

ADMINISTRATIVE PROTOCOL

Level:	DHP Division	Policy Number:	DHP-MIECHV 2
Applicability:	MIECHV	Date of Last Update:	
Effective Date:	12/13/2013	Approved	12/13/2013

Subject: **Maternal Infant Early Childhood Home Visitation Project
Elgin Community Collaboration**

Policy: CSD facilitates community collaboration to strengthen and enhance the Elgin Early Childhood System

Purpose: The CSD utilizes system development interventions and skills that benefit Elgin families.

Procedure: CI leads and facilitates AOK Early Childhood System development, Home Visitation Referral System development, and Parent Empowerment development in Elgin.

1. CSD collaborates with the Kane County AOK Early Childhood Network Coordinator to **facilitate the Elgin contribution to the AOK Strategic Plan**, annual action plan according to the agreement achieved by state and local MIECHV and AOK leaders – see document. Seeking new Elgin AOK members and MOU’s is a key function.
2. CSD collaborates with the Kane County AOK Early Childhood Network Coordinator by **leading the implementation of the home visitation action plan** in the AOK Strategic Plan and annual action plan.
 - a. CSD routinely engages current home visit system partners and involves them in system evaluation and improvements, especially via community dialogs, Home Visit Forums and home visitor meetings.
 - b. Following priorities set in the Elgin MIECHV Referral Action Plan, CSD seeks out at least one new community partner per month to join the MIECHV Elgin home visitation system and assists willing partners to learn how to participate in the system and sign an MOU, develop a flow chart reflecting their internal referral process, and begin referring.
 - c. CI maintains monthly communication with the current and new referring agency partners, sending referrals and monthly reports according to protocol.
 - d. CSD seeks out potential outreach events and presentation opportunities in the community.
 - e. CSD periodically convenes special, ad hoc groups to enhance the home visit referral system and the early childhood system such as the outreach liaisons of local agencies, parent leaders, and U-46 special project groups.

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f. CSD facilitates the Elgin Parent Empowerment Group (EPEG) which is a MIECHV partnership in Elgin to develop and support parent leaders so that home visitation and early childhood systems are greatly influenced and shaped by parents.

i. CSD hosts periodic EPEG meetings

ii. CSD meets with leaders of agencies that have an empowerment mission or strategy in order to build collective action

iii. CSD facilitates development of local capacity for implementing two models of parent empowerment: Be Strong Families (BSF) Parent Café's and Community Organizing and Family Issues (COFI) Leadership by providing technical assistance for agencies hosting Parent Café's and by coordinating and hosting COFI trainings for parents and professionals.

3. CSD documents the empowerment activities via minutes, meeting documentation, or logs.

FORMS: Outreach logs, minutes template.

Approved By: (Signature)	
Approved By: (Name & Title)	Theresa Heaton, CI/CSD Manager
Date of Approval:	12/13/2013

Meeting: MIECHV Core Meeting
 Location: Kane County Health Department - Elgin
 Date:
 Time:
 Organizer:
SIGN IN SHEET



Name	Organization	Email	Phone #	Signature
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