

**INSTRUCTIONS FOR COMPLETING THE 0-3 PREVENTION INITIATIVE PROGRAM RECORD
(ISBE 41-85)**

2011-2012 SCHOOL YEAR

**Please read these instructions carefully before completing ISBE form 41-85.
Make sure to provide the summer telephone number of the person completing the form.**

1. Indicate whether the program was operated with another school district or entity under a joint agreement.
2. Indicate which curriculum/program model was used by your project. If “other,” specify.
3. *Service Participation for Project*
 - a) Report the **total number of families directly contacted** and encouraged to participate in the program, e.g., through distribution of pamphlets to new parents at the hospital or sending newsletters home with the student.
 - b) Report the **total unduplicated¹ number of parents** who received **direct instructional services²** from the 0-3 Prevention Initiative Program.
 - c) Report the **total unduplicated¹ number of children** who received **direct instructional services²** from the 0-3 Prevention Initiative Program.
 - d) Report the **total number of pregnant women** who received **direct instructional services²** from the 0-3 Prevention Initiative Program. Note: This number should also be included in the total number of parents served—Question 3b.
 - e) Report the total number of **pregnant teenagers** who received **direct instructional services²** from the 0-3 Prevention Initiative Program. Note: This number should also be included in the total number of parents served—Question 3b.
 - f) Report the total number of **homeless children** who received **direct instructional services²** from the 0-3 Prevention Initiative Program. Note: This number should also be included in the total number of parents served—Question 3c.
 - g) If the project has parents who need services but are not enrolled, report the **total number of parents on the waiting list** to be enrolled in the 0-3 Prevention Initiative Program.

¹ **Unduplicated number** means to count a parent only once, even if the parent attended more than one workshop/class/play group or other activity. Parents do not have to be officially enrolled in the program or actively participating in the program for the entire school year.

² **Direct instructional services** include workshops, classes, seminars, supervised play groups, one-to-one consultations, home visits (except for outreach/recruitment), and other direct contact with the educator/trainer that directly affects parenting skills. Not included: educational newsletters, a warm/hot line, a quick visit to an open center, or participation in social/fun activities.

- h) Report the **total unduplicated¹ number** of parent education and training activities conducted in the fiscal year, including meetings for study, work, discussion, etc., in a parenting field where professional staff give a presentation and/or talk about parenting. Do not include other social and family fun activities, e.g., fun fair, picnic, holiday party, play group, and parent-child interaction activities.
 - i) If the program has a home-based instruction component:
 - 1) Report the **total unduplicated¹ number** of families served at home. The families reported here should be counted under the total number of parents receiving direct services. If a family was visited at home for outreach/recruitment purposes only, do **not** count this as a “home visit.”
 - 2) Use the frequency code provided to report the **average** number of home visits a family received in a month, e.g., for once a month, the reporting code would be 30.
4. *Total Number of Workshops*—Report the number of parent education and training sessions conducted for each topic. If a workshop/training session covers more than one topic, report the workshop under both topics. **However, report the workshop only once (unduplicated count) in Question 3h.** If a class is scheduled in seven different sessions, for example, record all seven sessions as seven classes.

Total Hours—Report the total number of hours of workshops/training sessions conducted for each topic. If the workshop/training session covered more than one topic, report the approximate time spent between each topic.

Total Number of Parents—Report the total number of parents who attended workshops/training sessions, by each topic. (This could be a duplicated count.)

Workshop/Class/Training Session Topics

Child Growth and Development: Report activities that directly involved children in improving fine and gross motor, cognitive, social, emotional, and intellectual growth and development. Include developmentally appropriate activities initiated or provided for by the staff. Include all services and activities that provide information on infant/toddler growth and development.

Child Birth and Child Care: Report activities that educate families on a healthy pregnancy, delivery, and child care, ensuring steps toward having a healthy baby.

Prenatal and Postnatal Care for Infants and Mothers: Report all educational and support services provided regarding pre- and postnatal care and pregnancy. Report activities supporting pregnant women and mothers.

Prevention of Child Abuse/Violence: Report any activities and services provided regarding education about and prevention of child abuse and neglect.

Family Structure, Function, and Management: Report instructions provided to parents or guardians to enhance their skills/ability to run a household more efficiently. Include activities that provide training on daily management skills, including finance and budgeting skills.

Family Relationships: Report activities and classes that reinforce family relations, promote parent responsibilities, and increase the bond among family members.

Parenting Skill Development: Report all services provided that are designed to enhance and promote positive parenting skills.

Language-Literacy Development: Report activities that promote and nurture early language and literacy development.

Health and Safety: Report all activities, discussions, and classes provided to parents that are related to family and child health care and safety. Include any presentations related to the importance of health care, immunizations, and personal and child care safety precautions. Do not include health, vision, or hearing screening activities.

Nutrition: Report all services and activities/classes provided to parents that relate to proper nutrition, the value of nutrition, or how to prepare nutritious foods.

Substance and Other Addictions: Report all activities/classes or workshops for the prevention of drug and other substance abuse.

Discipline and Anger Management: Report all services provided to parents that teach how to discipline children properly and how to manage/handle personal or a child's anger.

Other Social and Family Fun Activities: Report activities that do not fit under any other topics listed in Question 4, e.g., fun fair, picnic, holiday party, etc.

5. *Other Services—*

Health Screening: If the project provided health screening services to children, either on its own or in collaboration with other agencies, provide the **unduplicated¹ number of children** who received health screening services, e.g., general physical, lead screening, immunization, etc.

Vision and Hearing Screening: Report the **unduplicated¹ number of children** screened for vision and hearing. This screening could be done in collaboration with a department of public health or other agency.

Developmental Screening: Report the **unduplicated¹ number of children** screened if the project conducted developmental assessments of children using instruments such as the Battelle or Brigance or any other instrument to check a child's developmental growth.

Social/Emotional Screening: Report the **unduplicated¹ number of children** screened for social and emotional growth.

Service Coordination/Case Management: Report the **unduplicated¹ number of families** who received coordinated services—two or more agencies involved in planning, providing, and/or integrating resources to serve one or more families.

Development of Individual Family Service Plan: If the project developed Individual Family Service Plans for families, report the **unduplicated¹ number of families** for whom the plans were developed.

Developmental Monitoring: If the program conducted ongoing family assessment and child development assessment, report the **unduplicated¹ number of families** who received ongoing continued assessment.

Family Advocacy: Report the **unduplicated¹ number of families** who received services that meet the individual needs of children and/or family members. This is generally one-to-one interaction involving specific family issues and includes providing knowledge to the participants in order to acquire and secure services for their family without the support of program staff.

Referral to Other Community Services/Resources: If the project staff provided access to information about a variety of agencies in the community providing social, health, and other services to families, report the **unduplicated¹ number of families** referred.

6. *Parent-Child Interaction Activities/Play Groups*³

If the project offers parent-child interaction/play groups, report—

- a) The **unduplicated¹ number of parents** who participated in these activities/play groups.
- b) The **number of activities/play groups** offered during the year.

7. *Other Services Provided by the Agency*

Check all other services provided by your program/agency.

8. *Unmet Services*

Check all services needed by participants that are not currently provided. If there are additional unmet services that are not included in the list, check “other” and specify.

9. *Educational Newsletter*⁴

If the program produces an educational newsletter for parents, report—

- a) The **number of copies** distributed per issue.
- b) The **number of issues** produced per year.

³ Include activities that enhance a child’s physical, social, and cognitive skills and that provide parents with opportunities to learn and practice specific, positive ways for the parent and child to interact.

⁴ Example: If the project produces an educational newsletter six times a year and distributes 500 copies per mailing, report 500 as the number of newsletter copies distributed per issue and six as the number of issues produced per year.

10. Questions 10 through 18 are self-explanatory.

19. *Program Staff* **Do NOT leave this question blank.**

- a) Report the **total number of professional personnel** whose salaries were paid by the project and the **total full-time equivalency**⁵.
- b) Report the **total number of clerical and nonprofessional personnel** whose salaries were paid by the project and the **total full-time equivalency**⁵. Include contractual personnel hired by the project to serve as babysitters or child care staff while parents attended workshops or classes.
- c) Report the **total number of professional contractual personnel** whose salaries were paid by the project.
- d) Report the total **number of professional personnel providing home visits/instructions** during the school year and the **total full-time equivalency**⁵.

20. *Collaboration and Coordination*

Check all of the agencies and programs with which the project has collaborated and coordinated services.

REMINDER: You must submit one original and one copy of this report to the Illinois State Board of Education by **July 2, 2012**.

If you have questions, contact Dr. Lilibeth Gumia at 217/782-3950 or lgumia@isbe.net.

⁵ Example: If two people were employed by the project and both were half-time employees (20 hours per week), the FTE would be 1.0 (0.5 + 0.5).