

County Worksheet
Help Me Grow Structural Requirements & Core Components



Structural Requirement: Organizing Entity

<i>Description</i>	<i>Suggested Benchmarks</i>
<p>The organizing entity provides an administrative “home” for HMG. This entity facilitates the planning and implementation of the HMG system, along with administrative and fiscal oversight. NOTE: The organizing entity may change as roles for each partner are defined.</p>	<ul style="list-style-type: none"> ➤ Designate program manager to serve as staff convener/facilitator of planning ➤ Identify members to create a leadership team ➤ Hold Leadership Team meetings to develop core principles, establish an administrative structure, define roles and responsibilities, meeting frequency, workgroups, etc. ➤ Conduct initial and ongoing identification of potential partners with mutual interests and goals for creating a HMG system ➤ Recruit identified partners to join leadership team ➤ Create a strategic plan to carry out goals and objectives ➤ Evaluate and monitor progress toward creation of successful HMG system ➤ Evolve Leadership Team into Steering Committee to advise and support ongoing operations

What aspects of the suggested benchmarks are needed to fully implement this requirement?	Who are the partners?	Who else could be involved or partners in this requirement?	What are our current or anticipated challenges related to this requirement?

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Structural Requirement: Countywide Spread

<u>Description</u>	<u>Suggested Benchmarks</u>
A countywide system will have a greater ability to address gaps and barriers, which will help build an effective early childhood system that serves all children in the county.	<ul style="list-style-type: none"> ➤ Ensure that the Leadership Team has a countywide champion from key county agencies/organizations ➤ The Leadership Team creates a plan/timeline to expand the program countywide ➤ Market the program in target areas ➤ Market the program to key county agencies/organizations ➤ Implement a countywide strategy

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Structural Requirement: Continuous Quality Improvement

<i>Description</i>	<i>Suggested Benchmarks</i>
<p>CQI is the process that enables adherence to the Help Me Grow core components, while supporting teams in successful system implementation. It allows us to implement the model with fidelity, while allowing for local flexibility.</p>	<ul style="list-style-type: none"> ➤ Form a comprehensive CQI team, including leadership, supervisory staff, front-line staff, community partners, evaluators and families. ➤ Answer three questions: What are we trying to accomplish? How will we know if a change is an improvement? What changes can we make that will result in improvement? ➤ Choose the first change idea to test. The decision to start with a particular area should be informed by the needs of the program, the needs of the community, and the ability of to assemble a CQI team that includes all of the actors involved in and affected by the process ➤ Plan a small, quick PDSA cycle. ➤ The CQI Team meets regularly and as frequently as necessary to keep PDSA testing and improvement moving quickly

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Core Component: Centralized Telephone Access Point

<i>Description</i>	<i>Suggested Benchmarks</i>
Centralized telephone access point for connection of children and their families to services and care coordination	<ul style="list-style-type: none"> ➤ Develop a process to assess Help Me Grow call center options for a countywide or regional Help Me Grow System (e.g., convene a work group) ➤ Identify entity to serve as the call center ➤ Determine the needs of the identified entity in order to serve as the system’s call center, including funding & budget, staffing, equipment/technology, training, policies & procedures, interagency agreements, automated client tracking system, resource inventory ➤ Identify data collection elements and processes ➤ Develop a quality assurance process ➤ Develop an implementation plan and launch the call center and/or phone line

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Core Component: Community Outreach

<u>Description</u>	<u>Suggested Benchmarks</u>
Community outreach to promote the use of HMG and to provide networking opportunities among families and service providers	<ul style="list-style-type: none"> ➤ Identify entity that will assume responsibility for managing and coordinating HMG community outreach efforts ➤ Determine the needs of the identified entity in order to manage and coordinate HMG community efforts including funding & budget, staffing, training for staff and the community, policies & procedures, interagency agreements, resource inventory, processes for identifying organizations, services and resources ➤ Organize and facilitate regional community networking meetings ➤ Provide training to community providers, physicians, and families to increase awareness of Help Me Grow ➤ Conduct office-based training in effective developmental surveillance and screening ➤ Support phone line staff (e.g. “care coordinators”) by providing timely information on community supports and services

What aspects of the suggested benchmarks are needed to fully implement this component?	Who are the partners?	Who else could be involved or partners in this component?	What are our current or anticipated challenges related to this component?

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Core Component: Child Health Care Provider Outreach

<u>Description</u>	<u>Suggested Benchmarks</u>
Child health care provider outreach to support early detection and early intervention	<ul style="list-style-type: none"> ➤ Identify a physician champion who will support and promote the program within the local medical community ➤ Establish a relationship with the local chapter of the American Academy of Pediatrics ➤ Identify entity that will assume responsibility for managing and coordinating the Child Health Care Provider outreach efforts ➤ Determine the needs of the identified entity in order to manage and coordinate HMG child health care provider outreach including funding & budget, staffing, training for staff and child health care providers ➤ Identify, meet and collaborate with groups currently providing training in developmental surveillance and screening ➤ Create materials for trainings and presentations ➤ Conduct office-based training in effective developmental surveillance and screening ➤ Develop tools to measure impact of presentations/trainings, including impact, if any, on call center (e.g., a feedback form for evaluation of visits)

What aspects of the suggested benchmarks are needed to fully implement this component?	Who are the partners?	Who else could be involved or partners in this component?	What are our current or anticipated challenges related to this component?

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Core Component: Data Collection and Analysis

<u>Description</u>	<u>Suggested Benchmarks</u>
Data collection and analysis to understand all aspects of the HMG system, including the identification of gaps and barriers	<ul style="list-style-type: none"> ➤ Develop and plan for using results from evaluation to improve/modify program; implement the plan ➤ Create and publish evaluation results for advocacy and planning (e.g., gaps and barriers to services) ➤ Routinely analyze and monitor descriptive and outcome data, including monitoring trends over time ➤ Develop and/or modify a database program and process for collecting and tracking data ➤ Identify an individual or organization that can provide method/expertise on how, what, and when to collect data and measure progress

What aspects of the suggested benchmarks are needed to fully implement this component?	Who are the partners?	Who else could be involved or partners in this component?	What are our current or anticipated challenges related to this component?