

Parent/Family Engagement Framework

Linn Benton Lincoln Early Learning (EL) HUB

EL HUB Governing Council

EL HUB Coordinator (LBCC)

EL HUB Backbone Alliance

GC Parent Reps

Benton County Partners

Corvallis School District/509J
 Creciendo en Salud Coalition/BCHS
 Multi-Cultural Literacy Center (Corvallis)
 Iglesia Emanuel Church (Corvallis)
 St. Mary's Church (Corvallis)
 Casa Latinos Unidos (Benton County)
 Organization Latinas Unidas (Benton County)
 Strengthening Rural Families (Monroe, Corvallis, Alsea, Philomath)
 The Arc of Benton County
 Old Mill Relief Nursery (Benton County)
 Kidco Head Start
 OSU Child Development Center

Family/Community Engagement Leadership Team
 (Representing key family/community ambassador groups)

EL HUB Data & Evaluating Team
 (Providing TA on needs assessment and best practices/evidence-based engagement strategies)

Linn County Partners

HART Family Resource Center (Harrisburg)
 Kidco Head Start - CASA of Linn County
 GAPS Family Welcome Center/Centro de Bienvenido (GASD)
 St. Mary's Church (Albany) - Family Tree Relief Nursery (Albany)
 OSU Extension: Familias Activas (Linn County)
 Linn County Department of Health Services

Lincoln County Partners

LCSD Early Education Program
 Centro de Ayuda (Lincoln County)
 Coastal Families Together (Lincoln County)
 Lincoln County Health Services
 Lincoln County Community Services
 Yachats Youth and Family Activities

Regional Liaisons

Linn Benton Lincoln Educational Service District
 Linn Benton Health Equity Alliance - OSU Extension Services
 Oregon Family Support Network
 SHS Coast to Cascades Collaborative
 African American Youth Leadership Conference
 Healthy Communities Steering Committee/InterCommunity Health Network-CCO
 Federated Tribes of the Siletz Indians (HB+HC grantee)

Updated 2.09.2015
 Northwest Health Foundation
 Healthy Beginnings+
 Healthy Communities RFP

**DRAFT Linn Benton Lincoln Early Learning Hub
Healthy Beginning + Healthy Communities
10-month Work Plan**

A. ASSESSMENT		
1. Review available qualitative data to better understand local needs of diverse communities, including recent community needs assessments and improvement plans (United Way and county and CCO community health assessment (CHA) and community health improvement plan (CHIP)		
Activities:	Person Responsible	Completed
1.1 Meet with BCHD CHIP alignment project staff	EL Data Team members Lauren Zimelman	By Feb 30
1.2 Convene EL Hub Data team review current EL Hub indicators	ChristyKristi EL Data Team members	By March 15
1.3 Develop Early Childhood CHA/CHIP/EL Hub indicators (Regional Fact Sheet/Community Snapshot)	Epi Consultant BCHD Alignment staff	By April 15
1.4 Distribute Fact sheet/Community Snapshot to partners/public	ChristyKristi Lynn	By April 30
2. Inventory and update partners with demonstrated and credible capacity to engage parents/families in services and/or program planning and evaluation activities		
Activities	Person Responsible	Completed
2.1 Develop updated partners list	Leanne and Patty	completed
2.2 Send out press Release about HB-HC	ChristyKristi	completed
2.3 Send out bi-lingual introduction letter to community partners	Lynn, Tatiana, Rocio	completed
2.4 Develop and post online intro video for partners	ChristyKristi , Lynn, Leanne	By Feb 30
2.5 Develop list and schedule in-person meetings with identified community partners	Leadership Team members will be assigned	By March 15
B. COMMUNITY MOBILIZATION		
3. Convene parent/family liaisons through a Family/Community Engagement Leadership Team to oversee and provide input into project activities, facilitated by the EL Hub Coordinator with technical assistance provided by the EL Hub Data and Evaluation Team		
Activities	Person responsible	Completed
3.1 Convene initial HB+HC Leadership team and identify additional Leadership team members	ChristyKristi , Lynn	Completed
3.2 Set monthly/bi-weekly Leadership meeting schedule	Leanne	By Feb 15
3.3 Set up Basecamp for project	Rocio	Completed
3.3 Set up meeting with EL Hub Data and Evaluation team to review Fact sheet draft	ChristyKristi , Lynn	By Feb 30
4.2. Develop deliverables for partner contracts	ChristyKristi , Lynn	By March 30
4.3 Initiate contracts for partner participation and funding	ChristyKristi	April 15
4. Conduct needs assessment among target communities (focus groups, surveys, parent cafes, community input sessions) facilitated by parent family liaison partners. Provide stipends to support integration of new assessment activities into existing outreach and reduce barriers to participation		

Commented [LH1]: Is this timeframe in conflict with 3.3?

Commented [LH2]: We will need to include gaps in our knowledge and identify target communities (is that in 7.2?)

Commented [LH3]: We may still need to add more leadership team members

Commented [LH4]: This is probably too soon.

Activity	Person responsible	Completed
4.1 Research, develop and prepare agenda/questions "Empowerment" Discussion groups	Hilary (consultant) Rocio	By March 15
4.2 Pilot/review Empowerment discussion questions with parent/family liaisons	Hilary (consultant) Rocio	By March 30
4.3 Schedule "Empowerment" discussions with community partner organizations and facilitators	Leanne and Rocio	By April 1
4.4 Employ translation equipment if needed	Leanne and Rocio	By April 1
4.6 Arrange for childcare/snacks/equipment in collaboration with community partners	Leanne	By April 1
4.7 Schedule staff to record and provide transcription (OSU MPH intern)	Leanne and Rocio	By April 1
4.8 Implement "Empowerment" discussions (3-5 in each county)	Hilary and Rocio	Thru April-June
C. CAPACITY BUILDING FOR SYSTEMS AND INFRASTRUCTURE CHANGE		
5. Review best practices for parent/family community engagement and leadership development and identify models that align well with local and regional needs, assets and partner capacity		
Activity	Person responsible	Completed
5.1 Conduct best-practice research/literature review on parent engagement	Hilary, Rocio, Patty	By March30
5.2 Work with EL Hub data and evaluation team to analysis transcript for themes and issues	EL Evaluation team members Epi consultant	By July 30
5.3 Provide a written report of "Empowerment" discussions and best practice research	Hilary, Rocio, Patty Epi consultant	By July 30
6. Identify strategies that increase input and engagement of parents/families through a variety of mechanisms in EL Hub planning, decision making, implementation and evaluation activities		
Activity	Person responsible	Completed
6.1 Examine EL Hub missions and explore purpose & expectations associated with parent engagement	HB+HC Leadership team members Hilary (consultant)	By March 30
6.2 Identify Infrastructure and policy issues regarding parent engagement (time of meetings, childcare, etc.)	HB+HC Leadership team members Hilary (consultant)	By April 30
6.3 Explore the range of opportunities for parent involvement in EL HUB	HB+HC Leadership team members Hilary (consultant)	By April 30
7. Develop a 5-year training and capacity building plan that identifies strategies for engaging and retaining parent/family leaders and addresses geographic, cultural and linguistic barriers		
Activity	Person responsible	Completed
7.1 Develop a vision and mission for parent engagement	HB+HC Leadership Team members	By March 30
7.2 Define clear target for parent engagement	HB+HC Leadership Team members EPI Consultant	By April 30

7.3 Develop measurable process and outcome objectives to assess progress in addressing parent engagement process	HB+HC Leadership Team members EPI Consultant	By May 30
7.4 Select effective interventions including training and capacity –building	HB+HC Leadership Team members	By May 30
7.5 Develop plans and policies support for parent engagement by EL Hub (job descriptions, orientations, travel stipends, etc.)	HB+HC Leadership Team members	By June 30
7.6 Submit written 5-year plan to EL Hub Coordinating Council	Kristy, Lynn	By June 30
8. Begin identifying parents for leadership roles across partner agencies and in the EL Hub governance structure to inform implementation of the EL Hub strategic plan		
Activity	Person responsible	Completed
8.1 Submit 5-year plan to EL Hub Coordinating Council for approval	Kristy, HB+HC Leadership Team	By June 30
8. 2 Submit application to NWHF HB+HC	Funding and Resource Committee	By June 30 *
8.3 Describe point person for parent engagement	Kristy	By Sept 30
8.4 Describe who will oversee the plan	Kristy	By Sept 30
8.5 Allocate financial resources to support plan	Kristy, Funding and Resource Committee, Governing Board	By Sept 30
9. Summarize and share recommendations and capacity building plan with key stakeholders, including EL Hub governance Committee and Backbone Alliance, IHN-CCO Community Advisory Council(s), Regional Healthy Communities Steering Committee, and Health Equity Alliance, among others		
Activity	Person responsible	Completed
9.1 Publish a LBL-EL Hub bi-lingual Parent Engagement Plan for dissemination to all community partners, EL Hub membership, on line	ChristyKristi , Lynn	By Sept 30
9.2 Schedule and Participate in “Sharing “events	Lynn	By Sept 30
9.2. Use plan to inform development of NWHF Implementation grant	HB+HC Leadership Team members, Funding and Resources Committee	Ongoing

Commented [LH5]: The final RFP will come out in August it is due Oct. 1 (?)