

Committee Meeting Family STEP – Notes respectfully submitted by Annette Koster
May 20, 2021

Present on Zoom meeting: Carrie Hornor, Sac County Health Services, Family STEPS Professional; Kim Fineran, Crawford County Home Health, Hospice & Public Health, Nurse Administrator; Jean Heiden, Crawford County Supervisor, 3-County Board Member; Shanell Wagle, Office of Early Childhood Iowa; Annette Koster, BVCS Early Childhood Iowa.

Conversation/Discussion looking at the Family STEPS program differently, with two Nurse Administrators retiring (Pam Bogue who retired, Jackie Duffy who will be retiring in August). Questions to consider seeing if this would benefit the program.

Would it relieve duties from the Nurse Administrator, by going to an overall supervisor?

Kim F shared the discussion of supervision in the Family STEPS program is not new. Continued discussion currently working ok (Pam Bogue Buena Vista County & Jackie Duffy Sac County Nurse Administrators entering retirement) Julie Sather new NA in Buena Vista County. The Nurse Administrators (NA) feel with the process of re-credential not sure a conversation or timing of restructuring is a process to delve into.

Carrie H the two administrators coming into the NA position will have to know and have a responsibility to supervise as an employee.

Re-Credential just started the process. Crawford County receives funding from Iowa Child Abuse Prevention Council in addition to BVCS Early Childhood Iowa (BVCS ECI). Buena Vista and Sac Counties only receive funding from BVCS ECI. Keep thinking, begin to have formal conversations, and explore internal decisions. Shanell W. Conversations about change in program should include all funders.

Would there be benefits to having one dedicated supervisor for the three counties? Would it really save money?

Annette K it may or may not save money, that would be something to explore. May serve less families.

Shanell W could bring about increased efficiencies.

Kim F talked about Family STEPS Healthy Families America or Parents as Teachers affiliation. Expensive endeavor, less families served.

Annette K Research based programs – have been “tested” to show that families in the programs have the greatest outcomes. Changing parts of a research-based program may not have the same results.

It was reported in the Request for Proposal that Family STEPS is based on the Healthy Families America model.

Annette K read the HFA supervision guidance. Starting in July it is necessary to have 2 hours of one-on-one supervision weekly to get the highest rating. Supervision is important to a successful program. See attached document.

Family STEPS supervision visits quarterly with Family STEPS Professionals and Nurse Administrators. Peer to Peer Supervision is completed monthly. Family Support Professionals staff with each other. The two FSP in Buena Vista (Tiffany & Janet), two FSP in Crawford (Amy & Cheryl), and Sac County FSP (Carrie) travels to Crawford beings there is only one employee. Open door policy to discuss with NA. In Sac County the current NA knows about all the families due to living in county and her job.

Carrie H workers understand the guidelines, know who to call, two hours a week of supervision seems extensive.

Discussed having one contract with BVCS ECI. The county holding the contract would sub-contract with the other counties. One budget would be submitted, may be able to save on certain items. Another ECI area Annette K talked with has this in place. Each agency with a Memorandum of Understanding sets their own wages and benefits, the cost saving could be on other budget items for the program. Examples: purchasing curriculum etc.

Harrison, Shelby and Monona Counties, supervisor RFP one county, contract to one county. MOU to oversee other 2 counties.

Notes from talking with Lori Hoch, Shelby County Public Health separate from meeting.

Quality Supervisor: Oversight to six family support professionals. They use Visit Tracker and DAISEY for tracking and reporting. Affiliate with Parent As Teachers (PAT). First year serve 48 families Maximum second year full time 60 visits two times a month. Contract Quality Supervisor (QS) through ECI grant provide supervision for all 3 counties. Works well the QS goes to other counties two times a month all day; chart audits, bi-annually conference and invite board members, reflective supervision, improvements, case conferencing, staff meetings. Communicates concern to Public Health NA, does all reports, not as burdensome, knows curriculum content, one point of contact with state affiliate for PAT, completed necessary materials for IA Family Support Credential, little things make a difference. Supervisor .5 position six parent educators up to 12 fulltime. Also available by phone. Has worked well pressure off NA doing everything PAT requires. 2 part time 540 visits per year. QS is not cheap but a huge piece to the program. QSP cost money but serve families well. The Nurse Administrator still provides general oversight and writes grants.

Shanell W Family Support Leadership meeting will ask for information of different models and situations.

Carrie H as a worker feel threatened by this conversation. Why does the board talk about Family STEPS more than other programs?

Annette K this meeting was meant to gather information and not meant to be threatening but to have conversation and investigate possibilities. The majority of the BVCS ECI funding is allocated to Family STEPS around 350,000. This year the conversations were around COVID related materials shared from Early Childhood Iowa about recommendations protocols. Other programs funded by BVCS ECI (Child Care Nurse Consultant) were receiving this guidance from their lead programs. Early Childhood Iowa provides this type of guidance from the State ECI to Family Support Programs.

Jean H would like a chart Admin and Supervisor. Worry about begin top heavy with admin cost.

Annette K asked what training the new NA will have? Kim F there is no training to know Family STEPS program, read through Policy and Procedure. Annette K the Institute for training and insight into home visitation.

Question on upcoming requirement for supervisors to receive certification from the Institute.

Willing to do what need to do.

With Cheryl Lahr taking the position will a revised budget be submitted? No the cost will be about the same.