**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.

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| 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 |

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| 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? |  |

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

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| 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 |  |

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| 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 |  |

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