

## Program Self-Assessment: Assess Your Current Program Components

This assessment will be helpful in communities with existing home visiting programs. It outlines key program components in a format that maps directly to the profiles of research-based program models in Section IV. This self-assessment will help you compare programs with research-based program models and identify potential gaps in the home visiting landscape.

Information that will help you answer the questions in this self-assessment might be found in:

- Your program’s mission statement
- Program brochures
- Grant proposals and grant reports
- Other program reports or evaluations

### Step 1. Familiarize Yourself with Standards

Become familiar with current characteristics of high-quality programs. See Section II for the *Framework for Effective Infant Toddler Services*, which describes the components of high-quality programs for infants and toddlers.

### Step 2. Analyze Your Current Program

If you have existing programs, please continue with **Step 2**. If you do not have existing programs, please go to **Step 3**.

#### 2A. Outline Current Program Components

	<b>Your Current Program</b>
<b>Program Purpose &amp; Description</b>	<ul style="list-style-type: none"> <li>• What is the purpose (or what are the goals) of your program?</li> </ul>
<b>Target Population</b>	<ul style="list-style-type: none"> <li>• Who is your target population (e.g., teens, immigrants, etc.)?</li> </ul>
<b>Key Services</b>	<ul style="list-style-type: none"> <li>• What are the services that your program provides and how do they provide services?</li> </ul>

<b>Your Current Program</b>	
<b>Outreach &amp; Recruitment</b>	<ul style="list-style-type: none"> <li>• How does your program identify and recruit program participants?</li> <li>• What kind of community outreach do you conduct?</li> </ul>
<b>Methods &amp; Approaches</b>	<ul style="list-style-type: none"> <li>• What are the values or philosophy that your program is based upon?</li> </ul>
<b>Intensity of Services</b>	<ul style="list-style-type: none"> <li>• What is the frequency of contact with program participants?</li> <li>• Does your program provide the same intensity of services to all participants, or does the intensity of service vary with the needs of different participants?</li> </ul>
<b>Staff Qualifications &amp; Supervision</b>	<ul style="list-style-type: none"> <li>• What are the qualifications of your program staff (level of education, years of experience, etc.)?</li>   <li>• Who provides supervision to your program staff and how regularly does supervision occur?</li> </ul>
<b>Staff Training</b>	<ul style="list-style-type: none"> <li>• What type and amount of training do your program staff receive? Who provides the training?</li>   <li>• Do your program staff have opportunities to obtain additional training? If so, please describe. Who provides this additional training?</li> </ul>
<b>Staff Caseload/ Class Size</b>	<ul style="list-style-type: none"> <li>• What is the caseload or class size, on average, per staff member?</li> </ul>

	<b>Your Current Program</b>
<b>Matching Services to Need</b>	<ul style="list-style-type: none"> <li>• How does your program individualize service provision?</li> <li>• Does your program offer different services to families based on their specific needs?</li> </ul>
<b>Coordination of Services</b>	<ul style="list-style-type: none"> <li>• How does your program coordinate its services with those of other programs or organizations?</li> <li>• How does your program coordinate services for families receiving services from multiple providers?</li> </ul>
<b>Parent Involvement</b>	<ul style="list-style-type: none"> <li>• Does your program involve parents? If so, please describe.</li> </ul>
<b>Credentialing or Certification Process</b>	<ul style="list-style-type: none"> <li>• Is your program affiliated with a national or other model?</li> </ul>
<b>Evaluation Requirements</b>	<ul style="list-style-type: none"> <li>• Does your program conduct a self-evaluation, or is it evaluated by an outside entity? If so, what does this evaluation involve?</li> </ul>
<b>Program Costs</b>	<ul style="list-style-type: none"> <li>• What is the average cost of your program per participant? (Average cost = Your cost to run the program divided by the number of participants)</li> </ul>
<b>Supporting Research Citations</b>	<ul style="list-style-type: none"> <li>• Do you have outcome data supporting the effectiveness of your program?</li> </ul>

	<b>Your Current Program</b>
<b>Model-Specific Resources</b>	<ul style="list-style-type: none"> <li>• Do you use any particular resources or information to help you implement your program?</li> </ul>

## **2B. Outline Program or Logic Model**

As you assess your program, think about the *connection* between your program’s goals and services: What services do you provide? How do these services help families achieve program goals? Your program should provide services that research has shown to be effective in helping achieve program goals. As part of this process, think about what information you use and what data you collect to determine whether goals are being achieved. This process provides information that can be used to improve the quality of your program. Additional questions to ask yourself include:

- **GOALS:** What does my program aim to accomplish in working with children and families?
- **SERVICES & RESOURCES:** What activities does my program undertake and what resources does it use to accomplish its goals?
- **MEASUREMENTS & OUTCOMES:** Are my program outcomes being measured? How? Is the measurement tool appropriate for what I want to measure? What have the results told me about my program outcomes?

### **Step 3. Analyze Your Community’s Resources and Needs**

If you have existing programs, an assessment of your community’s resources and needs will help you gain a better understanding of potential unmet needs, current initiatives in the community and where future initiatives should focus.

If you do not have existing programs, begin your program planning with a solid assessment of your community’s resources and needs.

Please see the *Community Self-Assessment* in Section III of this Toolkit.

### **Step 4. Review Key Elements of Research-based Program Models**

Review the *Summary & Comparison of Key Components of Program Models* in Section IV. This guide compares the key program elements of Healthy Families, Nurse Family

Partnership, and Parents as Teachers. As you read this guide, ask yourself the following questions:

If you have an existing program ...

- Which of these program models is most similar to my current program?
- Which model will best address the needs of my community and the families my program serves?
- What changes would I need to make to my program to implement any of these models?
- What resources would I need to make these changes (including additional funding, program staff, space, etc.)?

If you do not have an existing program ...

- Which of these program models best fits the goals of your new program?
- Which model will best address the needs of my community and the families my new program aims to serve?
- In designing my new program, what would I need to incorporate to implement any of these models?
- What resources would I need to implement a new program (including funding, program staff, space, etc.)?

After reading this guide and thinking through these questions, you will have a better sense of which research-based model(s) would best fit your new or existing program.

## **Step 5. Compare Your Model with Research-based Models**

Once you have narrowed down your options, see Section IV and read the detailed *Full Profile* of the model or models that seem the most appropriate for your new or existing program. As you read this additional information, continue to ask yourself the questions from **Step 2** above.

Within each *Full Profile*, see the Model-Specific Resources and the Initial Point of Contact for Program Model Information for additional, in-depth resources on specific program models. The resources listed in these sections will provide further information and guidance on how to implement each program model.

## **Step 6: Assess Transition Needs and Create a Transition Plan**

With an understanding of the community's needs and resources, identify those aspects of your current program that have to change as you adopt the new model or what aspects you will need to incorporate into your new program using the new model:

- |                  |   |              |
|------------------|---|--------------|
| ▪ Staff Training | ▪ Case load size                          | ▪ Curriculum |
| ▪ Staffing       | ▪ Frequency of home visits/group services | ▪ Budget     |
| ▪ Supervision    |   |              |

Develop timeline for:

- Hiring any needed new staff and orienting staff to new program model
- Obtaining needed core training for staff on new program model
- Working with participants to inform them of new model and encouraging their continued participation
- Implementing new components of model