- Goal setting and review of progress
- Personal visits
- Group connections
- Child screening and referral
- Resource connection and follow-up

Model Implementation   Appendix I: Policies and Procedures Checklist | 81

Make sure your manual is inclusive!
*of the QEIP manual   **in each section

What else does your manual need?

Dates!
Your manual must be dated! Either on individual sections, in a header/footer or on the cover page!

Titles!
Make sure your policies are clearly titled, especially if your manual is designed differently from the PAT sample!

Training!
Whether it is training for new parent educators or annual professional development, is it described in there?

Additional Tips
- Upload your COMPLETE manual in standard #1.
- Make sure your manual's appendices are included in your upload.
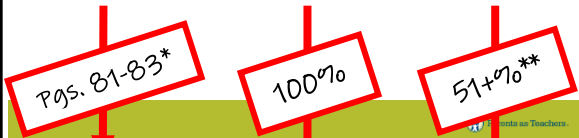- Uploading a PDF version is preferable.

You got this!

The standards based on your policies and procedures manual...all 13 of them!

7 2 12 21 22 27 32 66 33 64 65 67 72