

Section IV

Developing and Expanding a Statewide Parent to Parent Program

2000

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APPENDIX A

Statewide Parent to Parent Program Listings and Resources

(Current as of 2000)

SHARING PARENT TO PARENT GIFTS AND TALENTS

There are 30 states that have a statewide Parent to Parent program and the directors and staff of these programs have years and years of experiences and lessons learned, and many resources as well, to share with others who are interested in bringing the Parent to Parent opportunity to families in their home communities. In an effort to begin to compile a descriptive list of the gifts and talents that are available and where to find them, the statewide directors and the Beach Center on Disability have collaborated to provide the following information. We all consider this listing as an initial effort -- a beginning, and it is our intention to add to it as additional gifts and talents are discovered.

If you have additional information that will add to the comprehensiveness of this list as a resource, please contact:

Jane Gnojek
Beach Center on Disability
3111 Haworth Hall
University of Kansas
Lawrence, KS 66045
(785) 864-7600
Email: beachcenter@ku.edu

This list is organized by topical area. Statewide programs with gifts and talents to share related to each topical area are listed below. A roster of statewide programs and their contact information appears at the end of the list.

In the spirit of generosity that is so much a part of Parent to Parent, the directors of the statewide programs are committed to responding to inquiries as the needs of their own families and programs will allow. In the same way that parent matches are always made based upon the time availability of the parents, so too *matches* around program issues and the need for technical assistance will happen as time permits. When contacting statewide directors to learn more about their particular gifts and talents, you may want to request a mutually convenient telephone appointment time to talk in more detail about your specific request. The Beach Center is also available as a resource.

**PARENT TO PARENT GIFTS AND TALENTS
2000**

| |
|------------------------------|
| Organizational Issues |
|------------------------------|

1. De-centralized Statewide Parent to Parent
CT, FL, NY, PA, VA, WA
2. Centralized Statewide Parent to Parent
KS, NV, NM, VT, WV
3. A De-centralized/Centralized Mix
AZ, GA, MA, NH, NJ, NC, PA, SC, TN
4. Parent to Parent and PTI -- Partnering Efforts
AZ, CA, FL, IN, KS, LA, MA, NJ, NM, NY, UT, VT
5. Parent to Parent and Parent-Directed Family Resource Centers
CA, IN, LA, NJ, NM
6. Parent to Parent Within a University Setting
NV, NM, NC
7. Board of Directors -- Development and Training
CA, GA, NM, SC
8. Strategic Planning
AZ, GA, SC
9. Newer Statewide Programs (less than 5 years old)
CO, KY, ND, NJ, PA, W VA
10. Veteran Statewide Programs (more than 8 years old)
AZ, CA, CT, FL, GA, NH, NM, NC, SC, VT, WA

Funding Issues

1. Parent to Parent as a Line Item in State Budgets
GA, NM, NC, TN, VT
2. Parent to Parent as a Part of State or Federal Grants
AZ, FL, MA, NH, NM, TN, VA, VT
3. Parent to Parent and Early Intervention Funding
CO, GA, LA, MA, NM, SC, VA, VT
4. Funding through Private Foundations
AZ, CO, SC, NH, NM, VT
5. Hiring a Development/Fundraising/Grantwriting Expert
AZ, GA, NM, SC, VT

Referrals and Matching

1. Best Practices in Matching -- What the Research Tells Us about Making the Match and Providing Follow-up Support
Beach Center, NH, NJ, NC, SC, VT
2. Paying Supporting Parents
SC, TN
3. Parent to Parent for New Populations: children/adults with mental health issues, adults with disabilities; caregivers for aging parents with disabilities; parents at risk for child abuse and neglect; parents who know pre-natally about the diagnosis; grandparents.
AZ, FL, LA, NH, NM, NY, NC, SC, VA, VT
4. Parent to Parent Matching for Minority Populations
AZ, CA, FL, NM, SC, TN, VA
5. Computerized Database of Disabilities for Matching
AZ, CO, FL, GA, LA, NH, NM, NY, NC, PA, SC, TN, VA, WV

Training Supporting Parents – Realities, Methods, Content

1. Training Supporting Parents
All
2. Have Manuals for Training Supporting Parents
CA, CT, FL, GA, KS, LA, MA, MI, NH, NJ, NM, NY, NC, PA, SC, TN, VT, VA, WA, WV
3. Have Videotapes for use in Training
NM, NC, TN, VA, VT
4. Training Materials for Independent Use by Parents Wishing to be Supporting Parents
GA
5. Nurturing Supporting Parents
AZ, CA, NJ, SC

Program Activities Beyond the Match

1. Role of Parent to Parent Programs in Training Professionals
AZ, CA, NH, NM, NY, NC, SC, VT

Program Evaluation for Parent to Parent

1. Consultation on Program Evaluation Efforts
Beach Center, NH, NM, NC, SC, VT

STATEWIDE PARENT TO PARENT PROGRAMS

Arizona

Raising Special Kids
4750 Black Canyon Highway, Suite 101
Phoenix, AZ 85017-3621
(602) 242-4366
FAX: (602) 242-4306

Arkansas

Parent to Parent
2000 Main
Little Rock, AR 72206
(501) 375-7770
FAX: (501) 372-4558

California

Parents Helping Parents
3041 Olcott Street
Santa Clara, CA 95054-3222
(408) 727-5775
FAX: (408) 727-0182

Colorado

Parent to Parent of Colorado
c/o UCP of Colorado
2200 S. Jasmine Street
Denver, CO 80222
(303) 627-8888
FAX: (303) 719-2389

Connecticut

Parent to Parent Network of CT
The Family Center
282 Washington
Hartford, CT 06106
(860) 545-9021
FAX: (860) 545-9201

Florida

Family Network on Disabilities of Florida 2735
Whitney Road
Clearwater, FL 34520
(727) 523-1130
FAX: (727) 523-8687

Georgia

Parent to Parent of Georgia
2872 Woodcock Blvd., Suite 230
Atlanta, GA 30341
(770) 451-5484
FAX: (770) 458-4091

Idaho

Idaho State Parent to Parent
129 W. 3rd Street
Moscow, ID 83843
(208) 885-3500

Indiana

Indiana Parent Information Network
4755 Kingsway Drive, Suite 105
Indianapolis, IN 46205
(317) 257-8683
FAX: (317) 251-7488

Kansas

Families Together, Inc.
501 SW Jackson, Suite 400
Topeka, KS 66603
(785) 233-4777
FAX: (785) 233-4787

Kentucky

Parent Information Network of Kentucky
3002 Taylorsville Road
Louisville, KY 40205
(502) 479-7465
FAX: (502) 452-2145

Louisiana

Families Helping Families
4323 Division Street Suite 110
Metairie, LA 70002-3179
(504) 888-9111
FAX: (504) 888-0246

Massachusetts

Family Ties
MA. Dept. of Public Health, SE Region
109 Rhode Island Road
Lakeville, MA 02347
(617) 727-1440; (508) 947-1231
FAX: (617) 727-9296

Michigan

Family Support Network of Michigan
1200 6th Street, 3rd Floor, South Tower, #316
Detroit, MI 48226-2495
(313) 256-2186 or (800) 359-3722
FAX: (313) 256-2605

Nevada

Nevada Parent Network - UAP
College of Education/285
Reno, NV 89557-0082
(775) 784-4921
FAX: (775) 784-4997

New Hampshire

Parent to Parent of New Hampshire
12 Flynn Street
Lebanon, NH 03766
(603) 448-6393
FAX: (603) 448-6311

New Jersey

New Jersey Statewide Parent to Parent
c/o SPAN, 35 Halsey Street, 4th Floor
Newark, NJ 07102
(973) 642-8100
FAX: (973) 642-8080

New Mexico

Parents Reaching Out
1000A Main Street
Los Lunas, NM 87031
(505) 865-3700
FAX: (505) 865-3737

New York

Parent to Parent of New York State
Balltown and Consaul Roads
Schenectady, NY 12304
(800) 305-8817
FAX: (518) 382-1959

North Carolina

Family Support Network of NC
CB#7340, Chase Hall
University of North Carolina
Chapel Hill, NC 27699-7340
(919) 966-2841
FAX: (919) 966-2916

North Dakota

Family to Family Project
UND School of Medicine and Health Science
PO Box 9037
Grand Forks, ND 58202
(701) 777-2359

Ohio

The Family Information Network
143 Northwest Avenue, Bldg. A
Tallmadge, OH 44278
(330) 633-2055
FAX: (330) 633-2685

Pennsylvania

Parent to Parent of Pennsylvania
Gateway Corporate Center
6340 Flank Drive, #1200
Harrisburg, PA 17112
(717) 540-4722
FAX: (717) 657-5983

South Carolina

Family Connection of South
Carolina
2712 Middleburg Drive, Suite 103-B
Columbia, SC 29204
(803) 252-0914
FAX: (803) 799-8017

Tennessee

Parents Encouraging Parents
5th Floor, C. Hull Building, 426 Fifth Avenue N.
Nashville, TN 37247-4850
(615) 741-0353
FAX: (615) 741-1063

Utah

HOPE-A Parent Network
2290 East 4500 South, Suite 110
Salt Lake City, UT 84117
(801) 272-1051
FAX: (801) 272-8907

Vermont

Parent to Parent of Vermont
1 Main Street, 69 Champlain
Mill Winooski, VT 05404
(802) 655-5290
FAX: (802) 655-3507

Virginia

Parent to Parent of VA
c/o Arc of VA
6 North 6th Street, Suite
403 Richmond, VA 23219
(804) 222-1945
FAX: (804) 222-3402

West Virginia

Common Bonds of West Virginia
1101 Hospital Drive
Hurricane, WV 25526
(304) 757-8465
FAX: (304) 757-1003

Washington

Parent to Parent Support
Program 10550 Lake City Way
NE, Suite A Seattle, WA 98125
(206) 364-3814
FAX: (206) 364-8140

APPENDIX B

Sample Job Descriptions for Program Staff

**Parent to Parent of Pennsylvania
Program Director
Job Description**

Purpose:

To link family members of persons with special needs in the Commonwealth.

Role relationships:

The Program Director of Parent to Parent of Pennsylvania is directly responsible to the Parent to Parent Advisory Board for supervision and evaluation.

Fundamental duties/essential functions:

- Recruit, train, motivate and supervise regional coordinators.
- Incorporate already existing groups into the statewide network.
- Assist Regional Coordinators to assess the needs of referrals and link parents.
- Develop and maintain accurate records for documentation of work of the program as well as financial records and an appropriate filing system.
- Develop an annual program plan.
- Work closely with Board of Directors, provide regular activity reports and attend meetings.
- Attend conferences and workshops to keep current on family support issues.
- Design and implement an evaluation tool for ongoing evaluations of the program.
- Ensure program is of high quality, both in administration and in provision of supports.
- Perform other duties as assigned by the Parent to Parent Advisory Board.

Required knowledge, skills, and abilities:

- Knowledge of the Pennsylvania system of supports.
- Ability to orally communicate effectively in English with others in all levels of group and individual contacts.
- Ability to communicate effectively in writing, using the English language.
- Ability to work well and cooperate with the network Board. This includes demonstrating excellent interpersonal skills.
- Willingness to travel, give presentations and attend meetings at various hours, including evenings and weekends as required.
- Ability to present oneself in a professional manner to include personal appearance and a pleasant demeanor to others.
- Ability to provide personal, reliable vehicle for own travel requirements.

Qualification standards:

- Education: Possess a four year degree from a college or university.
- Experience: The Program Director shall be a parent or immediate family member of a person with special needs and have a minimum of two years experience interacting with the support systems in Pennsylvania.

A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to follow any other job related instructions and to perform any other job related duties required by their supervisor.

Parent to Parent of Pennsylvania Regional Coordinators Job Description

Purpose:

- To link family members of persons with special needs in the Commonwealth.

Responsibilities:

- Develop a regional network of individuals and groups to facilitate 1 to 1 matching of those with similar needs or circumstances.
- Provide direct parent support and information.
- Implement training to family members who have volunteered to be peer supporters.
- Develop annual plan with the Director.
- Help existing groups network and implement 1 to 1 linking within a group if none exists.
- Maintain accurate records for documentation of work of the programs as well as financial records and an appropriate filing system.
- Work closely with the Program Director and the Board of Directors, provide regular activity reports, attend meetings.
- Travel to Harrisburg at least 4 times per year.
- Travel within region as needed.

Required knowledge, skills, and abilities:

- Knowledge of the Pennsylvania system of supports.
- Ability to orally communicate effectively in English with others in all levels of group and individual contacts.
- Ability to communicate effectively in writing, using the English language.
- Ability to work well and cooperate with the Program Director and the Board- this includes demonstrating excellent interpersonal skills.
- Willingness to travel, give presentations and attend meetings at various hours including evenings and weekends as required.
- Ability to present oneself in a professional manner, to include personal appearance and a pleasant demeanor to others.

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to follow any other job related instructions and to perform any other job related duties.

New Jersey Statewide Parent to Parent

Job Opening for *Regional Parent Associate*

Job Summary: Responsible for coordination, set up and conducting of orientations/trainings for supporting veteran parents. Also responsible for follow up to both veteran families and families requesting support. Outreach, to groups such as physicians, local education agencies, day care programs, hospitals and community based organizations, to identify prospective veteran parents as well as families interested in receiving support.

Requirements: Parent of a child with a disability or special health care needs. Experience with or knowledge of the service delivery system in NJ., especially ,Special Child Health Services Case Management. Comfort with personal sharing in small group settings. Good telephone and writing skills and the ability to speak in public. Must be able to travel throughout the region and to quarterly to meetings at the SPAN office in Newark.

Hours: 7.5 per week plus training time.

Call Diane Klemm at (973) 642-8100 (please ask to leave a message on voice mail)

Family TIES of Massachusetts

PARENT COORDINATOR OPENING WESTERN REGIONAL OFFICE

Family TIES is a statewide information and support network for families of children with special needs supported by the Department of Public Health, Bureau of Family and Community Health, Division for Children with Special Health Care Needs; parent coordinators are housed at each of the five Department of Public Health regional offices. **There is an immediate opening for a regional parent coordinator in the Western Regional Office in Northampton.**

Job Description:

Regional parent coordinators provide information on statewide and regional resources and supports to caregivers and providers; they also are involved in the coordination of an annual statewide conference, a statewide parent to parent program, and serve as parent consultants to the Department. The Western Region Parent Coordinator works 20 hours per week (4-5 days) in the Western Regional Office in Northampton.

Job Qualifications:

- parent of a child with special needs
- experience in dealing with the information and support needs of families
- strong communication and interpersonal skills
- ability to gather information and communicate it effectively to others
- ability to establish and maintain harmonious working relationships
- some knowledge of local resources
- some familiarity with computers
- ability to travel to monthly meetings in the eastern part of the state
- possession of a current & valid Massachusetts Motor Vehicle Operator's license and access to a car

**Send resumes and/or a letter of interest to:
Pauline Sherman, Family TIES Network Director
Department of Public Health
Southeast Regional Office
109 Rhode Island Road
Lakeville, MA 02347-1349
Phone: 508-947-1231
FAX: 617-727-9296**

Local PTP Coordinator:

- Promotes community awareness of the PTP program and the needs of persons with disabilities and of their families;
- Recruits and trains parents to be supportive of other parents through parent partner training workshops;
- Provides referred parents with one-to-one contact with a trained parent partner;
- Provides support and information as soon after diagnosis as possible to encourage early intervention and involvement in existing community services. available for families and persons with disabilities; and
- Solicits funds for the continuation of local PTP program.

State PTP Coordinator:

- Provides technical assistance to organizations starting a local PTP program including advisory board development and conducting program's first parent partner training workshop;
- Offers local PTP coordinators information regarding current personal, educational and community services available to families;
- Listens to local PTP coordinators and acts as a resource for on-going problem solving and guidance in order to meet program objectives;
- Provides a centralized toll free telephone number and referral system for parents seeking support and information - the point of entry for Virginia's PTP and Family Leadership projects;
- Promotes statewide awareness of the PTP model, the needs of persons with disabilities and of their families, and the need for parent-professional cooperation;
- Develops a PTP training model to be used for training parent partners (to be replicated in the state);
- Collects data from local PTP coordinators (i.e., number of referrals, number of matches, type of disability and age of child) to evaluate local and state PTP progress;
- Maintains a statewide disability database (comprised of parent partners and referred parents) and offers local PTPs and the National Parent to Parent Support & Information Services access; and
- Solicits funds for the continuation of PTP of Virginia (with the intention of seeking a pool of money for developing a grant/RFP process for local PTPs to apply to PTP of VA for continuation funding).

Parent to Parent of WA

Parent to Parent Coordinator

Job Description

Objective

To deliver support services to parents of children newly diagnosed with a developmental disability or going through a new situation. To coordinate and support volunteer helping parents.

Responsibilities

- To provide direct service to families coping with a new diagnosis or new situation. To provide support around the emotional response, information regarding developmental disabilities and community resources.
- To assess and match parents to provide ongoing support.
- To recruit, train and supervise a core group of volunteers to provide support and community education.
- To maintain relationships with medical and other professional and community referral sources.
- To provide community education regarding the value and availability of Parent to Parent Support.
- To maintain case management records and accurate statistics.

Experience Required

- Familiar with the emotional responses and the stages of personal adjustment to parenting a child with a developmental disability.
- Trained in interpersonal communications, be an articulate public speaker and possess perceptive assessment skills.
- Experienced in the training and supervision of staff or volunteer groups.
- Organized in time management, maintenance of case records and statistical procedures.

The Advisory Committee

The Program Coordinator will also work closely with the Advisory Committee.

This committee should be made up of parents and professionals representing a variety of socio-economic backgrounds, disabilities, cultures and ethnicity in order to enhance the support group. For instance, it is easier to obtain an invitation to speak to a hospital group if an advisory committee member is a respected physician. Establishing successful relationships with relevant professionals will facilitate referrals of new families to the program and increase the effectiveness of the program.

Parent-to-Parent Advisory Committee Member

The Advisory Committee of Parent-to-Parent meets regularly once each month.

Responsibilities of the Committee:

- ✓ To consult and advise on programs.
- ✓ To determine specific policies.
- ✓ To assist in evaluating programs.
- ✓ To help in representing the Parent-to-Parent program to the community. ✓ To act as a resource to the Coordinator as needed.

New members will be nominated and approved by both the chairperson and the committee at large. The membership term will be for one year with the option of renewing. There will be two categories of membership:

- Active parents
- Consultant (may be parents or professionals)

It is expected that each active parent member of the Advisory Committee will complete the training and participate in at least one Parent-to-Parent match.

Sub-committees are formed as needed to deal with on-going special issues. The chairperson of each sub-committee is a member of the Advisory Committee, but membership is open to anyone whose interests and expertise are appropriate.