

Purpose:

These guidelines establish a general range of hours and caseloads that each Early Learning Specialist (ELS) may carry. Coordinators can work within these guidelines as a framework but may choose to add or omit caseload numbers for contextual reasons, such as regional differences in part-time hours or ELS preference.

Ratio and Staffing Guidance:

The ParentChild+ program is best implemented when Early Learning Specialists (ELs) work **full-time** because they can build competency in the models while fully participating in other administrative and professional development responsibilities. Replication site experience also demonstrates that full-time ELs are retained longer than part-time employees. A site may decide to hire **part-time** ELs to meet specific language or location needs and if it identifies strong candidates seeking part-time work.

In addition to their caseload of families or providers, ELS responsibilities regardless of P/T to F/T status include:

- Recruiting families/providers and time needed to communicate and engage with them before enrollment
- Communicating and confirming home visit sessions
- Addressing family issues, including additional time to refer, connect, support, and/or advocate for families
- One team meeting each week (minimum of two hours)
- One-on-One supervision and/or individual coaching sessions
- Ongoing training and professional development

And may include:

- Communities of Practice
- Translations
- Administrative record keeping each week for VISM (book and toy) inventory

Early Learning Specialist's Caseload for the 1:1 Family Model

- The caseload of families is approximately **10-12 families**.
 - Newly hired F/T Early Learning Specialists may carry a caseload of up to 10 families.
 - Experienced F/T ELs may carry a caseload of up to 12 families.
 - P/T ELS: If your program hires P/T ELs, they may carry a caseload of approximately **6 families**.

- The allocation for the time/family/week should be 2.0 - 2.5 hours total per family and breaks down as follows:
 - 1 hour/weekly: Two visits of 30 mins each per family.
 - 1-1.5/weekly hours to prepare materials, activities, and guide sheets as well as enter data into DAISY.
 - These time allocations will need to be adjusted if the family has more than one child enrolled in the program.
- Travel time is always a factor in caseloads. Other things to consider include private vs. public transportation, traffic, and parking.
- If an ELS has other responsibilities – such as play groups, parent/provider groups, or other socialization events (ex: CFCE) – that would necessitate a decrease in the number of families or providers.
- A Coordinator must conduct home visits with at least one family during the first implementation cohort. It is recommended that Coordinators continue this practice on an ongoing basis as front-line knowledge is a vital component of supporting their staff.

Early Learning Specialist's Caseload for HBCC Model

- The caseload of home-based child care providers is approximately **7-8 providers**.
 - Newly hired F/T Early Learning Specialists may have a caseload of up to 7 providers.
 - Experienced F/T ELSs may carry a caseload of up to 8 providers.
 - P/T ELS: If your program hires P/T ELSs, they may carry a caseload of **approximately 3-4 providers**.
- The allocation of time/provider/week is 3.5 hours and breaks down as follows:
 - 2 hours/provider/week: Two visits of 45-60 min with time for visit records
 - 1.5 hours/provider to prepare materials, activities, and guide sheets as well as enter data into DAISY
- Travel time is always a factor in caseloads. Other things to consider include private vs. public transportation, traffic, and parking.
- This variability is contingent on how many children are under the provider's care. For example, a provider with more children under their care has more prep time.
- If an ELS has other responsibilities – such as play groups, parent/provider groups, or other socialization events (CFCE) – it would necessitate a decrease in the number of families or providers.
- Caseload is how many providers ELSs can work with at a time, because the HBCC model is typically finished in 6-9 months, sites can start a second cohort in the same year.

Early Learning Specialists Implementing Both Models and/or Play Groups

- If an ELS serves both families and providers, then a provider counts as 1.5-2x families.
- This variability is contingent on how many children are under the provider's care. For example, a provider with more children under their care has more prep time.

- Travel time is always a factor in caseloads. Some things to consider include private vs. public transportation, traffic, parking.
- If an ELS has other responsibilities – such as play groups, parent/provider groups, or other socialization events (ex: CFCE) – it would necessitate a decrease in the number of families or providers.

Number of Coordinators Per Site

The Partner Agency will employ, at minimum, one (1) full-time staff person per every 50 families as a Site Coordinator to supervise the Early Learning Specialists (ELs) and coordinate implementation of the program model at the program site (the “Coordinator”). Every Sponsoring Agency must follow the minimum Coordinator hours per number of families as shown in the grid below.

If the program site is also or only implementing the HBCC model, one provider is equivalent to 1.5 - 2 families.

Number of Families (Providers = 1.5 - 2 families)	Number of Coordinators	Equivalent Coordinator Hours
40 - 50 families	1	37.5 (F/T)
30 – 40 families	0.75	31.75
25 – 30 families	0.5	26
<25 families	Consult w/ National Center	Consult w/ National Center

Coordinator Staffing – Minimum Staffing Levels

Minimum Number of Coordinator’s Hours Devoted to Program Implementation Per Site

Additionally, each site must ensure that the Coordinator follows the implementation activity hours’ guidelines as shown in the grid below. These guidelines have been developed to ensure fidelity to the program and quality assurance, which require consistent levels of time devoted to program oversight and ELS support.

Number of Families	Minimum Coordinator Hours for Program Implementation	Pro-ratable Hours - Based on # of Families [as a % of full load (50 families)]	Total Hours
100% (40 - 50 families)	14.5	23	37.5
75% (30 - 40 families)	14.5	17.25	31.75
50% (25 - 30 families)	14.5	11.5	26
< 25 families Consult with National Center	14.5	TBD	TBD

Coordinator Hours Devoted to Program Implementation – Minimum Hours

Coordinator Staffing Levels Beyond 50 Families

If a site serves more than 50 families, additional Coordinators must be hired. The staffing hours of each additional Coordinator must follow the guidelines above, as set forth in the *Coordinator Staffing – Minimum Staffing Levels* table (see above).

In instances when an existing Partner Agency is expanding, an experienced Coordinator may be authorized to take on a bigger caseload. This may be done with the following stipulations:

- A Coordinator must conduct home visits with at least one family or provider during the first implementation cohort. It is recommended that Coordinators continue this practice on an ongoing basis as front-line knowledge is a vital component of supporting their staff.
- The Partner Agency requests approval from the State Director, or if no State Director, then the National Center.
- The Partner Agency has sufficient support in place for the Coordinator, including supervision, support for data entry, support for materials inventory, and support with grant writing and other development tasks.