

# **Program Guidebook**

**July 2022**



# Table of Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>MISSION STATEMENT .....</b>	<b>3</b>
<b>VISION STATEMENT .....</b>	<b>3</b>
<b>MANDATED CONTRACTUAL REPORTING.....</b>	<b>4</b>
<b>INVOICING .....</b>	<b>4</b>
<b>COMPENSATION .....</b>	<b>6</b>
<b>PAYMENT .....</b>	<b>7</b>
<b>BUDGET .....</b>	<b>8</b>
Policy.....	8
Procedure .....	8
Funds for Fixed Assets and Capital Improvements .....	9
Agreement Budgets and Budget Revision by Contractors.....	10
Procedure .....	10
<b>USE OF CHILDREN AND FAMILIES COMMISSION (CFC) / FIRST 5 LOGO.....</b>	<b>11</b>
Policy.....	11
Procedure .....	11
<b>SERVICES AND ACTIVITIES .....</b>	<b>11</b>
Parent, Caregiver, Provider Education.....	11
Resource and Referral .....	12
Developmental Screening.....	13
Outreach and Community Events .....	13
Advocacy and Parent Leadership Training.....	15
Workshops and Classes .....	16
Parent, Caregiver, and Child Literacy .....	17
<b>GLOSSARY .....</b>	<b>18</b>
<b>SERVICE MATRIX.....</b>	<b>20</b>

## **INTRODUCTION**

The Stanislaus County Children & Families Commission was established by the Stanislaus County Board of Supervisors on December 8, 1998, following voter approval of Proposition 10 in November 1998. The Commission operates as an independent County agency. In July 2018 the Commission also adopted the use of the name First 5 Stanislaus to align with nomenclature used by nearly all local commissions and the State commission.

The Commission is dedicated to promoting children’s development and well-being by supporting programs that make a difference in the emotional, physical, and intellectual experiences in a child’s first 5 years.

Every year, the Commission invests millions of dollars in vital services for children ages 0 through 5 and their families in the areas of health, safety, family support, and child development.

In its 2019-2024 Strategic Plan, the Commission focused on providing services and producing results in the areas of family functioning, health, child development, and sustainable systems. In these areas of focus, the Commission’s desired results for children ages 0-5 in Stanislaus County.

This guidebook should serve as a tool for Commission funded partners in the areas of operations, invoicing and reporting. The guidebook contains definitions, examples of activities, and methodologies for tracking data. Information contained in this guidebook applies only to Prop 10 (Commission) funding for the current contract year. Any data or information provided by partner should only reflect activities directly supported by the Prop 10 funding.

## **MISSION STATEMENT**

Be a catalyst to help give children and families the best start.

## **VISION STATEMENT**

Stanislaus County’s children thrive in supportive and safe environments; they have empowered, loving, and nurturing caregivers; they are healthy, eager, and ready multilingual learners; and become productive, well-adjusted members of society.

## MANDATED CONTRACTUAL REPORTING

Stanislaus County Outcomes and Results Reporting Sheet (SCOARRS) and demographic data are non-duplicative. The services provided for a specific family should only be reported once per fiscal year. If a family receives multiple types of services (Parent, Caregiver Provider Education, Resource and Referral, etc.), the Program should report each service provided to the family **once** per fiscal year the on the SCOARRS and demographic datasheet.

Contractor/Program shall report **quarterly** to CFC staff using SCOARRS, demographic datasheet, and other forms provided by CFC (as specified in the Agreement).

Contractor/Program shall submit all **quarterly** forms (reports) referenced above according to the following schedule:

- Quarter 1 (July – September): Due October 31
- Quarter 2 (October – December): Due January 31
- Quarter 3 (January – March): Due April 30
- Quarter 4 (April – June): Due July 31

All **quarterly** forms (reports) or other reporting shall be sent to CFC's approved electronic data system, Neighborly (or at CFC's discretion CFCReports@stancouty.com).

Contractor/Program shall submit data on a monthly basis associated with services and activities through a data reporting tool supplied by CFC. Contractor/Program shall enter data into CFC's approved electronic data system, Neighborly. Reports are due once a month, according to the following schedule:

- Thirty (30) days after the end of the current month

Monthly data reports may be duplicative. Program may report individuals/families who receive services each month they participant or engage with the site during the fiscal year. However, the count for each month should be non-duplicative. If a family receives multiple types of services (School Readiness, Parent, Caregiver Provider Education, etc.), the Program should report each service provided to the family **once** per month the on the report.

Contractor/Program shall conduct a customer satisfaction survey during the **second and fourth quarters** of the Fiscal Year using the form provided.

1. Program will compile and report survey results by January 31 (for Quarter 2) and July 31 (for Quarter 4)
2. Results shall be sent to the following to CFC's approved electronic data system, Neighborly (or at CFC's discretion CFCReports@stancouty.com)

Contractor/Program shall submit to CFC staff an **annual report** in the format provided by CFC. The annual report shall be submitted no later than August 5<sup>th</sup> to CFC's approved electronic data system, Neighborly (or at CFC's discretion CFCReports@stancouty.com).

Contractor/Program shall develop and conduct an employee satisfaction survey **annually**.

1. Contractor/PROGRAM shall compile and submit the survey results with the Program's annual report as described above.

## INVOICING

Invoices must be compliant with the terms of Program's Agreement. Invoice requirements are subject to change and the Contractor/Program shall be notified in writing.

1. For services provided in the months of July 2022 through April 2023, Contractor shall submit invoices in the CFC specified format within thirty (30) days following the end of each service period. Invoice due dates for the service months of May 2023 and June 2023 are as follows:
  - a. Invoice due dates and instructions for the service months of May and June will be emails to Contractor in the month of April 2023.
  - b. All year-end invoices for reimbursement must be received no later than September 30, 2023.
2. Contractor shall submit electronic invoices by email to:

[F5accountspayable@stancounty.com](mailto:F5accountspayable@stancounty.com)

Contractor may request to submit invoices by mail. If approved, invoices shall be submitted to:

Stanislaus County Children and Families Commission  
Attention: Accounts Payable  
930 15<sup>th</sup> Street  
Modesto, CA 95354

3. If a Contract/Partner wishes to invoice for accrued vacation and/or sick time cash-outs for a staff member who has separated from service, time shall be submitted as follows:
  - a. Vacation and/or sick time accrued/earned during the current Agreement period shall be reimbursed according to the allocation based on the employees' time (FTE%).
  - b. Vacation and/or sick time accrual earned during the Agreement period, up to the employee's date of separation from service shall be reimbursed.
  - c. Reimbursement of vacation and/or sick time shall be at the separated employee's current hourly rate of pay.
  - d. Vacation and/or sick time accrued in any prior fiscal year outside of the current Agreement will not be reimbursed.
4. Each invoice shall include the following supporting documentation:
  - a. Supporting payroll and fringe benefit journals;
  - b. Copies of paid receipts/invoices of all Contractor operational costs billed to Agreement;
  - c. Any client supportive service shall include the participant's ID number and initials, the supportive service description, the date supportive service was given and the backup documentation; and
  - d. Any gift cards purchased shall include the participant's client full name, pre-approval backup documentation and shall adhere to the Gift Card Guidelines policy of the Commission Policy & Procedure Manual (Section 509) for issuing incentives.
4. To ensure compliance with Federal and State regulations, CFC may require additional supporting documentation or clarification of claimed expenses.
  - a. Contractor/Program must respond within five (5) business days with required additional documentation or clarification to avoid disallowances/partial payment of invoice.

- b. If additional documentation or clarification is not provided to CFC within five (5) business days of request, the affected invoices shall have those expenses disallowed. Only the allowed expenses will be paid on the invoice.
- c. Contractor/Program may resubmit disallowed expenses as a supplemental invoice only. Supporting documentation and clarification must accompany the supplemental invoice.

Unallowable expenses include, but are not limited to:

- ❑ Alcoholic Beverages
- ❑ Tobacco products
- ❑ Firearms
- ❑ Purchase of motor vehicles
- ❑ Purchase of property
- ❑ Late Fees/Finance Charges (i.e. credit card late fees)
- ❑ Fees for missed conferences or trainings
- ❑ Costs associated with fundraisers
- ❑ Food/refreshments for staff meetings
- ❑ Items requiring pre-approval by CFC that have not been pre-approved (e.g. food, gift card, inventory items, out of county travel)
- ❑ Expenditures for Contractor staff including, but not limited to, stipends, bonuses, gift cards, food, or breakroom materials.

This list is meant as a guideline for types of expenses that cannot be budgeted for or expended using Commission funds, unless specific program requirements are indicated, and prior approval has been obtained. Without prior approval, these types of expenses will be disallowed. This list is not all-inclusive.

Contractor/Program must submit a Cost Allocation Plan with supporting documentation to the Commission for each site included in the scope of work in the Agreement prior to the start of the Agreement period.

Changes in contact information for the Contractor must be submitted to CFC staff within seven (7) business days.

The Commission reserves the right to withhold payment of an invoice for reimbursement for non-compliance with the requirements of the Agreement.

## **COMPENSATION**

Contractor/Program will be compensated for the services and activities provided under their Agreement as follows:

1. CFC funding can only be used for services and activities as defined in Program's Scope of Work.
2. This Guidebook provides a framework of the approved Children and Families Commission Services and Activities for children 0-5 years of age and their families.
3. This is a cost reimbursement Agreement. The costs reimbursed for the services and activities must be included in the approved Agreement Budget. Contractor will not be reimbursed for costs not authorized in approved Agreement Budget or approved Budget Revision. Costs cannot exceed authorized Agreement amount.

4. Contractor shall not expend any funds provided pursuant to Program's Agreement except as expressly authorized in their approved Budget or as the budget is thereafter amended or obligated.

Contractor/Program's are not allowed to collect a share of cost and/or charge for services provided to recipients.

Commission shall not be required to purchase any definite amount of services nor does Commission guarantee to Contractor any minimum amount of funds or hours.

Any equipment, materials, supplies, or property of any kind purchased for or reimbursed from funds provided under Program's Agreement, excepting any funds received for indirect expense pursuant to the budget document attached as EXHIBIT C, having useful life of three (3) years or greater, or a value in excess of Five Hundred Dollars (\$500.00) shall be defined as an inventory item. All inventory items not fully consumed in the services and activities under Program's Agreement will be the property of the Commission at the termination of Program's Agreement unless the Commission, at its sole discretion, makes an alternative disposition. Contractor will annually prepare a written report of all inventory items and submit the report to the Commission. Contractor will also file an inventory report with the Commission within ten (10) days after termination Program's Agreement. Final disposition of all inventory items shall be in accordance with written instructions from the Commission. Contractor is responsible for proper maintenance of inventory items and is responsible for all damage except for normal wear and tear.

## **PAYMENT**

Commission will pay the sum of money claimed by the approved invoice, (less any credit due Commission for adjustments of prior invoices) on or before the thirtieth (30th) day after receipt of the invoice. If the required invoice conditions are not met, Commission will pay when the necessary processing is completed and/or proper backup documentation is provided.

Commission will not pay for unauthorized services rendered by Contractor or for the claimed services which Commission monitoring shows have not been provided as authorized.

Contractor must have thirty (30) days prior approval for client support services purchases. The request should be submitted to CFC's Program Manager via email. The approval must be submitted with any applicable invoice along with the participant's ID number and initials, the supportive service description and any other backup documentation. If 30-day notice is not obtained due to extenuating circumstances, a request may be submitted with as much notice as possible and will be considered by CFC's Program Manager.

Contractor must have thirty (30) days prior approval for gift card purchases if not already include in the Program's budget narrative. The request should be submitted to CFC's Program Manager via email. The approval must be submitted with any applicable invoice. If 30-day notice is not obtained due to extenuating circumstances, a request may be submitted with as much notice as possible and will be considered by CFC's Program Manager. Gift card purchases must adhere to the Gift Card Guidelines policy of the Commission Policy & Procedure Manual (Section 509).

Contractor shall be reimbursed for travel costs, including transportation, lodging and meals, provided CFC has agreed in writing to reimburse the Contractor for such costs. Any reimbursement for travel costs shall be subject to and not exceed those amounts allowable under the current Stanislaus County Travel Policy. The established mileage rate, maintained by the Stanislaus County

Auditor-Controller's Office, may be adjusted annually based on the Internal Revenue Service (IRS) stated rate for that year. Incremental IRS rate increases are not automatic.

NOTE: Contractor must have out of county travel approved thirty (30) days prior to travel. The request should be submitted to CFC's Program Manager via email. The approval must be submitted with any applicable invoice. If 30-day notice is not obtained due to extenuating circumstances, a request may be submitted with as much notice as possible and will be considered by CFC's Program Manager.

Commission retains the right to withhold payment on disputed claims.

Final payment under Program's Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

## **BUDGET**

### **Policy**

Expenditures made by Contractors must comply with Federal, State, and local laws and policies; adhere to the agreed upon contractual terms; and demonstrate good stewardship of public resources.

### **Procedure**

Expenditures will be reimbursed for only those services, supplies, and materials that directly benefit the health and well-being of children 0 through 5 years of age. It is acknowledged that some services provided to other family members in families with children 0 through 5 will have a benefit to the child (Parent, Caregiver, Provider Education, Resource and Referral, Developmental Screening, Outreach and Community Events, etc.).

Expenditures made by Contractors must comply with the scope of work and budget in their Agreement. Budget categories may include, but are not limited to: salaries and benefits, services and supplies, and inventory items.

To incentivize program participants or volunteers, the CFC prefers that Contractors provide materials or supplies that are targeted to children 0 - 5 (books, educational materials, infant/toddler care supplies, learning games, etc.). The use of stipends or gift cards may be used as an incentive for program participants or volunteers only if specified in the Contractor's approved scope of work and budget.

The CFC and its contractors must be ever vigilant regarding their obligations and responsibilities to be good stewards of the public funds entrusted to them. Providing food and non-alcoholic beverage items at meetings and events is an especially sensitive subject and such items should be provided only in very limited and occasional circumstances. Alcoholic beverages cannot be purchased with public funds under any circumstances. Food or beverage items may be invoiced as an allowable expenditure when:

- There is prior approval from the CFC
- The activity is listed in the budget/budget narrative
- Special approval has been given from the CFC if activity is not listed in the budget/budget narrative
- The meeting targets community members, the public, and/or employees of other agencies (e.g., education or training session). An agenda or event flier and an attendance sheet or list of meeting attendees must accompany the invoice for reimbursement. The CFC reserves the right to request additional documentation as needed

- ❑ The items purchased contain predominately healthy choices: fruits, vegetables, water, juices, unsweetened drinks, etc.
- ❑ The items are utilized as an inducement to increase meeting attendance.
- ❑ The items are related to an extended training session (e.g., a lunch meal as a part of an all-day training session).
- ❑ The items are integral to the service being provided (e.g., nutrition education or obesity prevention).
- ❑ Practicality, convenience, and efficiency dictate the need for such items (e.g., meetings of extended length or meetings held at sites where access to such items is not readily available).

Food and beverage purchases for regular and recurring program activities may be purchased only if listed in the budget and/or budget narrative or Agreement's scope of work. All other food and beverage purchases must be submitted on *Program Food and Beverage Authorization Form* and approved by CFC staff prior to the purchase.

Should the Contractor submit food claims that are determined by CFC staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the Contractor specifying which food purchases shall not be reimbursed to the contracting agency by the CFC.

As a general rule, food and non-alcoholic beverage items should not be supplied for the exclusive use of Contractor's staff. The CFC shall accept such items on Contractor invoices only when it can be demonstrated the items are associated with extended training or with a meeting over a meal period that could not reasonably be scheduled for another time. Attendance sheets and agendas shall be included as supporting documentation of the need for such expenditures.

## **Funds for Fixed Assets and Capital Improvements**

State CFC funds cannot be used for the acquisition or purchase of fixed or capital assets. County CFC funds may be utilized, in very limited circumstances, to fund construction or reconstruction projects that provide services or benefits to children ages 0 through 5. All such capital improvement requests received by the Stanislaus County CFC shall be reviewed based on the criteria set forth below.

- A. Capital improvement projects are defined as new construction or reconstruction projects.
  1. All capital improvement project proposals must be considered by one or more CFC Committees prior to being referred to the full CFC for consideration.
  2. Capital improvement proposals must be evaluated according to criteria that includes, but is not limited to, the following:
    - a. The useful life of the improvement
    - b. The use of the improvement
    - c. The CFC's ability to secure its investment
    - d. The amount requested
    - e. The length of time the improvement will be specifically dedicated for Proposition 10 purposes
    - f. The ability of the improvement to be used by non-targeted groups
    - g. The amount of funds leveraged with Proposition 10 funds
    - h. The services or programs for children 0-5 years of age enhanced by the improvement
    - i. The length of time the applicant has been in business
    - j. The administrative and fiscal capacity and capability of the applicant
    - k. The reasonableness and appropriateness of the project budget

I. The location and accessibility of the proposed improvement

Agreements providing funding for any capital improvement project must be approved by the CFC's Counsel.

### **Agreement Budgets and Budget Revision by Contractors**

CFC requires Contractor/Program to establish, at the time the Agreement is signed, an estimated expenditure budget for the Agreement. Contractor/Program is responsible for management and monitoring of monthly expenses and budget to avoid overspending. Expenditures made by Contractors are not to exceed 20% of any line item and are not to exceed the subtotal in the Personnel, Services, or Fixed Assets categories without a budget revision being submitted and approved by CFC.

### **Procedure**

Prior to the Agreement start date, Contractor shall provide the following budget documents to the CFC for review and approval:

- Fiscal Year Budget form – annual line item budget
- Budget Narrative - describe and substantiate the line item budget amounts

Budget revisions initiated by the Contractor/Program are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. CFC may choose not to reimburse expenses incurred prior to the approval of a submitted budget revision request. Budget revision requests may be submitted at any time between July and April 30<sup>th</sup> of the fiscal year.

**Revisions may not be submitted after the April 30<sup>th</sup> deadline.**

Budget revisions should be used with great discretion on the part of a Contractor/Program. A maximum contract amount should not be viewed as the Contractor/Program money, but rather as CFC funding approved to accomplish the goals of the budget plan that was approved. A budget plan is created for each Agreement and approved before the Agreement begins. This budget plan is the approved spending roadmap in order to achieve CFC priorities. If a Contractor is not expending funds in specific budget categories according to the plan, there should be no expectation by the Contractor/Program to be entitled to maximum funding of the Agreement. Examples of funding for budget revisions that will not be approved by CFC, and should not be submitted, include:

- Stocking up on supplies that are outside the scope or budget plan
- Purchasing for a different fiscal year
- The intention to expend unused funds to avoid “losing” the funding

Approval by CFC is required for any budget revision proposed by a Contractor that:

- Increases or decreases a line item by more than 20%
- Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories

CFC may approve Agreement budget revisions, so long as:

- The planned expenditures in the budget revision are consistent with the contractual scope of work
- The budget revision does not materially change the scope, size, capacity, or direction of the program
- The budget revision does not increase the total value of the Agreement

Budget revisions shall be submitted to the following email address: ascenciove@stancounty.com and loomiss@stancounty.com

Once the proposed budget is received, CFC will review the request. CFC staff may reach out for questions regarding funding or program scope of work impacts. Once both fiscal and program staff have approved the request the Contractor will receive an approval email for their records.

## **USE OF CHILDREN AND FAMILIES COMMISSION (CFC) / FIRST 5 LOGO**

### **Policy**

Contractors and partnering organizations are required to use the CFC's name and logo on all printed materials, promotional information, products, etc., that are funded by the CFC. The purpose of this policy is to stipulate guidelines for the use of the CFC's name and official logo on documents and publications produced by CFC grantees and partnering organizations.

### **Procedure**

CFC contractors/partners must adhere to the following:

- ❑ Contractors and partnering organizations will use the CFC logo on printed materials, promotional information, products, etc., and must receive prior approval from the CFC's Executive Director or designee prior to the final printing or production of the product.
- ❑ Organizations that use the CFC logo are required to submit samples of the final product to the CFC for their information and potential use.
- ❑ The following language, or something very similar, is to be included on all printed materials, promotional information, products, etc., which are funded by the CFC:
  - "This program is made possible by a grant from First 5 Stanislaus."
  - "This program is made available through a grant from First 5 Stanislaus."
  - "This program is made available through a partnership with First 5 Stanislaus."

## **SERVICES AND ACTIVITIES**

### **Parent, Caregiver, Provider Education**

Parent, caregiver, and provider education refers to services focused on enhancing parenting practices and behaviors, such as developing and practicing positive discipline techniques, learning age-appropriate child development skills and milestones (specifically ready for Kindergarten), promoting positive play and interaction between parents and children, and locating and accessing community services and support. (From the Child Welfare Information Gateway).

Activities offered through parent education programs may include: structured, curriculum-based parenting programs or group support for parents. *Parent education is not an unstructured one-on-one time with a parent on a specific topic or crisis. This would be considered case management.*

### **Criteria for Activities/Services:**

#### **Staffing**

- Staff are trained and certified in curricula and able to facilitate a diverse group of participants
- Staff are provided training and supervision to maintain fidelity to the curriculum

#### **Space and Other Logistics**

- Contractor provides a mix of virtual and in person classes with opportunities for participant interaction
- Contractors are culturally responsive to the population they serve

- Materials and staffing are reflective of the community served and offered in a variety of languages

#### Quality

- Parents have an opportunity to practice what they have learned
- The curriculum is designed for the appropriate target audience
- Classes provide a support system and learning through parent-caregiver/child interaction
- CFC emphasis on prenatal through year one education

#### Process

- Classes for 0-5
- List objectives for CFC families
- Fidelity and linkage to possible programs such as:
  - Nurturing Parenting Program
  - Abriendo Puertas
  - PlanetBaby! - Prenatal through Age One Program
  - Parent Café
- Two full cycles a year or 30 weeks of parenting classes
- Pre/posttest – 80% increase skills
- Creative Curriculum (0-5: also listed in Parent, caregiver, child literacy)
  - 3-4 cycles/year
  - 12-15 classes per cycle

#### **Tracking:**

SCOARRS (Scorecards): Services should be reported for each child whose caregiver participated in the class (track children and caregivers).

Example: A caregiver attends an 8-week long class that crosses over 2 quarters. The caregiver would be counted 1 time only. If the caregiver has a 2, 5, 6, and 7-year old, the scorecard count would be 2 for the children (for the 2 and 5 year-old) and 1 for the caregiver.

#### **Resource and Referral**

Programs will regularly make referrals to connect families to community resources, services, supports, and other CFC funded services.

#### **Criteria for Activities/Services:**

##### Staffing

- Staff are educated and informed about available resources and providers

##### Logistics

- Resources are offered in person and by phone
- Services will be provided in languages appropriate to families

##### Cultural Responsiveness

- Staff will have broad knowledge of local services/resources

##### Quality

- Families are connected to all public programs for which they are eligible
- Programs connect people to private and nonprofit resources and programs as appropriate
- Programs are intentional about utilizing resources and referrals to build protective factors

##### Process

- Resource and Referrals
  - Mental health
  - Counseling
  - Financial stability
  - Childcare
  - After-school programming
  - Other public and private sources

### **Developmental Screening**

Programs will provide Ages and Stages-3 (ASQ-3) developmental screenings for children and train families to administer developmental screenings.

#### **Criteria for activities/services:**

##### Staffing

- Staff are trained to conduct screenings
- Staff are able to train parents and caregivers to conduct screenings

##### Logistics

- Screenings are available as needed for specific programming

##### Quality

- Screenings increase knowledge of child development and help to improve parent/caregiver child relationship

##### Process

- Developmental Screenings
  - ASQ-3 is used to screen children for identification of developmental delays
  - Train families to perform screenings (ASQ-3)
  - Provide referrals for children whose scores indicate a need for early intervention or support services as a result of screening

#### **Tracking:**

*SCOARRS (Scorecards):* Services should be reported for each child who received a developmental screening or whose family participated in training related to screening. Track developmental screenings to children 0-5 or trainings provided to caregivers of children 0-5.

### **Outreach and Community Events**

A Community Event is an event held by a program for current families or the larger community as an opportunity to engage with program staff and each other. Community events may be held for a specific purpose such as a healthy fair, back-to-school occasion, holiday celebration, block-party, etc. Outreach may be a by-product of the event but is not the sole purpose/goal.

Outreach refers to proactive efforts to invite and encourage families to participate in services and activities and participate in the Family Network. This may include a variety of strategies intended to expand the reach of programs for education and information dissemination, and to connect people to the Family Network for children ages 0-5. Outreach may be an activity/event held by the program or be an event program staff attend hosted by another community partner.

## Criteria for activities/services:

### Staffing

- Local events: understanding of local community
- Peer mentors
- Promotoras
- Family Network: staff possess relevant experience or background
- Cultivation of Community Partners
- Partnerships with professional and community organizations that are focused on the well-being of children and families

### Space and Logistics

- A mix of virtual and in person events (as interest and health guidelines permit)
- Expanded outreach including school events, farmers' markets, health fairs, site events, local community events and others
- Materials and staffing are reflective of the community served and in a variety of languages  
Activities should embody diversity and reflect the community served

### Quality

- Outreach and community events planned with specific goals in mind (increase participation, reach specific target group, visibility, parent education, build relational connections, community building, etc.)  
Staff encourage development of Protective Factors and Promote Protective Factors
- Adhere to evaluation, tracking timelines and agreements
- Ensure that a cross sector of organizations is reflected in partnerships (health, recreation, business, arts, etc.)
- Offer a variety of supports
  - Tangible – books
  - Social – opportunities to network, meet & greet
  - Informational – tips, posters, resource listings; and social media
  - Interactive Learning – hands-on activities
- Family Network to create virtual neighborhoods for:
  - Parent mentor program
  - Parent cafes
  - Parent education

### Process

- Provide a minimum of four community events per year
- Provide a minimum of three outreach events per year, at least one promoting Talk, Read, Sing
- Contribute to a master event calendar to coordinate and track outreach efforts across Programs with CFC
- Staff at outreach events will represent the entire Family Network\*
- Staff will encourage families to opt-in to the Family Network
- Develop community partners to assist with the coordination of community and outreach events

*\*Family Network is a pilot program to expand the reach for parent engagement opportunities to increase the number of families reached in the community. The emphasis is to engage new families. Additional process criteria may develop as the program progresses.*

## **Tracking:**

SCOARRS (Scorecards): Each parent/caregiver for children 0-5 who attends outreach and community events should be recorded on the scorecards. Each parent/caregiver for children 0-5 opting into the Family Network should be recorded on the scorecards.

## **Advocacy and Parent Leadership Training**

Families are supported to build and strengthen the skills to advocate for themselves and their children in a variety of situations.

Activities offered would support parents/caregivers to:

- Navigate the school environment to increase school success
- Interact with medical and mental health professionals
- Become leaders within their families, and
- Become advocates within and for their communities.

## **Criteria for activities/services:**

### Staffing

- Staff possess relevant degree or background to provide services
- Programs could utilize peer mentors and Promotoras as support for parents in the program
- Train the trainer (train parents/caregivers who train others)

### Space and Other Logistics

- Provide a mix of virtual and in person events
- Offer flexible meeting times

### Cultural Responsiveness

- Materials and staffing are reflective of the community served and in a variety of languages
- Activities embody diversity and reflect the community served; all are welcome

### Quality

- Staff encourage development of Protective Factors
- Race and equity-informed content
- Targeted to communities of color
- Adhere to evaluation, tracking timelines and agreements

Focus advocacy capacity building to support parents/caregivers to:

- Navigate the school environment to increase school success
- Interact with medical and mental health professionals
- Become leaders with their families
- Become advocates with and for their community

### Process

- Advocacy skills training may be included in parent education, workshops or through connection with other parents and caregivers
- Delivered in-person and virtual settings

*\*Advocacy and Parent Leadership is a pilot program to expand parents' and caregivers' ability to advocate for themselves and their children. The emphasis is to build and strengthen their skills. Additional process criteria may develop as the program progresses.*

## **Tracking:**

SCOARRS (Scorecards): Each parent/caregiver for children 0-5 participating in advocacy and parent leadership activities should be recorded on the scorecards.

## **Workshops and Classes**

Workshops and classes build knowledge and skills to enrich people's lives, promote optimal child and youth development, and strengthen families. These are interactive events and lead to strong social connections and a stable support system of family and friends. (FRCs, Vehicles for Change, volume 2)

Examples of workshop/class topics include financial basics, relationship communication, leadership basics, personal and family advocacy, and home organizing for child safety. Ideally, Programs should outreach beyond their local neighborhood, utilize guest speakers, and employ virtual delivery for larger group size.

## **Criteria for activities/services:**

### Staffing

- Staff possess background and/or experience related to the topic they are offering
- Shared training by variety of Program staff
- Partner organizations are invited to deliver trainings (i.e., schools, library, other community resource)

### Space and Other Logistics

- Offer flexible meeting times
- Provide a mix of virtual and in person events
- Workshops and classes are added to a shared calendar across Programs
- Topics are responsive to the needs and interests of participants

### Cultural Responsiveness

- Materials and staffing are reflective of the community served and offered in a variety of languages

### Quality

- Workshops and classes promote the Five Protective Factors
- They are interactive and provide opportunities for participants to learn from one another
- Build on and partner with current classes/activities
- Collaborate with Programs and Frist 5 to organize classes for multiple agency participants

### Process

- Emphasis on virtual format for larger groups
- Utilize guest speakers
- Outreach beyond local neighborhood
- Suggested Topics
  - Financial Basics
  - Relationship Communication
  - Home organizing for child safety
  - How to be more patient
  - Talk, Read, Sing
  - How to Read a Book Like a Pro
  - Personal and Family Advocacy

- Leadership Basics
- Interesting, consumer-focused subjects that resonate with the public
- Additional subjects as appropriate

### **Tracking:**

SCOARRS (Scorecards): Each parent/caregiver for children 0-5 participating in workshop and class activities should be recorded on the scorecards.

### **Parent, Caregiver and Child Literacy**

Programs provide children with evidence-based, developmentally appropriate programs that support active learning and promotes progress in all developmental areas; parents/caregivers are connected to resources for age-appropriate books and educated to support their children to meet physical, social/emotional, and cognitive development and early literacy.

### **Criteria for activities/services:**

#### Staffing

- Staff are certified in evidence-based training curricula
- Knowledge of age-appropriate experiences for parents/caregivers and children
- Knowledge of Talk, Read, Sing

#### Space & Other Logistics

- Center location for take-home resources and book distribution
- Popup or curbside for neighborhood distribution
- Virtual or in person classes for training
- Social media distribution

#### Cultural Responsiveness

- Reflective of the community served and in a variety of languages

#### Quality

- Conducted with dignity and respect
- Staff trainers are provided training and supervision
- Books and other materials are age appropriate, distributed equitably, and in a variety of languages that reflect the needs of community
- Talk, Read, Sing delivered in partnership with CFC

#### Process

- Creative Curriculum offered three to four times a year for children 0-5; A cycle consists of 12 classes (also listed in Parent Education)
- Talk, Read, Sing education
- Talk, Read, Sing promotions and media blasts
- Virtual Storytime offered at least once a month
- Book distribution (should be tied to a literacy program)

### **Tracking:**

SCOARRS (Scorecards): Each child participating in parent, caregiver and child literacy activities should be recorded on the scorecards.

## GLOSSARY

**Children 0-5:** Children ages 0 through 5 are eligible for services funded by the CFC. A child is eligible until he/she turns 6 years old. If a child turns 6 after the first of the month, the child may continue to receive services through the end of the month.

**Community Event:** An event held by the resource center for current families or the larger community as an opportunity to engage with resource center staff and each other. Community events may be held for a specific purpose such as a healthy fair, back-to-school occasion, holiday celebration, block-party, etc. Outreach may be a by-product of the event but is not the sole purpose/goal.

**Developmental Screening:** An assessment tool used to screen children for identification of developmental delays. Currently the CFC and CSA requires Programs to use the Ages and Stages Questionnaire (ASQ-3)

**Family, Friend, and Neighbor (FFN):** A person who provides care to a child that is a relative, friend, or neighbor, or a babysitter or nanny. These providers are typically exempt from licensing and regulations. They may not be required to meet health, safety, and training standards unless they care for children who receive government financial assistance

**Family Network:** The Family Network is a component of the First 5 website and will provide a variety of parenting information in the form of articles, videos, parenting tips, apps, a resource directory, events calendar and more. The Family Network is a pilot program to expand the reach for parent engagement opportunities in order to increase the number of families reached in the community.

**Inventory:** Any equipment, materials, supplies, or property of any kind purchased for or reimbursed from CFC funds provided under Program's Agreement having a useful life of three (3) years or greater, or a value in excess of Five Hundred Dollars (\$500.00) shall be defined as an inventory item.

**Outreach Event:** An event held or attended with the sole purpose of distributing information to families with the intent to bring awareness to the resource center and its services and ultimately engaging new families in the resource center's programs.

**PlanetBaby!** A prenatal to age one support group-based program funded by First 5. PlanetBaby! is based on the 5 Protective Factors and provides some education to participants through the use of pre-approved videos. PlanetBaby! uses a standardized model offered in-person and virtually every other week. **Groups are monolingual.**

**Promotoras:** A lay Hispanic/Latino community member who receives specialized training to provide basic mental health education in the community without being a professional mental health provider. While most of their work involves educating target audiences about mental health issues affecting their community, they also provide guidance in accessing community resources associated with mental health. Promotoras serve as liaisons between their community, mental health professionals, and human and social service organizations. As liaisons, they often play the roles of an advocate, educator, mentor, outreach worker, role model, and interpreter.

**Resource and Referral:** Connecting families to available community resources, services, supports, and other CFC funded services which may of assistance to the families

**(SCOARRS) Stanislaus County Outcomes and Results Reporting Sheet:** Outcome reporting sheet for the activities provided.

**Subcontractor:** Contracted services paid for through the Program grant. Subcontractors should report data to the Program paying for the services. Subcontractors are required to comply with the Program Guidebook and the CFC Policies and Procedure Manual. It is the responsibility of the Contractor to ensure that their subcontractor(s) are maintaining compliance.

**Stanislaus County Children and Families Commission:** (CFC), First 5 Stanislaus, or County

## SERVICE MATRIX

Services and activities funded by the Commission may only be used for the following for children 0-5 years of age and their families unless additional services and activities are explicitly detailed in a Program's Agreement, Scope of Work, or SCOARRS.

Below is a quick reference of allowable services and activities.

Service/Activity	Output
Outreach/Community Events	Participate in the Family Network
	Four Community events a year
	Three Outreach events a year
	Contribute/Coordinate with Master Calendar
	Engage with new customers
Advocacy and Parent Leadership	Advocacy (stand alone, in classes) (May use Abriendo Puertas module or another First 5 approved training)
Parent, Caregiver, Provider Education	Fidelity and linkage to Evidence-Based Programs
	Two full cycles a year or 30 weeks of Parenting Classes
	Parent Cafés (virtual and in person)
	PlanetBaby! - Prenatal through year one education
Workshops and Classes	Emphasis on virtual format Programs Coordinate delivery across agencies and with First 5 Outreach beyond local neighborhood
Resource and Referral	
Developmental Screening	Ages and Stages Questionnaire
Parent, Caregiver, Child literacy	Creative Curriculum for children 0-5: Three-four cycles a year; 12 classes a cycle
	Talk, Read, Sing Promotion
	Virtual Story time at least a month
	Book distribution tied to literacy