

## FY 2017/18 DISPARITY FUNDING APPLICATION

**Note:** Please complete this form for **each** proposed project. Please refer to the application instructions for clarification for any of the following questions.

<b>Please check the box that describes your organization</b>		
<input type="checkbox"/> Regional Center	<input checked="" type="checkbox"/> CBO, 501(c)(3)	<input type="checkbox"/> CBO, non-501(c)(3)

### A. Grantee Information

<b>1. Name of Organization/Group</b>	<b>2. Date</b>
Pediatric Therapy Network	November 6, 2017
<b>3. Primary Contact (Name)</b>	
Cheryl Ward, Development Director	
<b>4. Mailing Address</b>	
1815 West 213th Street, Suite 100, Torrance, CA 90501	
<b>5. E-mail Address</b>	<b>6. Phone Number</b>
cherylw@ptnmail.org	310.328.0276
<b>7. Brief Description of the Organization/Group (organization type, group mission, etc.). Please include details about the organization/group's vision and how it ties to the targeted population.</b>	
<p>Founded in 1996, PTN is a nationally and internationally recognized nonprofit therapeutic and early childhood development center committed to providing comprehensive early intervention programs and innovative therapies to children with and at-risk for developmental delays, disabilities and medical conditions throughout Los Angeles County. The mission of PTN is to lead the way in helping children, families and communities reach full capabilities through innovative therapy, education, and research programs. PTN provides services to approximately 2,500 children annually with a staff of 175.</p> <p>PTN's primary goal is to establish a solid foundation for each child's growth and development by enhancing functional abilities and fostering independence through therapeutic and educational programs. To accomplish this goal, PTN offers a variety of targeted innovative therapeutic interventions and programs including: Early Intervention, Early Head Start, Early Start Denver Model, Social Skills and Community Integration, Individual Therapy, and Camp Escapades.</p> <p>Over the past two decades, PTN has not only established itself as a leading provider of early intervention and therapeutic services in Los Angeles County, but has also become recognized as a trusted partner to the families we serve. We collaborate with more than a dozen child- and family-focused organizations, including Harbor Regional Center (HRC), Women Infants and Children (WIC), LA County Policy Roundtable for Child Care and</p>	

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Development, First 5LA, Center for Nonprofit Management, University of Southern California, UCLA, local school districts, Long Beach Early Intervention Council, Long Beach Early Childhood Education Committee, and 211LA as well as health care providers (primary care, vision, dental, hearing) and others. Through these partnerships and collaborations PTN provides early intervention and therapeutic services to children throughout Los Angeles County and ensures the children and families served are connected to the resources and support they need.

PTN's staff reflects the diversity of our client population which is 41% Hispanic, 23% African American, 16% Asian/Pacific Islander, and 12% Caucasian. Children birth to age 5 account for approximately 57% of PTN's client population. By engaging families early and collaborating with HRC to help families better understand their child's strengths and areas of need, empower them through education and support, and encourage them to access and utilize needed services offered through the Regional Center, the proposed program will have a significant and lasting impact on long-term outcomes—helping children and families reach their fullest potential.

### B. Project Information

#### 1. Project title

Parent Engagement Through Education and Support

#### 2. Describe how the target population is an underserved population.

PTN's Parent Engagement Through Education and Support Program will serve parents and caregivers of children ages 0-5 with or at-risk for developmental delays and disabilities throughout PTN's and HRC's service catchment area which includes the South Bay as well as the Harbor, Long Beach and Bellflower regions of Southeast Los Angeles County. In this region 40% of children are Hispanic/Latino, 26% are Caucasian, 13% are Asian/Pacific Islander, and 12% are African American.

The target population will include African American, Hispanic, and Asian/Pacific Islander families identified by HRC, as well as those enrolled in PTN's Early Intervention and Early Head Start programs. The program aims to assist HRC in reducing identified disparities among the African American, Hispanic, and Asian/Pacific Islander populations related to: 1) lack of understanding of HRC services; 2) low authorization of POS; and 3) low utilization of POS.

HRC has identified 58 African American families, 87 Hispanic, bi-lingual, Spanish-speaking families, and 12 Asian/Pacific Islander, bi-lingual/monolingual families that are considered low-authorization or low-utilization POS families who will constitute a portion

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of the target population.

In addition, PTN's Early Head Start program serves approximately 195 pregnant mothers and children birth to age three annually. Among these families, 100% live at or below the Federal Poverty Line (FPL) within HRC's service area and approximately 75% are Hispanic, 3% are African American and 2% are Asian/Pacific Islander. The program will target PTN's EHS families, serving as a bridge to: 1) increase awareness of HRC services among low-income African American, Hispanic and Asian/Pacific Islander families; and 2) to increase access to HRC services among this demographic not currently served by HRC.

Lastly, PTN's early intervention program, Leaps & Bounds, serves an estimated 350 children with and at-risk for developmental delays and disabilities each year. This service population includes approximately 100 children from the Medically Underserved Area of Long Beach. The program will again serve as a bridge to increase understanding of HRC services and encourage access to services for families in need among early intervention participants, and it will help existing HRC clients referred to PTN for early intervention further engage in the authorization and utilization of HRC services.

Through targeted outreach and marketing strategies, along with multi-lingual educational trainings and topic-specific parent support groups, the Parent Engagement Through Education and Support Program is expected to reach more than 700 underserved parents and caregivers, community providers and other stakeholders throughout Southeast Los Angeles County annually.

**3. Describe the project and its goals/objectives.** *\*Complete the Schedule of Development/Activities Worksheet (Attachment C) and include with your application.*

The Parent Engagement Through Education and Support Program is a multifaceted collaborative approach to increasing awareness of resources available to young children and families with and at-risk for developmental delays and disabilities throughout Southeast Los Angeles County that strives to improve access to and utilization of HRC POS. The goal of the program is to address disparities identified by HRC among African American, Hispanic, and Asian/Pacific Islander families related to: 1) lack of understanding of HRC services; 2) low authorization of POS; and 3) low utilization of POS.

By increasing awareness of HRC services through targeted outreach and marketing directly to underserved communities as well as to PTN's and HRC's network of community providers, and by providing families with access to regular, relevant and culturally-responsive educational trainings and informational support groups, parents and

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caregivers will gain a better understanding of HRC services, what they qualify for, and how to utilize those services.

The overall objectives of the Program include: 1) Increasing understanding of HRC services among parents and caregivers of children ages 0-5 in the communities served by HRC throughout Southeast Los Angeles County, primarily among African Americans as well as Hispanic and Asian/Pacific Islanders; 2) Increasing the authorization of POS among HRC identified low authorization African American, Hispanic, and Asian/Pacific Islander families with children ages 0-5; 3) Increasing the utilization of POS among HRC identified low utilization African American, Hispanic, and Asian/Pacific Islander families with children ages 0-5; 4) Providing parents and caregivers of children ages 0-5 with knowledge, skills, confidence and support they need to access available resources and needed services; and 5) Improving communication and service delivery between and among HRC, PTN and families by creating and administering a Family Needs Assessment for parents and caregivers of early intervention program participants to identify barriers to accessing care and inform future program and service needs for African American, Hispanic, and Asian/Pacific Islander families.

The Parent Engagement Through Education and Support Program consists of three primary components: Outreach, Education and Support.

Outreach efforts will be dedicated to reaching underserved families throughout the communities served by HRC as well as promoting the Program to community stakeholders such as PTN Board of Directors, Medical Advisory Council and local state officials, as well as community providers on the front line who often are the first to identify developmental delays or disabilities in young children. This includes physicians, WIC staff, early care and education providers, Head Start and Early Head Start staff, etc. Outreach efforts will include: identifying and informing 157 prospective parents and caregivers of low utilization/low authorization African American, Hispanic and Asian/Pacific Islander HRC families of the Program's educational trainings and support groups; providing a minimum of 20 community providers with information about the Program and training calendar; and adapting PTN's existing mandatory bi-monthly Early Intervention Parent Orientation curriculum and Early Head Start intake assessment to include bi-lingual information about HRC services and the program activities.

Parent Education Trainings will be formal topic-specific trainings led by guest speakers and subject experts geared towards providing parents and caregivers with relevant information to navigate the complex and often bureaucratic health care, education and service systems, as well as addressing barriers to accessing services. Parent Support

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Groups will be more informal topic-specific sessions led by PTN, HRC staff and guest speakers dedicated to providing parents and caregivers with information and facilitated discussions about stress, anxiety and other challenges as well as information about community resources.

PTN and HRC will develop a culturally-responsive, engaging and relevant training and support group curriculum that includes guest speakers from PTN and HRC as well as subject experts. Sample Educational Training topics may include: Understanding a Diagnosis, Understanding Regional Center and Early Intervention (Early Start), How to Address Difficult Behaviors in My Child, Transitions Without Tears (preschool/kindergarten versions), ABC's of the IFP, IPP and IEP, Trauma and Stress—Removing Barriers to Services. Sample Support Group Session topics may include: How to Communicate with Healthcare Professionals to Promote Understanding, Building Your Resource Binder, Past Parent Perspectives (with parents of former PTN clients and/or current HRC clients age 5+), and What to Ask HRC/Doctor/School etc.

Trainings and Support Groups will be provided at no cost, and offer childcare services and meals. All sessions will be translated into Spanish via a two-way headset system that allows Spanish-speaking participants to engage directly through the on-site translator, and all materials will be provided in English and Spanish. A minimum of 1/3 of the Parent Education Trainings and 1/4 of Parent Support Groups will be provided off-site at community-based locations throughout HRC service area. A minimum of 90% of Parent Education Training attendees will report a greater understanding of the training topic; and approximately 80% of Parent Support Group attendees will report gaining knowledge of a minimum of one new resource and/or making a connection with another parent/caregiver facing similar circumstances.

As a community provider with a long history of supporting the whole family, PTN is highly respected and trusted not only within the professional community, but also among the parents and caregivers of the children we serve. Because of this positive reputation and our existing relationship with parents as a partner, PTN has a unique opportunity to assist HRC in reducing disparities, improving access to needed services and enhancing outreach to underrepresented populations.

PTN and HRC anticipate the following outcomes: 700 parents, caregivers and community stakeholders will receive information about HRC services, including a minimum of 15 HRC identified low utilization/low authorization families; 100% of HRC low utilization and/or low authorization families will receive targeted marketing and outreach, with a goal of 10% attending a minimum of 1 training or support event; 10% of HRC identified low

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utilization/low authorization families will increase authorization and/or utilization of POS.

#### 4. How will the project address and incorporate the input of the community it aims to serve?

To address and incorporate the input of the community PTN and HRC aim to serve, the Parent Engagement Through Education and Support Program will implement the use of a Family Needs Assessment as part of its early intervention individualized intake process. This assessment will ask a series of questions regarding areas where parents/caregivers face barriers to accessing care and areas or resources they would like more information about. The Family Needs Assessment data will be used to identify specific families for targeted marketing and outreach around educational and support trainings geared towards their identified areas of need. The data will also be utilized to determine future training and support group topics as the year progresses and in future years. The Family Needs Assessments will also be shared with HRC so that they can gain greater insights into the challenges and barriers our families face, and work within the HRC system to implement programs or increase access to services in need.

In addition, PTN will administer parent/caregiver feedback and evaluation surveys at each Parent Educational Training and Parent Support Group. The surveys will ask questions regarding knowledge gained as well as the relevance of the topic to their needs. The survey will also request feedback regarding the usefulness of information shared and provide an opportunity for suggested future topics. This information will also be used to inform future programming later in the year and future years.

#### 5. Describe how the project's effectiveness will be measured. What type of data will be collected (qualitative or quantitative)?\* *Complete the Project Measures Worksheet (Attachment D) and include with your application.*

PTN and HRC will measure the effectiveness of the program through the collection of both qualitative and quantitative data.

PTN will track:

- The number of presentations/outreach conducted with community providers/stakeholders (Board of Directors, PTN Medical Advisory Board, local providers, community stakeholders, EHS Health Advisory Council, other EHS and Head Start programs as well as local state officials such as State Senator Ben Allen and Assemblymember Al Muratsuchi)
- The number of marketing touch points including number of e-blasts, flyers printed/locations posted, social media posts
- The number of parents/caregivers receiving information about HRC services through the monthly Early Intervention Parent Orientation
- The number of parents/caregivers receiving information about HRC services through EHS initial intake assessments

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- The number of parents/caregivers receiving information about HRC services through attending monthly Parent Education Trainings
- The number of parents/caregivers receiving information about HRC services through attending Parent Support Groups
- The number of HRC identified low utilization and low authorization families attending Parent Education Trainings and Parent Support Groups

HRC will track:

- Number of African American, Hispanic and Asian/Pacific Islander families with low authorization and low utilization
- Increases in authorization among the target population
- Increases in utilization among the target population

In addition, as mentioned above, PTN will administer Parent Education Training/Parent Support Group surveys to measure:

- Knowledge and skills gained as a result of participation
- Increase in confidence navigating the health care, education and service systems, as well as addressing barriers to accessing services
- Identification of community providers available
- Identification of peer supports

There will also be space on the surveys to provide feedback statements about the training/support group sessions and additional space to make recommendations for future training/support group topic sessions.

### 6. Where will your project be implemented (counties, cities, neighborhoods, etc.)?

The Parent Engagement Through Education and Support Program will be implemented in communities served by HRC with the majority of activities and training sessions taking place at PTN's facilities in Torrance and Long Beach. Select trainings will be held at various locations throughout HRC's service area in conjunction with HRC partner organizations. These site locations have not yet been determined but will focus on communities with high populations of African American, Hispanic and Asian/Pacific families.

### 7. Project Type

- Outreach (community events, child find, seminars, etc.)
- Education (workshops, trainings, support groups, etc.)
- Promotores (parent liaisons, mentors, cultural brokers, etc.),
- Other:

### 8. Estimated number of people the project will reach/impact

722

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<b>9. Timeline of project (start and end dates)</b>	
January 1, 2018-December 31, 2018	
<b>10. Amount requested</b> <i>*Please complete the Budget Worksheet (Attachment D) and include with your submission.</i>	<b>10a. Funding frequency (check one):</b>
\$ 354,242	<input checked="" type="checkbox"/> Annual Cost** or <input type="checkbox"/> One-time Cost

*\* Please include any related documents that will provide evidence of strategies, measures, and data that will be used to evaluate effectiveness of the program.*

*\*\* Future funding is not guaranteed for projects that require an ongoing, annual cost.*



**DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support									
<b>Objective:</b> Increase understanding of HRC services throughout HRC’s service area, and particularly among HRC identified low authorization of African American, Hispanic and Asian/Pacific Islander families with children ages 0-5									
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
Executing Grant Agreement with DDS	Chief Executive Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with HRC to identify HRC low utilization/low authorization African American, Hispanic and Asian/Pacific Islander clients	PTN Chief Programs Officer/ HRC Manager of Diversity and Inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet with HRC Intake Coordinators to gain an understanding of the challenges clients face in accessing and utilizing HRC services	PTN Director of Early Intervention / HRC Client Services Manager, Intake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop 12-Month Parent Engagement Through Education	Chief Programs Officer/ Director of Early Intervention/Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
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and Support Program curriculum in collaboration with HRC, including handout/presentations translated into Spanish, design program topics around increasing understanding of HRC services, promoting understanding and confidence in navigating healthcare, education and other systems, and addressing barriers to accessing services such as trauma and stress	Engagement Specialist/ HRC Manager of Diversity and Inclusion								
Draft Community Outreach Specialist position description,	Chief Programs Officer/ Director of Early Intervention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		2018				2019			
<b>Activity</b>	<b>Staff</b>	Q1 1/1/18-3/31/18	Q2 4/1/18-6/30/18	Q3 7/1/18-9/30/18	Q4 10/1/18-12/31/18	Q1 1/1/19-3/31/19	Q2 4/1/19-6/30/19	Q3 7/1/19-9/30/19	Q4 10/1/19-12/31/19
post and hire (bi-lingual)									
Develop Family Needs Assessment to be included in Early Intervention client intake assessment	Director of Early Intervention	☒	☐	☐	☐	☐	☐	☐	☐
Gather feedback from community leaders on materials developed (i.e. HRC, physicians, school district, therapists, subject experts etc.)	Chief Programs Officer/Director of Early Intervention/Community Outreach Specialist	☒	☐	☐	☐	☐	☐	☐	☐
Develop Early Intervention Parent Orientation curriculum to highlight information about HRC	Director of Early Intervention/ Family Engagement Specialist	☒	☐	☐	☐	☐	☐	☐	☐

*Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed*

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<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
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Amend EHS initial intake assessment to include information about HRC	EHS Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and secure appropriate presenters and/or guest speakers for each Parent Engagement Through Education and Support initiative including HRC staff, Physicians, School District Officials, Therapists and other subject experts	Community Outreach Specialist / Project Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and secure community-based locations for Parent	Community Outreach Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Engagement Through Education and Support Program Trainings and Support Groups in collaboration with HRC to target largely African American, Hispanic and Asian/Pacific Islander communities (i.e. libraries, churches, community centers etc.)									
Develop Marketing/Outreach Strategy and collateral materials (Parent Engagement Through Education and Support Program Flyers/E-blasts and community provider presentation)	Marketing & Communications Manager / Family Engagement Specialist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule community provider presentations with PTN Board of	Family Engagement Specialist/ Community Outreach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Directors, PTN Medical Advisory Council, local providers, WIC, EHS Health Advisory Council, other EHS and Head Start programs as well as local state officials and others regarding Parent Engagement Through Education and Support Program activities and HRC services	Specialist								
Develop relationships with and promote Parent Engagement Through Education and Support initiatives to community providers (i.e. libraries, churches, community centers etc.)	Family Engagement Specialist/ Community Outreach Specialist	☒	☒	☒	☒	☐	☐	☐	☐
Translate Parent Engagement Through	Translation Agency	☒	☐	☐	☐	☐	☐	☐	☐

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Education and Support Program Materials into Spanish (incl. Early Intervention Parent Orientation materials, Early Intervention Client Intake Family Needs Assessment, Parent Support Group handouts/presentations, Parent Education Training handouts/presentations)									
Implement the use of the Family Needs Assessment in Early Intervention New Client Intake Assessment	Early Intervention Intake & Family Needs Specialist/ Project Assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
Implement the new Early Intervention Parent Orientation curriculum in bi-monthly group orientation meetings	Director of Early Intervention/ Family Engagement Specialist/ Community Outreach Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement dissemination of HRC service information during EHS initial intake assessments	EHS Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate logistics for each Parent Engagement Through Education Training and Parent Support Group (location, date, time, presenter,	Family Engagement Specialist/ Community Outreach Specialist/ Project Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Project Title:</b> Parent Engagement Through Education and Support									
<b>Objective:</b> Increase understanding of HRC services throughout HRC’s service area, and particularly among HRC identified low authorization of African American, Hispanic and Asian/Pacific Islander families with children ages 0-5									
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
childcare and meals). Schedule 6 Parent Education Trainings and 16 Parent Support Groups									
Develop surveys for Parent Engagement Through Education and Support initiatives to measure information/knowledge gained	Director of Early Intervention /Family Engagement Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market Parent Engagement Through Education and Support Program to identified HRC low utilization/low authorization Hispanic, African American and Asian/Pacific Islander families, PTN’s Early	Family Engagement Specialist/ Director of Early Intervention/ Marketing & Communications Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Project Title:</b> Parent Engagement Through Education and Support									
<b>Objective:</b> Increase understanding of HRC services throughout HRC’s service area, and particularly among HRC identified low authorization of African American, Hispanic and Asian/Pacific Islander families with children ages 0-5									
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
Head Start and Early Intervention families, community providers and partners in collaboration with HRC									
Conduct 615 Parent Engagement Through Education and Support initiatives (Early Intervention Group Parent Orientations, Early Intervention Individual Intake Assessments, EHS initial assessments, Parent Education Trainings and Parent Support Groups)	Director of Early Intervention/ EHS Director/ Family Engagement Specialist/Community Outreach Specialist	☒	☒	☒	☒	☐	☐	☐	☐
Gather and input survey data including number of participants	Director of Early Intervention/ Family Engagement	☒	☒	☒	☒	☐	☐	☐	☐

<b>Project Title:</b> Parent Engagement Through Education and Support									
<b>Objective:</b> Increase understanding of HRC services throughout HRC’s service area, and particularly among HRC identified low authorization of African American, Hispanic and Asian/Pacific Islander families with children ages 0-5									
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
in attendance, and knowledge gained at each on-site and community-based Parent Engagement Education Training and Support Group	Specialist/ Community Outreach Specialist / Project Assistant								
Coordinate with HRC to track identified low utilization and low authorization client increases in utilizing HRC services and changes in authorization quarterly	Chief Programs Officer	☒	☒	☒	☒	☐	☐	☐	☐

*Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed*

**DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support									
<b>Objective:</b> Increase understanding of HRC services throughout HRC’s service area, and particularly among HRC identified low authorization of African American, Hispanic and Asian/Pacific Islander families with children ages 0-5									
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b> 1/1/18-3/31/18	<b>Q2</b> 4/1/18-6/30/18	<b>Q3</b> 7/1/18-9/30/18	<b>Q4</b> 10/1/18-12/31/18	<b>Q1</b> 1/1/19-3/31/19	<b>Q2</b> 4/1/19-6/30/19	<b>Q3</b> 7/1/19-9/30/19	<b>Q4</b> 10/1/19-12/31/19
Input and analyze data collected through Family Needs Assessment and Parent Engagement Through Education and Support Group surveys to demonstrate outcomes, and to inform future programmatic needs of HRC and PTN	Senior Director of Strategic Initiatives and Information Technology/ Project Assistant	☒	☒	☒	☒	☐	☐	☐	☐
Prepare and submit quarterly reports to DDS	Development Director	☒	☒	☒	☐	☐	☐	☐	☐

<b>Project Title:</b> Parent Engagement Through Education and Support									
<b>Objective:</b> Increase understanding of HRC services throughout HRC’s service area, and particularly among HRC identified low authorization of African American, Hispanic and Asian/Pacific Islander families with children ages 0-5									
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services, low authorization and low utilization of POS									
		<b>2018</b>				<b>2019</b>			
<b>Activity</b>	<b>Staff</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
Prepare and submit final report to DDS	Development Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed*

**DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all activities and the qualitative and quantitative measures of outcomes. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support	
<b>Objective:</b> Increasing understanding of HRC services among parents and caregivers of children ages 0-5 in the communities served by HRC throughout Southeast Los Angeles County, primarily among African Americans as well as Hispanics and Asian/Pacific Islanders	
<b>Issue(s) being addressed:</b> African Americans, Hispanics and Asian/Pacific Islanders have a lack of understanding of HRC services	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Record presentation/outreach to community stakeholders and providers, names of agencies and date of contact</li> <li>2. Dates of Early Intervention Parent Orientations, location and number of participants</li> <li>3. Dates of EHS initial intake assessemnt and number of parents</li> <li>4. Dates of Parent Education Trainings, locations and number of participants</li> <li>5. Dates of Parent Support Groups, locations and number of participants</li> <li>6. List of education/support training topics and materials produced for the project</li> </ol>
<b>Measures of Outcomes</b>	<ol style="list-style-type: none"> <li>1. Number of community stakeholders and providers who receive information about HRC services and the Parent Engagement Through Education and Support Program</li> <li>2. Number of parents/caregivers in attendance at Early Intervention Program Orientation, EHS initial intake assessments and program trainings</li> <li>3. Results of education/support training surveys</li> </ol>

**DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all activities and the qualitative and quantitative measures of outcomes. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support	
<b>Objective:</b> Increasing the authorization of POS among HRC identified low authorization African American, Hispanic and Asian/Pacific Islander families with children ages 0-5	
<b>Issue(s) being addressed:</b> HRC African American, Hispanic and Asian/Pacific Islander families have low authorization of POS	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Dates of outreach and record of contact with HRC identified low authorization African American, Hispanic and Asian/Pacific Islander families</li> <li>2. Dates of Parent Education Trainings, location and number of HRC identified low authorization participants</li> <li>3. Dates of Parent Support Groups, location and number of HRC identified low authorization participants</li> <li>4. List of education/support training topics and materials produced for the program</li> </ol>
<b>Measures of Outcomes</b>	<ol style="list-style-type: none"> <li>1. Number of HRC identified low authorization African American, Hispanic and Asian/Pacific Islander parents and caregivers in attendance at Parent Education Trainings and Parent Support Groups</li> <li>2. Results of education/support training surveys</li> <li>3. Quarterly review of HRC identified African American, Hispanic and Asian/Pacific Islander low authorization families</li> </ol>

**DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all activities and the qualitative and quantitative measures of outcomes. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support	
<b>Objective:</b> Increasing the utilization of POS among HRC identified low utilization African American, Hispanic, and Asian/Pacific Islander families with children ages 0-5	
<b>Issue(s) being addressed:</b> HRC African American, Hispanic and Asian/Pacific Islander families have low utilization of POS	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Dates of outreach and record of contact with HRC identified low utilization African American, Hispanic and Asian/Pacific Islander families</li> <li>2. Dates of Parent Education Trainings, location and number of HRC identified low utilization participants</li> <li>3. Dates of Parent Support Groups, location and number of HRC identified low utilization participants</li> <li>4. List of education/support training topics and materials produced for the program</li> </ol>
<b>Measures of Outcomes</b>	<ol style="list-style-type: none"> <li>1. Number of HRC identified low utilization African American, Hispanic and Asian/Pacific Islander parents and caregivers in attendance at Parent Education Trainings and Parent Support Groups</li> <li>2. Results of education/support training surveys</li> <li>3. Quarterly review of HRC identified African American, Hispanic and Asian/Pacific Islander low utilization families</li> </ol>



**DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all activities and the qualitative and quantitative measures of outcomes. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support	
<b>Objective:</b> Providing parents and caregivers of children ages 0-5 with knowledge, skills, confidence and support they need to access available resources and needed services	
<b>Issue(s) being addressed:</b> Lack of understanding of HRC services and other community resources available to families of children with and at-risk for developmental delays and disabilities	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Record of presentation/outreach to community stakeholders and providers, names of agencies and date of contact</li> <li>2. Record of marketing/outreach to parents and caregivers of HRC low authorization and low utilization African American, Hispanic and Asian/Pacific Islander families as well as PTN's EHS and Early Intervention families</li> <li>3. Dates of Early Intervention Parent Orientations, location and number of participants</li> <li>4. Dates of EHS initial intake assessment and number of parents</li> <li>5. Dates of Parent Education Trainings, locations and number of participants</li> <li>6. Dates of Parent Support Groups, locations and number of participants</li> <li>7. List of education/support training topics and materials produced for the project</li> </ol>
<b>Measures of Outcomes</b>	<ol style="list-style-type: none"> <li>1. Number of community stakeholders and providers who receive information about HRC services and Parent Engagement Through Education and Support Program</li> <li>2. Number of marketing/outreach touches, date of e-blast number of recipients, date and location of flyers, date of social media post</li> <li>3. Number of parents/caregivers in attendance at Early Intervention Program Orientation, EHS initial intake assessments, and program trainings</li> <li>4. Results of education/support training surveys</li> </ol>

**DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET**

Completed worksheets shall be submitted with the funding application. List all activities and the qualitative and quantitative measures of outcomes. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

<b>Project Title:</b> Parent Engagement Through Education and Support	
<b>Objective:</b> Improve communication and service delivery between and among HRC, PTN and families by creating and administering a Family Needs Assessment for parents and caregivers of early intervention program participants to identify barriers to accessing care and inform future program and service needs for African American, Hispanic and Asian/Pacific Islander families	
<b>Issue(s) being addressed:</b> HRC African American, Hispanic and Asian/Pacific Islander families have low utilization and low authorization of POS	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Develop culturally-responsive Family Needs Assessment in collaboration with HRC</li> <li>2. Administer Family Needs Assessment to all parents and caregivers of PTN Early Intervention program participants at individual intake appointment</li> <li>3. Share Family Needs Assessment results with HRC</li> </ol>
<b>Measures of Outcomes</b>	<ol style="list-style-type: none"> <li>1. Number of Family Needs Assessments administered</li> <li>2. Results of Family Needs Assessment</li> <li>3. Number of family-identified topics addressed through parent education/support trainings</li> <li>4. Results of education/support trainings</li> </ol>

**PROJECT BUDGET WORKSHEET**

Budget worksheet should reflect the total amount of funding needed for the duration of the project. More than one worksheet may be submitted if additional space is needed.

<b>Project Title</b>
<b>Parent Engagement Through Education and Support Program</b>
<b>Project Duration (start and end date)</b>
<b>January 1, 2018- December 31, 2018</b>

<b>Description</b>	<b>Cost</b>
<b>Salary/Wages and Benefits</b>	
Project Assistant	\$46,000
Community Outreach Specialist (bi-lingual)	\$44,200
Family Engagement Specialist	\$44,200
Early Intervention Intake & Family Needs Specialist	\$37,100
Early Intervention Program Director	\$31,912
Language Interpretation & Translation Services	\$15,000
Senior Director of Strategic Initiatives and IT	\$10,350
IT Contractor	\$8,000
Marketing & Communications Manager	\$7,475
Chief Programs Officer	\$6,268
<b>Operating Expenses</b>	
Equipment	\$28,600
Guest Speaker Honorariums	\$8,000
Parent Support Groups (including meals)	\$8,000
Early Intervention Parent Orientation	\$6,000
Parent Education Trainings (including meals)	\$3,750
Childcare Providers	\$3,450
New Hire recruitment (bi-lingual Community Outreach Specialist)	\$1,000
<b>Administrative Expenses</b>	
Indirect Expenses/Overhead/ Administrative Support	\$44,937
	\$
	\$
	\$
	\$
<b>Additional Expenses</b>	
	\$
	\$
	\$
	\$
	\$
<b>Project Budget Total</b>	<b>\$354,242</b>