



Parents as Teachers

Guidance for determining caseload size for your affiliate

This Informational Update is intended to help affiliates determine caseload size for their local site. Not only are there are a number of factors that need to be considered when first establishing caseload size, caseload size should also be revisited over time. We recommend reviewing parent educator caseloads at least annually and when there is a change in circumstances. Overall, it is important that the caseload size facilitates quality services for each family served, is manageable, and permits time for the other responsibilities of a parent educator.

Use the table below to consider each of the following factors. Then, use the national guidelines and requirements, along with information specific to your affiliate to determine caseload size for your Parents as Teachers affiliate.

	Factors	National guidelines and requirements	Affiliate specific considerations
1	What are the total responsibilities of parent educators in your affiliate?	<p>Most typically, parent educators deliver all four of the Parents as Teachers components (personal visits, screening, group connections and linkages to community resources), along with conducting recruitment and retention activities. However, some affiliates contract out their hearing or screening services or assign responsibilities for certain services to individual staff members, such as recruitment or the planning & facilitation of group connections.</p> <p>All parent educators participate in supervision, staff meetings and professional development.</p>	<ul style="list-style-type: none"> • Do parent educators have specific recruitment/ enrollment responsibilities or does your affiliate centralize recruitment/intake activities? • Does your affiliate contract out hearing or vision screening? • Does your affiliate have case management staff that assist with resource network facilitation and follow-up?
2	How frequently do families served by your affiliate receive personal visits?	<p>Families with 1 or fewer high needs characteristics receive <u>at least</u> 12 personal visits annually (at least monthly visits) and families with 2 or more high needs characteristics receive <u>at least</u> 24 personal visits annually (at least twice monthly visits). In some cases, visit frequency may be gradually decreased as the family transitions out and into other services.</p> <p>Time needs to be set aside for making up missed and cancelled visits.</p>	<ul style="list-style-type: none"> • How often per month will families be visited? • How much time will be set aside weekly or monthly for making up missed visits?
3	How much time will be allocated in total for each personal visit?	<p>Time allocation for personal visits needs to incorporate:</p> <ul style="list-style-type: none"> • Planning & preparation • Travel to and from the visit • Delivery of the visit • Completion of the personal visit record, plus any additional data collection required by your affiliate <p>Breakout of time for each visit with 1 enrolled child <u>averages</u>:</p> <ul style="list-style-type: none"> • approximately 20 minutes for planning/preparation • approximately 20 minutes for travel • approximately 60 minutes for delivery of the visit • approximately 20 minutes for completion of the personal visit record <p>Average Total= 2 hours/visit</p>	<ul style="list-style-type: none"> • Does travel time in your affiliate typically exceed the average of 20 minutes per visit? • How much additional time will be allocated to the visit when there is more than one enrolled child present on the visit (e.g. 15 minutes per additional child)? • Are there additional data collection/documentation responsibilities that is the responsibility of the parent educator? • Does your funder require that visits last longer than 60 minutes?

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4	How many visits per month will parent educators be expected to complete?	<p>The number of visits to be completed monthly should take into consideration the total amount of time allocated to each personal visit (see number 3 above),. The national office has established a <u>maximum</u> of 60 visits per month for full-time parent educators in their 2nd year and beyond (Full time 1st year parent educators complete no more than 48 visits per month during their first year).</p> <p>The maximum allowed by national is realistic when the affiliate has a number of supports in place that lessen the individual parent educator’s responsibilities. For example, when there is designated staff for recruitment, group connections or case management. Without these types of arrangements, it is recommended that affiliates set the expected number of visits per month <i>below</i> the maximum allowed.</p> <p>It is understood that it takes some time for parent educators in a brand new affiliate to build up to a full caseload. This is also true for new parent educators.</p>	
5	How often & for how long do parent educators receive individual, reflective supervision?	Each month, parent educators working more than .5 FTE participate in a <u>minimum</u> of two hours of individual reflective supervision & parent educators working .5 FTE or less participate in a minimum of one hour of reflective supervision.	<ul style="list-style-type: none"> • Does your affiliate provide more than the minimum required supervision monthly? • How is it structured (e.g. 1 hour every 2 weeks)?
6	How often are staff meetings held? How long do they last?	Each month, parent educators participate in a <u>minimum</u> of two hours of staff meetings.	<ul style="list-style-type: none"> • Does your affiliate hold more than 2 staff meetings each month- and how long do they last?
7	What are your affiliate’s expectations regarding professional development?	<p>Parent educators obtain competency-based professional development and renew certification with the national office annually.</p> <ul style="list-style-type: none"> – 1st year of certification: 20 clock hours of professional development required – 2nd year after certification: 15 clock hours of professional development required – 3rd year after certification and beyond: 10 clock hours of professional development required 	<ul style="list-style-type: none"> • Does your affiliate have parent educators obtain more than the required amount of professional development?