**Oregon Parenting Education Collaborative**

New, Expansion and Renewal RFP

 **Hub Work Plan**

#### Introduction

The intent of the Work Plan is to help organizations plan and implement their OPEC-funded parenting education projects and to ensure the best outcomes for children and families served by these programs. The Work Plan is for one year only (July 1, 2017-June 30, 2018). The Work Plan is organized into the three domains which have been identified as central in assessing the OPEC Hub initiative:

* Parenting Education Programming
* Organizational Infrastructure
* Community Collaboration

##### Guidelines

The Work Plan should **align with the objectives identified in your project**. The Work Plan should provide more detailed information about the strategies you will be using to address your project’s goals and objectives. In developing the Work Plan, you may address as many objectives as fit your proposal, taking into account program resources and project structure. You have the option of adding your own components, as long as the additions fall within the *Request for Proposals* parameters and are justified in your proposal.

Submit the Work Plan as an attachment to your proposal using the template provided. The Work Plan will be used to assess program design and planning.

A template for the Work Plan follows on the next pages. Please follow the guidelines below for completing the Work Plan:

* Hubs should submit information for all three domains. The components listed under Organizational Infrastructure and Community Collaboration on the Work Plan are from the overall OPEC Logic Model. Your individual Hub Logic Model may differ. Each Hub should customize the components for these domains, keeping in mind the overall objectives and goals of the larger OPEC initiative.
* For Parenting Education Programming, group by activity type in chronological order.
* Arrange related information across all the columns so that relevant points line up spatially. This will make it easier for you to track outcomes and for the funders and OSU to follow your intent and progress.
* Rows can be added or deleted in the template. Table Cells can be divided. All columns should remain intact.
* Definitions (refer to the template for additional definitions and guidance):
	+ **Activity/Class**: this includes curricula series, workshops, family fun nights, parent support activities, etc.
	+ **Target Parent Groups:** whom you are serving; e.g., "Latino parents from Marion County," or "program staff" to receive training. This would be a description of the population that you hope to draw upon for involvement with the corresponding Activity/Class.
	+ **Recruitment and Retention Strategies**: how you plan to recruit parents to the individual programs. Retention strategies apply to longer term or ongoing program efforts such as series, etc. Will you provide meals, childcare, incentives?

The overall **goals** of the Oregon Parenting Education Collaborative are:

* To increase the capacity of organizations to build an infrastructure for evidence-based parenting education
* To increase the capacity of communities to effectively collaborate and coordinate to offer parenting education programs
* To increase the capacity of families to parent positively

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| **PARENTING EDUCATION PROGRAMMING****OPEC Hub Work Plan (Template)****2017-2018*****Insert Hub Name*** |
| **Activity/Class***(Include the curriculum for class series)* | **Funding** (check one) | **Target Parent Groups***(numbers, demographics)* | **Location***(facility/community)* | **When***(dates or season)* | **Partners** | **Recruitment and Retention Strategies** |
| **OPEC** | **Non-OPEC** | **Blended** |
|  *Incredible Years 12 week series* | ***x*** |  |  | *15 parents; Universal* | *ABC Elementary**Smithville**Boone County* | *1/3/13 -3/20/13* | *ABC Elementary* | *ABC Elem. will distribute flyers to all parents; Hub will post in newspaper, on website & Facebook page; Childcare, dinner, and door prizes offered to participants.* |
| *MPAP**10 week series* |  |  | *X**OPEC and DHS* | *12 parents;**DHS families* | *Coopers Grove Fire Station**Johnson County* | *2/6/13 –**4/9/13* | *DHS**Coopers Grove Methodist Church* | *DHS will recruit & refer parents through their case workers; Facilitator will call each participant weekly with a reminder; Coopers Grove Methodist Church will provide transportation, dinner, and child care for participants; Hub will provide weekly attendance incentives.*  |
| *Workshop:* *Your Baby’s Amazing Brain* | ***X*** |  |  | *15 parents* | *Big Bend Grange Hall**Boone County* | 1/26/13 | *ABC Elementary**Boone Co. Health Dept.**Kids Place Day Care* | *ABC Elem. and Kids Place Day Care will send flyers home to all parents; Health Dept. will recruit WIC parents; Childcare, door prizes, and refreshments provided.* |
| *Workshop:**Getting your Child Ready for Kindergarten* |  | ***X****Head Start* |  | *20 parents* | *123 Elementary**Pine Grove**Johnson County* | *3/5/13* | *Head Start**123 Elementary* | *Head Start & 123 Elementary will send flyers home to all parents. Hub will post on website and Facebook page. Head Start will furnish refreshments and childcare.* |
| *Family Fun Night* |  |  | ***X***OPEC; Library and School | *40 families* | *Big Bend Grange Hall**Boone County* | *2/14/13* | *ABC Elementary**Boone Co. Public Library* | *Library & ABC Elem. will send flyers home to all parents. Hub will post in newspaper; on website & Facebook page. School will furnish refreshments. Library and Hub will provide prizes.* |
| *Family Fun Night* |  | ***X****123 Elem.* |  | *70 families* | *123 Elementary**Pine Grove**Johnson County* | *3/10/13* | *123 Elementary* | *123 Elem. will send flyers home to all parents. Hub will post on website & Facebook page. School will furnish refreshments. Hub will have an interactive booth.* |
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| **ORGANIZATIONAL INFRASTRUCTURE**  |
| **Component** | **Outputs****Numbers of meetings/people** |  **When** | **Where** | **Description of** **plans associated with each component** |
| Advisory Board Members | *# of people serving on your advisory groups; if you have more than one advisory group be specific about naming the groups and the # of members for each* |  |  | *Are you recruiting new members to the Board? From what sector? Or, maintaining membership?* |
| Advisory Board Meetings | *# of meetings to be held during year; if you have more than one advisory group be specific about naming the groups and the #’s of meeting planned for each* |  |  | *Do you have particular issues you are working on at certain meetings? Are you planning a retreat?* |
| Facilitators Trained in Evidence Based Curricula | *List curricula and # of facilitators to be trained in each*  |  |  | *In which curricula are facilitators being trained?* |
| Other Professional Development for Facilitators | *# of facilitators; # of professional development opportunities; titles (if determined) of sessions*  |  |  | *Topics for training? Are you partnering with other organizations to offer the training?* |
| Staffing | *# of staff and FTE* |  |  | *Discuss increases, decreases in staffing or other issues? Or, are you maintaining current levels of staffing? Are there partnerships involved in the staffing of the initiative?* |
| Sustainability Planning | *Goals for leveraging funds.* |  |  | *Are you applying for specific grants, contracts, etc.?* |
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| **COMMUNITY COLLABORATION**  |
| **Component** | **Outputs** | **When** | **Where** | **Partners** | **Description of** **plans associated with each component** |
| Coordination efforts | *Calendar; website; meetings to facilitate coordination* |  |  |  | *Is a system being established for referrals? Is there a central calendar or website for the initiative?* |
| General marketing of program opportunities | *#’s of flyers; TV spots; radio; etc. to be distributed* |  |  |  |  |
| Awareness Campaigns | *Name of campaign; #’s to be reached through specific strategies venues* |  |  |  |  |
| Collaborative Activities *(Other than programming efforts.)* | *Community fair; policy forum; etc.* |  |  |  |  |
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