**Appendix B: PROGRAM STRUCTURE AND SERVICE DELIVERY CHART**

**Instructions:**

Complete the chart below with a brief description of your program’s current structure and service delivery. If you are an **existing program** you are welcome to respond with current information or use this opportunity to expand on your currently delivery and implementation system. If you are a **new program,** please respond with how you propose to address all areas requested.

|  |
| --- |
| A. Program Information |
| 1. Program Name
 |  |
| 1. Program Location
 |  |
| 1. School District/LEA
 |  |
| 1. Which county(ies) are you interested in providing PAT services?
 | □ New Castle□ Kent□ Sussex |

|  |
| --- |
| B. Program Management |
| 1. List your program’s vision, mission, and goals, as applicable
 |  |
| 1. Describe your program’s governing body structure (roles and responsibilities)
 |  |
| 1. What is your approach to ongoing professional development for all staff, including how you determine the effectiveness of these activities?
 |  |

|  |
| --- |
| C. Outreach and Enrollment |
| 1. Outline the recruitment process for identifying families
 |  |
| 1. Outline your program’s process for retaining families
 |  |

|  |
| --- |
| D. Services |
| 1. Please describe your programs approach to service initiation/participation and assessment and goal setting
 |  |
| 1. Please describe your programs approach Personal Visits, Group Connections, Resource Networks, and Screenings
 |  |

|  |
| --- |
| 1. Data Collection & Continuous Quality Improvement
 |
| 1. Please describe your program’s approach to data collection and ensuring up to date and accurate data is captured
 |  |
| 1. Please describe how your program participates in CQI projects
 |  |

|  |
| --- |
| 1. Essential Requirements
 |
| 1. Please describe how your program meets or plans to meet all of the Parents as Teachers National Center Essential Requirements
 |  |