
Parent Leadership in Home Visiting Coordination Efforts: Session 4

2/16/2022





Welcome!

Summary of Parent Leadership Small Group TA Sessions

Date	Topics
Session 1 Wed, October 13, 2021 9:00 – 10:00 am PT	Self-Assessing to Determine Your Starting Point <ul style="list-style-type: none">• Establishing a vision and values• Fostering staff buy-in• Building program infrastructure• Applying current methods
Session 2 Wed, November 10, 2021 9:00 – 10:00 am PT	Setting Goals <ul style="list-style-type: none">• Identifying gaps• Defining “what do we want to know” from parents about coordination• Creating a vision and setting SMART goals• Determining what staff need to be successful in supporting parent leadership
Session 3 Wed, January 12, 2022 9:00 – 10:00 am PT	Creating Your Plan <ul style="list-style-type: none">• Using short-term strategies<ul style="list-style-type: none">◦ Surveys, interviews, focus groups• Using long-term strategies<ul style="list-style-type: none">◦ Advisory councils, parent cafés, program partner
Session 4 Wed, February 16, 2022 9:00 – 10:00 am PT	Implementing Your Plan <ul style="list-style-type: none">• Identifying potential parents to provide input on coordination• Reaching Latinx and tribal families• Preparing parents• Compensating parents
Session 5 Wed, March 16, 2022 9:00 – 10:00 am PT	Evaluating and Updating Your Plan <ul style="list-style-type: none">• Assessing how things are going<ul style="list-style-type: none">◦ For staff◦ For parents• Communicating progress• Setting a schedule for reviewing/modifying your plan

Today's Agenda

- Reflections from session 3
- Infrastructure to support parent leadership
- Reaching Latinx and tribal parent leaders
- Group discussion



Reflections from Session 3

Chat In or Speak Up!

- Was your team able to identify and discuss new strategies that you might like to try?
- If so, what were those?
- How are you thinking you might move forward?

Infrastructure to Support Parent Leadership

Qualities of Effective Parent Leaders

- Willing to share both positive and negative experiences in a respectful way
- Able to contribute their lived experience
- Willing to operate with discretion and not share confidential information
- Have a positive viewpoint and can listen to others, even when they disagree
- Excited about being an advocate to improve home visiting services for other families
- Prepared to commit the time necessary to participate

Recruitment Strategies

- Identify potential parents
 - Use satisfaction surveys
 - Ask home visitors or other frontline staff who work closely with families
 - Look to other organizations that have relationships with your targeted parent group
- Provide options – what is your “menu”?
- Use a variety of mediums for recruitment outreach and materials
- Clearly describe the role and incentives (compensation, childcare, flexible meeting times, etc.)
- Build continuous recruitment into existing processes

Hello!

First, I want to say thank you for participating in our home visiting program. We enjoy serving each of you. Second, we have a bit of a favor to ask. We are currently trying to develop a plan to increase our parent partnership. Basically, we want to get more input from the families who are receiving our services. We want to know what we are doing well and what we could improve upon. We want to get your ongoing thoughts about how to support our current families and areas that need improvement.

Parent partnership could take many different forms. For example, you could join our advisory committee which meets two times per year. You could join our Continuous Quality Improvement team, which meets once a month. Perhaps meeting with us once a month or even twice a year is too much, which is totally understandable. You are a busy parent. However, you can still participate through emails, online surveys, paper surveys, texts or phone calls. Please let us know what works for you and we will make it work for us. We know you have thoughts and feelings about how we could improve and we want to hear them. We recognize that each parent is an expert in their own lives and their perspective can help us create the best home visiting program possible.

Here is a list of ways you can participate. Please circle any of the below options you are interested in:

- ☐ Attend the Advisory Committee (two times per year)
- ☐ Attend the Continuous Quality Improvement team meeting (one time per month - please note that you do not have to attend them all, even attending just one or two is helpful)
- ☐ Participate in mail surveys
- ☐ Participate in email surveys
- ☐ Participate in monthly feedback phone calls (please note that you do not have to attend every month, even once or twice is helpful)
- ☐ Participate in monthly text feedback sessions
- ☐ Attending Group Connection to help serve other families.
- ☐ Provide my parent educator regular feedback through surveys they bring during home visits.

LOCAL LEADERSHIP GROUP

Mission Statement:

To fortify and unite the various Home Visiting Programs and the families within Ingham County. The Local Leadership Group (LLG) combines the perspectives of the families who utilize the programs and the work of the home visitors to strengthen home visiting within Ingham County. In addition, this group serves as the advisory committee for the **Great Parents, Great Start (GPGS)** program.

Are you a parent participating in any of the several home visiting programs here in Ingham County? Do you use Nurse Family Partnership or Early Head Start? **We are looking for YOU!**

Are you a home visitor or program supervisor here in Ingham county? Curious to find out what parents REALLY think about your program? Join us at our monthly meeting, you'll benefit from the feedback we get from parents!

JOIN US AT OUR MONTHLY MEETINGS! The Ingham LLG typically meets the first Wednesday of the month from 2:00 – 4:00 p.m. **For a complete list of meeting dates for FY 19, please click here.**

Next Meeting: June 5, 2019
2:00 – 3:00 pm

Agenda

Family Growth Center
549 E. Mt. Hope Avenue
Lansing ([map](#))

INGHAM PRESCHOOL

To apply, click the image below:



Informational flyers about Ingham Preschool are available in 7 different languages. To access them, [click here](#).

PLAY & LEARN GROUPS

Information & Current Schedule



<http://inghamgreatstart.org/local-leadership-group/>

Training Ideas

- Pair with a staff mentor
- Develop a training, secure or modify an established one, partner with a family voice organization
 - [NPLI \(parentswholead.org\)](https://parentswholead.org)
 - [Parent Cafés — Be Strong Families](#)
 - Head Start Policy Councils
- Consider need, purpose, duration, and length for each role – avoid one size fits all

Financial Support

- Policy and procedure for supporting parent leaders
- Compensation – make sure parent leaders understand the tax implications
- Honorarium – one-time payment or an hourly rate
- Reimbursement – childcare, mileage, lodging, meals, parking, transportation, etc.

Parent Leader Reimbursement Form		
Parent Name:		Date and Time of Meeting, Event, or Activity:
Social Security No.		Phone:
Address:		
City:	State:	Zip:
Email Address:		
Name of Meeting, Event, or Activity:		Sponsoring Group or Agency (please specify):
Tasks Completed:		Dates and Hours Worked (Including Preparation Time, if Applicable):

Honorarium: ____ hours @ \$16/hour	\$
Child Care: ____ hours @ \$6.25/hour <i>Note: Reimbursement is limited to \$6.25/hour and \$50/day. If your expenses will exceed this limit, please contact _____ at (email address). Exceptions require prior approval.</i> Child Care Provider Information (this must be filled out to receive reimbursement) Provider's Name: Provider's Address: Provider's Phone Number: Hours of Care: Days of Care: Rate per Hour: Names and Ages of Children Receiving Care:	\$
Mileage (round trip, if applicable): ____ miles @ \$0.58 per mile (Printed verification via Google Maps or MapQuest must be attached.)	\$
Parking: Actual fees (attach receipts)	\$
Ground Transportation (e.g., taxi, train, bus—attach receipts)	\$
TOTAL:	\$

I am requesting reimbursement for the above expenses:

Parent Signature:	Date:
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Resources

HV ColIN Toolkit has example:

- Roles and Responsibilities of Team Parent Leaders
- Principles for Financial Support of Team Parent Leaders
- Policies and Procedures for Financial Support of Team Parent Leaders
- Parent Leader Reimbursement Form
- Basic Budget for Financial Support of Team Parent Leaders

Policies and Procedures for Financial Support of CQI Team Parent Leaders

Child Care Reimbursement (cont.)

The agency will review the request for child care reimbursement and, if approved, process it for payment. Generally, payment will be received approximately 14 days after the form is submitted, depending on agency policies. If the agency has a question about a request for child care

reimbursement, they will contact the parent directly to discuss the question.

Checks for child care reimbursement are issued in the name of the parent leader. Parents are responsible for issuing payment for child care to the provider.

Travel-Related Reimbursement

Travel reimbursement is generally available to parent leaders for their participation in CQI-related business activities. (Travel reimbursement for special meetings and events must have prior approval by _____ [add name and email

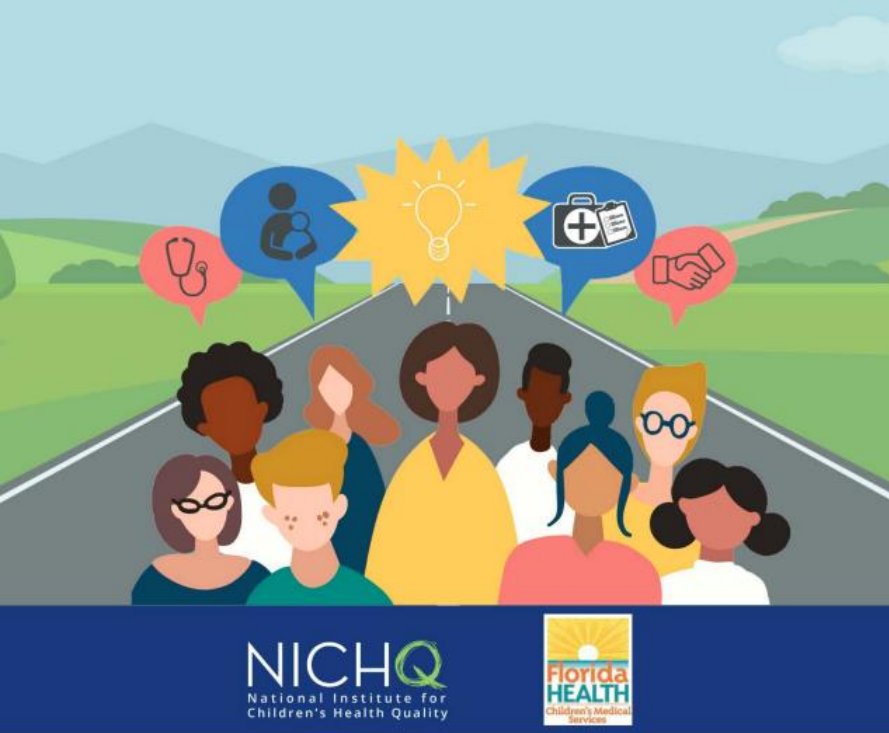
address].) Expenses will be reimbursed either (1) at approved government rates or (2) for actual costs (lodging, tolls, parking, other transportation, registration, etc.). See the chart below.

TYPE OF EXPENSE	RATES
Mileage	The current state premium rate for an approved private vehicle (as of January 1, 2019) is \$0.58 per mile. See the Internal Revenue Service Website (www.irs.gov) for the most updated information.
Hotel	Usually \$75/night (per state rates)
Meals	Per diem state rates: \$8.50 for breakfast \$8.50 for lunch \$19 for dinner
Parking	Actual fees (receipt required)
Tolls	Actual cost (receipt required)
Other transportation (cabs, etc.)	Actual cost (receipt required)
Registration fees for special events or meetings	Actual fees (receipt required)

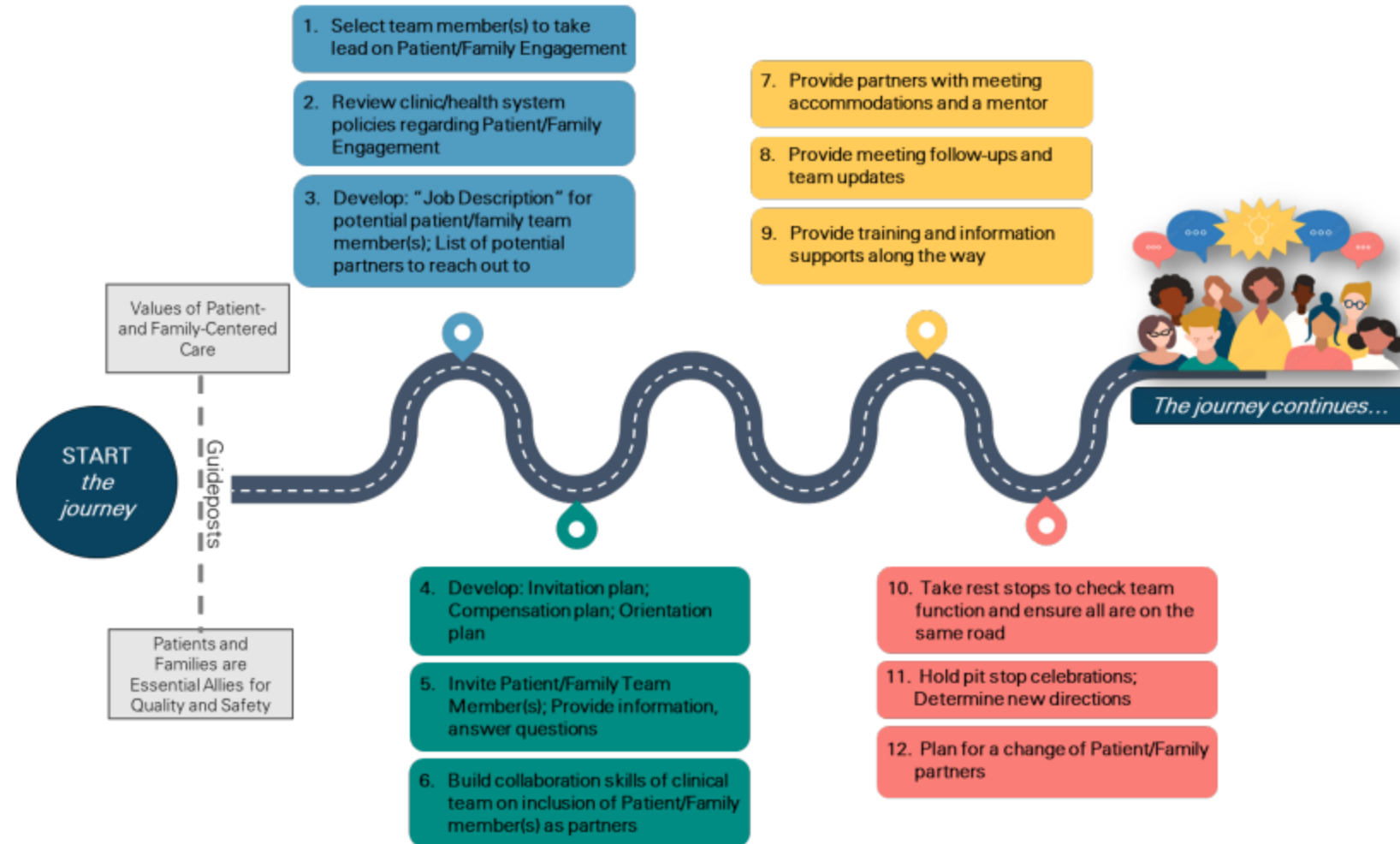
Note: You can search the per diem lodging, meal and incidentals breakdown in your state here:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Note: Parent leaders are generally reimbursed only for mileage or other transportation fees, parking, child care, and time spent participating in meetings. The other types of expenses identified in this table do not normally apply. Any exceptions to the agency's reimbursement policies require prior authorization from the project or agency director.

A Roadmap to Inviting, Engaging, and Including Patient/Family Partners in Quality Improvement and Other Health-related Initiatives



NEW resource!



Reaching Latinx and Tribal Parent Leaders

Cultural Competency and Cultural Humility

- Work to understand the communities you are trying to reach and maintain a willingness to learn
- Build on the respect Latinx and Indigenous communities have for family (non-traditional familial structure is more common)
- Leverage “influencers” in these communities (faith based, community based)





Engaging Parents in Latinx and Tribal Communities

- Develop a communication strategy
- Build relationships, not just partnerships
- Invest in training
- Rethink compensation

Group Discussion

Group Discussion

- What infrastructure do you currently have in place to support recruiting, training, and compensating parent leaders?
- What is working well and what challenges have you had?
- What infrastructure might you focus on building next and how?

Thank You!

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