

RFHF Guidance

Attending the FSW/LS Training Sessions

Q: Who can attend the FSW/LS training sessions? Which staff can attend? Can part time staff attend?

Healthy Start family support workers and children's library staff from the cohort/counties where the training is taking place have first priority.

Then, Healthy Start family support workers and children's library staff from the previous cohorts/counties have second priority, as space is available.

The deciding factor for Healthy Start family support workers and children's library staff is whether you can check each of the five boxes under "commitments" on the application form. If so, then yes, please send in an application.

- Yes, we want to bring the benefits of the RFHF project to our community.
- Yes, we are willing and able to attend both of the two-day training sessions during the weeks indicated.
- Yes, we will invite our supervisors to attend the afternoon sessions on the second day of the second training session
- Yes, we are willing to provide early literacy education, support and resources to at least 15 families in our community within one year of completing the first training.
- Yes, my/our supervisor has been informed of the RFHF program and has approved of our application.

Local Commission on Children and Families staff and commissioners can attend as guests, as seating space allows. They will not receive the participant binders, the early literacy resource kit, or the point of contact binder. Mileage and hotel will not be provided by RFHF.

Q: If you are unable to attend the training session when it is in your cohort (maternity leave, vacation schedule, etc.), can you attend a later training session?

Yes, if you are unable to go to the RFHF training when it is offered in your county you may go to a later training. However, Healthy Start family support workers and children's library staff from the cohort/counties where the training is taking place will have first priority.

When training spaces are available in a Cohort, the **previous** Cohort(s) will be contacted and made aware of possible openings.

Training Session Two Participation

Q: Do RFHF participants who attended Training Session One at a different/ subsequent Cohort return to their original Cohort/county for Training Session Two?

Yes. Training Session Two focuses on solutions and plans for the particular programs in the specific counties in each cohort, so it is very important for all RFHF to attend Training Session Two in their own Cohort/County.

Since the timelines between Session One and Session Two will be altered (less than 3 months) there will be flexibility regarding the number of families to be served. The standard is 5 families between Training Session One and Training Session Two (5 families in 3 months). Generally, it will be expected that RFHF participants serve one or two families per month after they attend Training Session One.

Q: Training Session Two absence

For participants who have been unable to attend the second training session:

Participants go to the RFHF website and view:

- PPT on Bilingual Language Development
- PPT on Working With Parents Who May Not Be Engaged
- PPT on Working With Children With Special Needs
- Handouts on Media Literacy

Participants send an email to the RFHF Project Coordinator and list one thing they learned from each of the 4 presentations, and how they might use it to improve the services they provide.

Early Literacy Resources

Q: If a RFHF participant leaves their position with Healthy Start or the Library, who keeps the RFHF early literacy materials?

The agency keeps the materials (participant binder, POC binder, PPT's, Early Literacy Resource black cloth bag, remaining giveaway books, and all resource materials). The agency can then train replacement staff in the RFHF project and in the use of the materials.

Q: If an FSW or LS does not attend the training session, can they use the reference and parent education materials of another FSW or LS who did attend?

Yes, materials can be shared with others. We would recommend that the individual have some background training in early literacy (Mother Goose, Early words, P.A.T., Every Child Ready to Read, etc.) before presenting the 11 one-hour Parent Education Sessions based upon Every Child Ready to Read.

Changes in Program Staff

Q: How do new staff to the agency become trained in the RFHF materials, RFHF project, and the Every Child Ready to Read curriculum?

If you have new staff during the year in which you are one of the Cohorts, they can apply to be included in one of the subsequent RFHF training sessions with another Cohort in that year.

If you have new staff after your Cohort year has ended, there are some options:

Arrange for existing RFHF participants to peer train the new staff in the RFHF project and the RFHF materials. This would be the Early Literacy Resource bag materials and the information in the following tabs in your FSW/LS RFHF participant binder:

- Tab 1: Welcome and Introductions
- Tab 2: FSW/LS Training Session One
- Tab 3: ECRR
- Tab 4: RFHF
- Tab 5: OCCF & Healthy Start
- Tab 6: OSL & Libraries
- Tab 7: OCCD
- Tab 11: Nuts and Bolts
- Tab 11: Resources
- Tab 13: RFHF Delivery Options

Contract a Standardized Every Child Ready Trainer (you have the list in your Tab 1: Contact Information sheet) to conduct the Every Child Ready to Read @ your library workshops (Tabs 8, 9, and 10):

- ECRR Workshop One: Print Motivation, Vocabulary, and Reading Books
- ECRR Workshop Two: Print Awareness, Narrative Skills, and Dialogic Reading
- ECRR Workshop Three: Phonological Awareness, Letter Knowledge, and Phonological Awareness Games

The approved ECRR Trainer could also provide training regarding:

- Tab 11: Research
- Tab 13-Tab 24: Parent Education Sessions:

Send an email to the RFHF listserv asking if any nearby Healthy Starts or libraries want to partner to contract with a Standardized Every Child Ready Trainer to train new staff--this will cut your costs, give you an opportunity to network, and get even more people trained to spread the word about early literacy!

You could also partner and coordinate this training with other programs (such as Head Start and local child care programs) who may also wish to have this training.

If you cannot provide the ECRR curriculum training, then we would recommend that the individual have some background training in early literacy (Mother Goose, Early words, P.A.T., Every Child Ready to Read, etc.) before presenting the 11 one-hour Parent Education Sessions based upon Every Child Ready to Read.

Reporting Forms for Parent Education Activities

Q: How do RFHF participants record their parent education activities?

FSW

FSWs record their RFHF activities on the NPC Teleform Family Tracking sheet (pink sheet) monthly, whether they did an early literacy activity or not that month.

If you haven't started with a family in a given month (October, for example) there is no need to send in a form. Begin sending in forms on the family starting with the first month you work with them.

If you use the RFHF curriculum with more than your 15 families, then please also fill out a form for those families. This will allow us to track how many additional families the curriculum was presented to.

The NPC form asks if a children's book giveaway was done during the month.

Please mark this for any book you give the family during the months you work with them, whether the books are provided by RFHF or are from another source. The first time you record it, we will assume it's the RFHF giveaway book, and subsequent times you mark it for the same family, we will assume its additional books that your program has located/leveraged for these families.

Library

Library Staff record their RFHF activities on the Excel Spreadsheet "Parent Curriculum Training Log Sheet" and submit it each month to Katie Anderson, Oregon State Library.

If you have not completed an early literacy activity for a particular month, submit a report that says "no activity". That way we will know you didn't just forget to send the form in.

Reporting Early Literacy Parent Education Activities for the 15 Families

Q: What constitutes a reportable parent education activity?

Definition: An activity in which the Family Support Worker or Library Staff spends at least 15 minutes engaging the parent in early literacy skills.

Early Literacy skills include:

- Print Motivation
- Vocabulary
- Print Awareness
- Narrative Skills
- Phonological Awareness
- Letter Knowledge
- Reading Books
- Dialogic Reading
- Phonological Awareness Games
- Early Brain Development

Q: Is there a preferred or expected Parent Education Activity?

The preference is that the parent education activity be responsive to the interests and abilities and needs of the specific child and family. Each RFHF FSW and LS can choose from a variety early literacy resources and many parent education activity delivery options.

Q: How do we “count” parent education activities?

The “WHY” of counting is the same for every one. The goal is having more children ready to read. The path is educating parents about the early literacy skills that will help children be ready to read. The process is engaging parents and families in parent education activities that increase their knowledge of early literacy skills and what they can do with children. If we stay true to the “why”, then our best intentions to improve parent knowledge and child readiness will occur.

The “HOW” of counting will be different for Healthy Start and Library staff. This is because the programs are different from each other.

Healthy Start

Healthy Start is a structured program with an evaluation component in place. Healthy Start coordinates all efforts around the CHILD.

Parent education activities are to be reported ONLY for families with a child served by Healthy Start. Other families can attend your activities, but they will not be reported. The families that you present your activity to are “counted” at the child level.

The expectation is that you will deliver at least one focused parent education activity for 15 different families, 15 different groups of people who are caregivers for the one child receiving services.

Healthy Start is already doing early literacy activities during home visits. If you have the opportunity to expand these activities to a longer and more focused parent education activity, that is great! It would be great if you could do more than one parent education activity for one family. It would be wonderful if you could incorporate focused parent education early literacy activities into every time you work with a family. However, there is no rigid expectation that you will be conducting focused 15 minute early literacy skill based parent education activities in all of your visits. If you conduct more than one early literacy parent education activity for the same family, it still “counts” as 1 family, because you are impacting 1 child, and you would record an additional parent education activity for that 1 family.

If two family members from the same family are together at one parent education activity, do you count two families or two activities? No, you count the family as 1 family, impacting one child, receiving 1 parent education activity.

The idea is to focus parent education activity on 15 different families, thereby impacting and positively effecting 15 different Healthy Start children.

Sharing the early literacy training with a family means, at a minimum, the FSW spends 15 minutes, once, during the year, on one of the early literacy areas with that family. The 15 minutes can be spread throughout an entire home visit. The FSW and family can visit and revisit the topic throughout the visit, and if it adds up to 15 minutes or more, it counts.

This is the minimum expectation. Of course, it's great to do more.

If Family Support Workers do an early literacy activity (15 minutes or more), in one of the skill development areas of Every Child Ready to Read, and the activity is also part of their Parents as Teachers curriculum, it can be counted for both RFHF and PAT.

Library

Libraries are organized around the folks who come to the library, which is parents, or parents bringing children to the library. The library does not enroll parents or keep on-going records of who comes to the library or library activities.

If, for example, you do a group parent education activity for parents of children 0-5, you will need to have a sign in sheet, so you can record their names later on your Report Form. You will “count” each adult who attends the parent education activity as 1 family.

For example, if 10 parents come to the parent education activity you are doing, you would “count” 10 families as receiving one parent education activity. If later, the same parent comes to another activity, you would not count that parent as a new family, you would record that that family had a second activity.

Again, the focus is to positively affect the parents/family of 15 different children age 0-5.

BONUS for FSW’s only: Library visits and library cards

RFHF wants to increase the number of families visiting the library and receiving their own library cards. If you organize a library visit for a Healthy Start parent or family and have the parent or family member receive a library card, you can count that as one parent education activity.

Q: If a parent education activity is more than 15 minutes long, and covers more than one skill, does it count for more than 1 activity for a family?

No, it counts as 1 activity. There are many delivery options; some lend themselves to differing periods of time. The ECRR Parent Education Sessions, for example, are set up to be an hour in length.

Each separate activity counts as an activity, so an hour long activity or activity would count for 1 activity. A reported activity is by activity, not by minutes.

15 minutes is the minimum, and can be spread out the 15 minutes over the course of a longer parent visit. You are encouraged to provide as much time and as many minutes in a focused early literacy activity as you can.

Q: If two or more RFHF participants (an FSW and an LS, or two LS, or two FSW) present a parent education activity together, does each staff count the parent family education activity?

If an **FSW and an LS** present a parent education activity together then, **Yes**, you can both count the family and the activity. RFHF wants Family Support Workers and Library staff to partner and network, and doing a parent education activity together is a great way to partner.

You could both recruit parents, and then host the parent education activity at the library. You could also, if it is appropriate, have an FSW and LS both go on a parent home visit or set up a special parent visit at another site, to bring special early literacy resources and information and conduct a parent education activity during the visit.

If **two FSW's or two LS** present a parent education activity together then, **No**, both individuals cannot count the family(ies) and the activity. You must either split the count of the families between the two of you, or have only one FSW /LS count the family(ies).

Q: We have Multiple RFHF FSW or LS in one program. Do we only have to impact 15 families all totaled? Can we split up our number of families and have some FSW or LS do more families than the other to meet our total?

NO, each FSW or LS participating in RFHF is to impact and “count” 15 individual families with at least one reportable parent education activity for each of the 15 families.

Expectations for Less than full time RFHF participants

FSW's

Q: What is the Service expectation for FSW who are not full time? A full time person is expected to see 15 families. How would we handle staff that have less than 1.0 FTE?

A: Use your caseload as a guide. For those FSWs who have fewer than 15 families on their caseload, they should provide the curriculum to all of their families. However, FSW's may choose not to present the curriculum to any family they feel is not prepared to receive the curriculum. These "exceptions" should not equal more than 25% of their caseload. (Repeat from guidance on page 10)

Library Staff

Q. Do library staff who are part time, less than a 1.0 FTE, reduce their expectations from 15 to a comparable percent of families?

Most library staff do significantly fewer parent education sessions than Healthy Start folks because they can present to multiple parents at once. For example, it is feasible that a part-time staff could present 1 parent education training at a Head Start parent meeting and count 20 parents at one event.

We are allowing exceptions to the 15 families commitment due to population/geography (See Expectations Below) but not allowing exceptions for part-time folks in an area where it is feasible to provide only 3-5 trainings and reach the commitment of 15 families.

Expectations for Less than 15 families available to serve

Q: What do we do in small communities where there are less than 15 families to serve?

This answer is different for Library Staff and FSWs.

Library staff:

Library staff can serve and count any adult who **is a parent/family member** for children from birth to five years old. Library staff can work with Healthy Start and other community organizations to reach **these** parents. Some of the organizations that libraries **could plan to partner** with include: Head Start, preschools, child care programs, Women Infants and Children (WIC), teen parent programs, drug/alcohol rehab centers, hospital new parent class/groups, free lunch programs. **These groups could possibly schedule a special event at your library for the birth-5 year-old children in their programs and their parents.**

It may work best to conduct the workshop where the parents already are --the school, the hospital, the rehab center, the WIC office, etc. If that is not possible, talk with the coordinators of these programs to learn what days and time might work best for their clients, ask them to promote the program to their clients, ask them what barriers their clients may have getting to the library or other training site and brainstorm possible solutions or incentives. You may want to make a special invitation to parents of birth-five year old children who are also child care providers as they may have a special interest in receiving the training.

You could have the training when parents are already in your library. For example, schedule your training immediately before or after story time; shorten your story time that week and add a parent education session. Free food is also a huge incentive to everyone and perhaps you could partner with a local restaurant or grocery store and ask them to donate food for your parent education activity.

The expectation is to do the best you can to reach the 15 families.

If birth rates are low in the county, then we will develop a reduced expectation on a case by case basis.

The reduced expectation would be developed for a specific county based on birth data.

FSWs: FSWs will serve and count only families enrolled in the Healthy Start program.

Each FSW is expected to share the curriculum with 5 families in the first 6 months after receiving the training.

During the first year after receiving the training, they are expected to share the training with 10 additional families (total 15).

For those FSWs who have fewer than 15 families on their caseload, they should provide the curriculum to all of their families. However, FSW's may choose not to present the curriculum to any family they feel is not prepared to receive the curriculum. These "exceptions" should not equal more than 25% of their caseload.

Q: Can library staff "count" folks who are not parents/families of children birth through five years of age (such as child care providers, Head Start staff)?

Parents and Families are the first priority in RFHF!

Other community members are very welcome to participate in RFHF parent education activities, or in activities that are specifically designed for them using the RFHF materials. When others in the community receive RFHF educational information, it is an advantage to all the children and families in the community.

For the count of the RFHF families you are expected to reach; however, you cannot substitute a community member who is not the parent/family of a birth through five year old child for a parent/family of a child birth through five years of age. You must continue to count only those who are parents/family of a birth through five year old child.

We do ask you to let us know about RFHF education activities that are provided to community members who are not the parent/family of a birth through five year old child. We ask that you add an “other community members” addendum to your regular report, so that we can see the impact of the RFHF project, training, and resources on the community at large. We will add this to the library report form.

If significant groups of adults working with young children are interested in the complete RFHF training, we would suggest that you provide them with the contact information on the RFHF website for the approved ECRR trainers in the state.

More questions? Need Clarification?

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