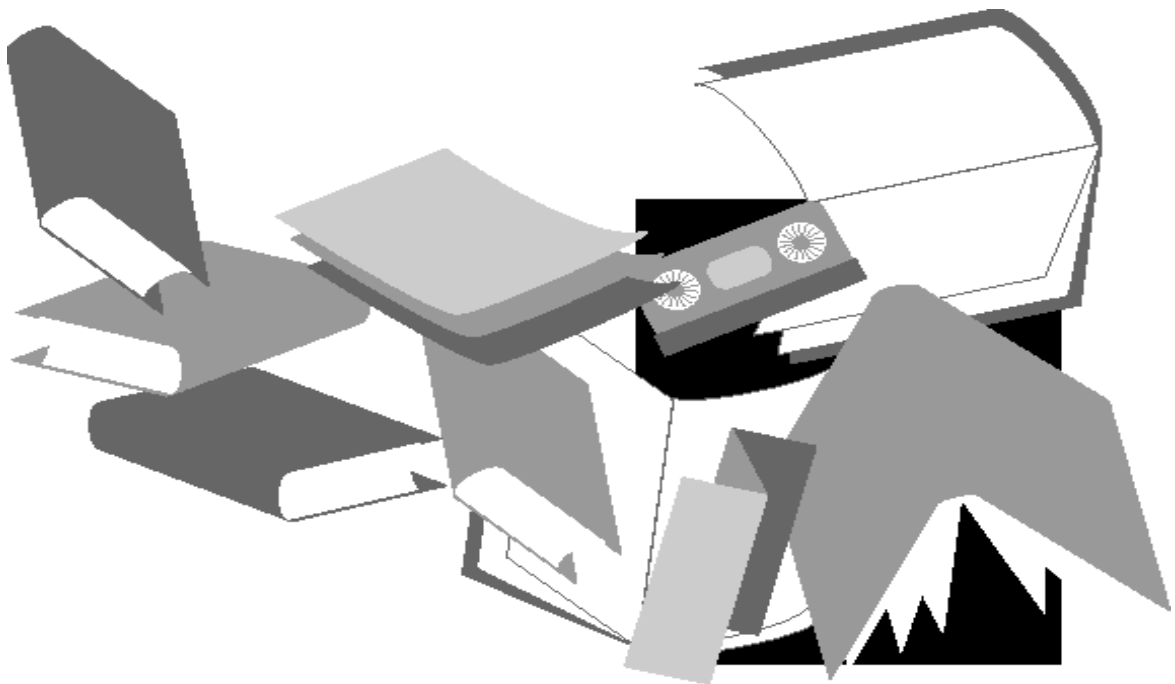




Healthy Start

Resource Guide 1998



Supported by

**Maternal and Child Health Bureau
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U.S. Department of Health and Human Services**

Compiled by

**National Center for Education in Maternal and Child Health
Arlington, Virginia**

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Unique Number: 1-1-1

Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health Indicator
Description: The Effects of Human Sexuality
Classes on the Number of Pregnancies at the Local
High School

This form is designed for notifying the consortium when information is lacking, and for requesting that a study be done or that action be taken to gather the information. The form also includes recommendations on how to gather the required information. Attached is a review of the findings and of the recommendations for further action.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-2

Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health Indicator
Description: Request for Process Development to
Monitor the Filling Out of the Purpose-of-Visit
Field on the Home Visit Assessment Tool

This form is designed for notifying the consortium when information is lacking and for requesting that a study be done or that the information be gathered. The form also includes recommendations on how to gather the required information. Attached is a review of the findings and of the recommendations for further action.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-3

Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health Indicator
Description: Proposal to Produce Methodology to
Reduce Discrepancies and Backlog on Site
Sessions Forms and Encounter Forms

This form is designed for notifying the consortium when information is lacking and for requesting that a study be done or that the information be gathered. The form also includes recommendations on how to gather the required information. Attached is a review of the findings and of the recommendations for further action.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-4

Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health Indicator
Description: Proposal to Correct Coding Errors
by CORWs on the Productivity Assessment Tool

This form is designed for notifying the consortium when information is lacking and for requesting that a study be done or that the information be gathered. The form also includes recommendations on how to gather the required information. Attached is a review of the findings and of the recommendations for further action.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-5

Birmingham, AL: Birmingham Healthy Start
1995–1996 Annual Report of Jefferson, Madison
and Taylor Counties, Inc.

Covers list of contributors, special events, and project highlights.

Model(s): Consortium

Document Type: Annual Reports

Unique Number: 1-1-6

Birmingham, AL: Birmingham Healthy Start
Healthy Start Application Year 07

Includes residential substance abuse treatment and specialized street outreach.

Model(s): Consortium

Document Type: Requests for Proposals

Unique Number: 1-1-7

Birmingham, AL: Birmingham Healthy Start
Year 07 Proposal

WENN radio proposal for monthly radio spots, including goals and Youth Advisory Board commitments. Calendar of events.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 1-1-8

**Birmingham, AL: Birmingham Healthy Start
*Proposal from Girls Incorporated of Central
Alabama***

Includes need problem statement; target audience; services and objectives; program model (outreach and client recruitment); scope of work; quality assurance; management plan; budget; and attachments. The goal of the program is to provide girls with the knowledge and skills they need to avoid early sexual activity, thus reducing the risk factors for infant mortality by preventing teen pregnancies.

Model(s): Adolescent Programs, Risk Prevention, Outreach & Client Recruitment, Training and Education

Document Type: Proposals/Budgets

Unique Number: 1-1-9

**Birmingham, AL: Birmingham Healthy Start
*Resource Mothers Program: Program Proposal***

For young women identified at risk for less than optimal pregnancy outcomes, this program provides one-on-one social support, prenatal education, and general assistance in the form of encouragement and a trusting relationship. Includes the prenatal phase, the in-home phase, and an outline of training sessions for the first, second, and third trimesters. Also includes job descriptions for program assistant, project specialist, and resource mother.

Model(s): Adolescent Programs, Risk Prevention, Training and Education

Document Type: Proposals/Budgets

Unique Number: 1-1-10

**Birmingham, AL: Birmingham Healthy Start
*Educational Child Care***

Family and Child Services (of United Way) proposes to provide an educational experience to children whose parents wait or receive services in the Health Centers. Subjects include personal hygiene, manners, nutrition, self-esteem, and self-concept. Sessions are from 1 to 5 hours and can involve crafts. This proposal includes the scope of the work, budget, past years' data on numbers of children served, and job descriptions for coordinator, assistant coordinator, and educator.

Model(s): Family Resource Center, Training and Education

Document Type: Proposals/Budgets

Unique Number: 1-1-11

**Birmingham, AL: Birmingham Healthy Start
*Intercession Ministries Youth Gang Alternatives
Proposes The Rough Riders Pregnant Male
Initiative***

Intercession Ministries offers development and support activities for inner-city youth and adults, especially males. Activities include health education, job placement opportunities, GED training, crisis counseling for groups and individuals, and a 24-hour hotline with emphasis on rescue from gang involvement, prevention of domestic violence, and parenting skills. Referrals for other services are also included. Proposal for HS funding covers intended impact of the program, quality assurance plan, and management plan. Includes job descriptions for executive director, administrative assistant, and Rough Rider counselors.

Model(s): Adolescent Programs, Risk Prevention, Training and Education, Outreach & Client Recruitment

Document Type: Proposals/Budgets

Unique Number: 1-1-12

**Birmingham, AL: Birmingham Healthy Start
*Healthy Start Year 07 Service Delivery Model***

One-page diagram of services designed to reduce infant mortality.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 1-1-13

**Birmingham, AL: Birmingham Healthy Start
*Comparison of Health Education Services***

One-page chart shows which classes are offered by HS educators and which are offered by Jefferson County Department of Health.

Model(s): Training and Education

Document Type: Charts/Graphs

Unique Number: 1-1-14

**Birmingham, AL: Birmingham Healthy Start
*Education and Training Model Goals and Objectives***

Covers model objectives, period, interim performance indicators, and outcome performance indicators.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 1-1-15

Birmingham, AL: Birmingham Healthy Start
Give Thanks for Healthy Babies

Three-week celebration announcement.

Model(s): Consortium, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 1-1-16

Birmingham, AL: Birmingham Healthy Start
End of Year Open House/Child Safety Awareness Seminar

One-day holiday safety seminar announcement.

Model(s): Adolescent Programs, Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 1-1-17

Birmingham, AL: Birmingham Healthy Start
The Infant Mortality Review Process in Birmingham Healthy Start: An Interim Report (1997)

Includes creating a file of each infant death, maternal interviews, case review, community review, and implementing recommendations. Data and findings of the review team.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment, Risk Prevention

Document Type: Reports

Unique Number: 1-1-18

Birmingham, AL: Birmingham Healthy Start
Infant Mortality Review Quarterly Review (for 4th quarter 1996)

Covers data on cases reviewed: type of delivery; birthweight; infant gender; maternal data (race, age, education, marital status); history; and contributing factors.

Model(s): Adolescent Programs, Consortium, Risk Prevention

Document Type: Charts/Graphs

Unique Number: 1-1-19

Birmingham, AL: Birmingham Healthy Start
Infant Mortality Review Recommendations

Covers affected policies, programs, and practices for each IMR recommendation for 1994–1996.

Model(s): Consortium, Risk Prevention

Document Type: Charts/Graphs

Unique Number: 1-1-20

Birmingham, AL: Birmingham Healthy Start
Back to Sleep Professional Survey

Asks about the respondent's profession, the respondent's knowledge of the Back to Sleep campaign, and whether the respondent's institution teaches the program.

Model(s): Training and Education, Risk Prevention

Document Type: Questionnaires/Surveys

Unique Number: 1-1-21

Birmingham, AL: Birmingham Healthy Start
Sleep Survey

Asks respondent's habits about feeding babies and laying them in bed.

Model(s): Training and Education, Outreach & Client Recruitment, Risk Prevention

Document Type: Questionnaires/Surveys

Unique Number: 1-1-22

Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health General Ledger

Sample page of a ledger. Includes fields for account number, account description, transaction description, actual amount, date entered, and date effective.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 1-1-23

**Birmingham, AL: Birmingham Healthy Start
BHS Grant**

Sample page from Birmingham HS grant records. Includes fields for vendor number, invoice number, invoice date, check number, amount, and date of check.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 1-1-24

**Birmingham, AL: Birmingham Healthy Start
Healthy Start Expenditures Report for Project Year
Five**

One-page sample covers figures for October 1, 1995, to September 30, 1996; expenditure category; contracted amount; noncontracted amount; and total expenditures.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 1-1-25

**Birmingham, AL: Birmingham Healthy Start
Healthy Futures -- Creating a Shared Vision for a
Healthier Jefferson County: Summary of Key
Discussions and Decisions**

Includes data and health status indicators for Jefferson County and Alabama. Also includes a conference agenda, identifying strengths and weaknesses, vision and values, and the process and developments for moving ahead.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 1-1-26

**Birmingham, AL: Birmingham Healthy Start
CORW Outstationing Areas**

A list of HS area businesses and public places for the community outreach worker to visit and a monthly schedule to ensure that all areas are canvassed.

Model(s): Outreach & Client Recruitment

Document Type: Charts/Graphs

Unique Number: 1-1-27

**Birmingham, AL: Birmingham Healthy Start
Outreach and Tracking Model Overview**

A seven-page document describing the Birmingham philosophy and method of outreach and follow-up (tracking) with supporting documentation. Explains methodologies for home visits, phone calls, door-to-door outreach, community canvassing, out-stationing activities, health fairs, educational activities, case review, medical care, encounter-assessment form, and tracking. Describes contractual service providers (Alethia House [substance abuse], Healthcare for the Homeless, Resource Mothers, Girls Incorporated, Intercession Ministries, Booker T. Washington Broadcasting, and others).

Model(s): Adolescent Programs, Care Coordination/Case Management, Facilitating Services, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Program Descriptions

Unique Number: 1-1-28

**Birmingham, AL: Birmingham Healthy Start
Referral Process**

This document discusses the procedure for health care providers to refer clients to Birmingham HS. It includes a sample referral form, a referral follow-up log, and instructions to the health care providers and Birmingham HS personnel for filling them out.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 1-1-29

**Birmingham, AL: Birmingham Healthy Start
BHS Letter of Agreement**

One-page letter confirming collaboration between health care providers and Birmingham HS: "BHS agrees to accept referral from your agency for services based upon our established criteria, normal intake and evaluation procedures. . . . Your agency agrees to accept referrals from BHS for services at your agency based on your agency's established admission criteria, normal intake and evaluation procedures. . . ." Includes signature area.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Contracts/Pledges

Unique Number: 1-1-30

**Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health Activity: Report**

One-page sample of data on attempts to contact clients at home, by phone, and by other means.

Model(s): Outreach & Client Recruitment

Document Type: Charts/Graphs

Unique Number: 1-1-31

**Birmingham, AL: Birmingham Healthy Start
Employee Analysis**

Employee evaluation worksheet for supervisor to fill out. Includes areas on efficiency, attendance, presentation skills, interaction with others, and number of client contacts.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 1-1-32

**Birmingham, AL: Birmingham Healthy Start
Employee Performance Evaluation**

One-page form for grading employee performance on general and outreach tasks. One-page form on eligibility for merit increase.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 1-1-33

**Birmingham, AL: Birmingham Healthy Start
Clerical Evaluation Tool**

One-page chart for rating attendance, efficiency, office and personal skills, and self-presentation.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 1-1-34

**Birmingham, AL: Birmingham Healthy Start
QA (Quality Assurance) Report Audit for
Productivity Assessment Tool**

One-page chart for weekly tracking of community outreach workers and clerks in submitting forms on activities.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 1-1-35

**Birmingham, AL: Birmingham Healthy Start
BHS Chart Review Audit**

A one-page chart for logging service center activity. Includes fields for name of client, worker assigned, contact made or not made, assessments completed, chart available, and comments.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-36

**Birmingham, AL: Birmingham Healthy Start
Audit Review**

A one-page chart for logging audit results. There are fields for chart number, assessment form, and others.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-37

**Birmingham, AL: Birmingham Healthy Start
BHS Clerical Assessment -- Administrative Clerk I**

This three-page tool describes specific job tasks and goals and then provides a tool for scoring the performance of job tasks and goals.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 1-1-38

**Birmingham, AL: Birmingham Healthy Start
BHS Clerical Assessment -- Administrative Clerk II**

This three-page tool describes specific job tasks and goals and then provides a tool for scoring the performance of job tasks and goals.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 1-1-39

**Birmingham, AL: Birmingham Healthy Start
BHS Outreach and Tracking Plan -- General
Activities (All Areas)**

One-page chart shows program name, planned activities, frequency, and assigned staff for routine follow-up, out-stationing, and other programs. This list of programs includes all the activities of Birmingham HS, ranging from staff, community, and consortium meetings to door-to-door canvassing and follow-up.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Standards

Unique Number: 1-1-40

**Birmingham, AL: Birmingham Healthy Start
Data/MIS Request Form**

One-page form for requesting management information reports on various Birmingham HS activities.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-41

**Birmingham, AL: Birmingham Healthy Start
Productivity/Assessment Tool**

One-page weekly chart for community outreach workers to log the number of completed contacts and home visits, canvassing activities, referral follow-ups, classes, Medicaid applications, transportation, and WIC information sessions.

Model(s): Consortium, Outreach & Client Recruitment, Facilitating Services, Family Resource Center, Risk Prevention, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-42

**Birmingham, AL: Birmingham Healthy Start
Encounter/Assessment Form Procedure Manual**

This 10-page document explains how to fill out the Encounter Record (outreach or intake questionnaire). Includes specific instructions for each field on the Encounter Record.

Model(s): Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 1-1-43

**Birmingham, AL: Birmingham Healthy Start
Jefferson County Dept. of Health: Healthy Start
Encounter Record**

A two-page form for logging all pertinent information in a first contact/encounter. Includes fields for client identification; client's enrollment in public programs; encounter type, visit type, activity, and provider; employment status; pregnancy status; parent information (for adolescents); infant information; barriers identified; and services provided.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-44

**Birmingham, AL: Birmingham Healthy Start
Revised Gas Voucher -- Bus Token Guidelines**

Document outlines former and new gas voucher and bus token eligibility and procedures for the issuing HS clerk as well as for participating gas stations. The last page has a sample transportation gas voucher. Instead of running a private transportation system, the program pays for bus tokens and gasoline for clients to get to appointments.

Model(s): Consortium, Facilitating Services

Document Type: Protocols/Procedures

Unique Number: 1-1-45

**Birmingham, AL: Birmingham Healthy Start
Home Visitation**

This packet includes one page on each of the following: guidelines for home visitation; prenatal monitoring–tracking; prenatal monitoring–tracking for community outreach workers and Resource Moms; postpartum monitoring–tracking; postpartum monitoring–tracking for community outreach workers and Resource Moms. Includes a sample letter of introduction to clients from the outreach worker. Also includes a prenatal–postpartum tracking form for each client and an infant tracking form for each client.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 1-1-46

**Birmingham, AL: Birmingham Healthy Start
*Communications Log***

One-page form letter from the HS service center to health care providers to notify the provider that the HS representative has met with their mutual client and to report on problems that were identified in the interview and the results.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-47

**Birmingham, AL: Birmingham Healthy Start
*Male Involvement Day -- Male Responsibility and
Role You Play.***

Outlines a 1-day seminar for males, with sessions on pregnancy prevention, fatherhood/child rearing, male responsibility to the female, role of the male during pregnancy, and lifestyles (making the right choices).

Model(s): Adolescent Programs, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 1-1-48

**Birmingham, AL: Birmingham Healthy Start
*Baby Reunion***

Notice of a 1-day celebration for all the babies and mothers in the HS program. The celebration included speakers on Project Dads and the Birmingham HS Consortium as well as a session on parenting tips.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 1-1-49

**Birmingham, AL: Birmingham Healthy Start
*Yr-06 Contract Monitoring Procedure (prepared
by Leslie Patton & Associates)***

Instructions for contract managers and consultants to use when reviewing contractor activities. Includes segment on yearly contract goals for each program (Resource Mothers, Child Care Education, Intercession Ministries, etc.). Also includes the following forms: Contract Monitoring Tool, for logging services provided and documentation received; Checklist, for registering dates of site visits; Quarterly Monitoring Tool, covering types of services and promotionals, MIS reports, quality of service, and other items; and the year's tentative schedule for contractors' meetings.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services, Facilitating Services, Family Resource Center, Training and Education, Adolescent Programs, Outreach & Client Recruitment, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 1-1-50

**Birmingham, AL: Birmingham Healthy Start
*Community Outreach Worker Training: Orientation***

Agenda for a 4-day orientation to HS. Agenda includes goals and objectives; area clinical services; personnel issues; improving patient relations; how client behavior influences pregnancy (covers substance abuse, child abuse, domestic violence, homelessness, high school dropouts, unemployment, dealing with family stress); case management; and cultural diversity.

Model(s): Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-51

**Birmingham, AL: Birmingham Healthy Start
*Basic Outreach Training***

Covers the procedure to use for providing information to clients; interviewing; making referrals; sources and locations for outreach; how to canvass and track; do's and don't's; and crime prevention and safety while canvassing.

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-52

**Birmingham, AL: Birmingham Healthy Start
Community Outreach Workers Skill Training**

Includes data on infant mortality in the area. Covers roles and responsibilities, word lists for social workers, guidance on active listening, loss and grief, child abuse and neglect, case documentation, medical records, general street safety guidelines, and dealing with dogs. Also contains a section on dealing with stress, a stress test, a one-page chart for the community outreach worker to fill out on what he or she likes and doesn't like, and a four-page chart on strategies to use in interviewing and questioning.

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-53

**Birmingham, AL: Birmingham Healthy Start
Training Program for Community Outreach
Workers**

This 9-week curriculum covers a training overview with a pretest and an issues forum, Birmingham HS goals, preventing infant deaths, connecting with families, community resources, working with families, immunization and preventing injury, preconception care and family planning, prenatal care, pregnancy risk assessment, prenatal workup, labor and delivery, grief and loss, HIV, family violence, child abuse, sexual abuse, nutrition and pregnancy, infant feeding, parenting, and infant and child development. Also includes a glossary.

Model(s): Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-54

**Birmingham, AL: Birmingham Healthy Start
Birmingham Healthy Start Letter**

A one-page form letter of introduction for an outreach worker to give out to new clients. Briefly explains HS and what programs are available; ends with outreach worker's phone number at HS.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-55

**Birmingham, AL: Birmingham Healthy Start
Daily Activity Log for Outreach**

A one-page chart for logging daily visits, contacts, service provided, and special circumstances for a client.

Model(s): Outreach & Client Recruitment

Document Type: Charts/Graphs

Unique Number: 1-1-56

**Birmingham, AL: Birmingham Healthy Start
Community Awareness Questionnaire**

This one-page questionnaire covers individual identification, familiarity with local facilities, medical insurance coverage, frequency of doctor visits, and other topics.

Model(s): Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 1-1-57

**Birmingham, AL: Birmingham Healthy Start
BHS Database User's Manual: Outreach
Worker's Module**

Covers introduction, start-up, adding a new client, changing client information, adding a referral, referral follow-up, running reports, urgent care, and odds and ends.

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: User's Manuals

Unique Number: 1-1-58

**Birmingham, AL: Birmingham Healthy Start
Accessing the Appointment System**

This is two pages of step-by-step notes on how to access the system and one page of applicable codes.

Model(s): Training and Education, Care Coordination/Case Management

Document Type: User's Manuals

Unique Number: 1-1-59

Birmingham, AL: Birmingham Healthy Start
Final Report: BHS Community Outreach Worker Training Contract

Covers strategy and content, trainers and training materials, and pretest and posttest results. Provides a summary of sessions, samples of handouts and materials, and references for topics and handouts.

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: Reports

Unique Number: 1-1-60

Birmingham, AL: Birmingham Healthy Start
Team Building Skills for Managers

This is a packet of blank forms for trainees to fill in as instruction progresses. Instruction contracted through Corporate Training Services, Leawood, KS.

Model(s): Training and Education, Care Coordination/Case Management, Consortium

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-61

Birmingham, AL: Birmingham Healthy Start
Team Building Training Notebook

Contains criteria for useful feedback, listening skills, the team approach, team sabotage, self-rating for personal traits, rating team interaction, list of key leadership traits, nonfunctional team behaviors, list for values clarification, and thoughts on authority and power.

Model(s): Training and Education, Consortium, Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-62

Birmingham, AL: Birmingham Healthy Start
Guest Relations Training for All BHS Staff

This 39-page training manual has the aims of increasing patient satisfaction, improving professional image, reducing job stress, and developing transferable people skills. It covers dealing with diversity, making first impressions count, hospitality skills, communication skills, and problem-solving skills.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services, Adolescent Programs, Training and Education, Risk Prevention, Outreach & Client Recruitment, Family Resource Center, Facilitating Services

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-63

Birmingham, AL: Birmingham Healthy Start
Medicaid Managed Care: September 1994

Two-page explanation of what role Jefferson County Department of Health will have with the new HMO.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Program Descriptions

Unique Number: 1-1-64

Birmingham, AL: Birmingham Healthy Start
Managing and Maintaining Home Visits

This five-page overview covers the stages of home visiting; ongoing home visits; the final visit; practical aspects of home visits (scheduling, timing, materials, children, safety); how to dress; maintaining contact; and confidentiality.

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-65

Birmingham, AL: Birmingham Healthy Start
Culturally Consistent and Male Involvement Training

This 14-page document (photocopies of overheads) focuses exclusively on the black community. Covers identifying cultural traits as personal traits, explores personal identity, and defines (by pointing out differences) the words "male," "masculine," "manliness," and "manhood." Examines terms from African languages to teach group cohesiveness.

Model(s): Training and Education, Family Resource Center

Document Type: Presentation Materials

Unique Number: 1-1-66

Birmingham, AL: Birmingham Healthy Start
I'm Somebody! I'm a Mom.

Using illustrations, large print, and suggestions, this photocopy of a 33-page book for pregnant women guides a woman through the general questions of pregnancy, delivery, caring for a newborn, sex during pregnancy, physical changes, and physical and emotional difficulties. Also includes a keepsake page for stickers (STICKERS NOT INCLUDED), space for logging checkups and appointments and for recording baby's shots, and a photo page.

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center, Training and Education

Document Type: Handouts/Gifts

Unique Number: 1-1-67

Birmingham, AL: Birmingham Healthy Start
Breaking the Cycle of Abuse-Educators' Resource Manual on Child Abuse

This comprehensive manual covers an introduction; how to report abuse and neglect; indications of abuse and neglect; how to help (for schools and individuals); and prevention. Provides handouts and resources. Includes an extensive list of reference materials; a list of national resource organizations; photocopies of posters, flyers, and brochures; and sample forms for reporting abuse to the Alabama Department of Human Resources.

Model(s): Training and Education, Risk Prevention, Family Resource Center, Adolescent Programs

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-68

Birmingham, AL: Birmingham Healthy Start
A Pregnant Woman's Guide to Quit Smoking

A 10-day approach to quitting smoking. Includes a one-page guide for outreach workers to use when handing out the book. Covers identifying why you smoke, making a contract to quit, starting a smoking diary, switching brands, relaxing, getting ready to quit, making it through the Quit Day, getting the nicotine out, things to do, and an "I Quit" award certificate.

Model(s): Risk Prevention, Outreach & Client Recruitment, Training and Education, Adolescent Programs

Document Type: Handouts/Gifts

Unique Number: 1-1-69

Birmingham, AL: Birmingham Healthy Start
Substance Abuse: The Family and Outreach

This comprehensive six-part training program covers stages of addiction and recovery, effects of abuse on the family, history and disease model of the alcoholic life, the family and the chemically dependent individual, personal beliefs, empathy, encouraging a person to continue abuse, screening for substance abuse, drug treatment and reaching the hard-to-reach, and the substance-exposed infant.

Model(s): Risk Prevention, Family Resource Center, Enhanced Clinical Services, Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-70

Birmingham, AL: Birmingham Healthy Start
Understanding Sexually Transmitted Disease, and Common Sense About AIDS

This 25-page handbook describes many types of STDs, including HIV infection. Contains some photocopies of overheads.

Model(s): Risk Prevention, Training and Education, Family Resource Center

Document Type: Handouts/Gifts

Unique Number: 1-1-71

**Birmingham, AL: Birmingham Healthy Start
*Domestic Violence Community Education Manual
for Healthy Start***

This comprehensive manual covers all aspects of domestic violence. Subjects include general information on violence, signs and symptoms of violence, characteristics of batterers, legal advocacy, (including proposed state legislation on stalking), appropriate interventions, and a list of referral numbers.

Model(s): Training and Education, Family Resource Center, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 1-1-72

**Birmingham, AL: Birmingham Healthy Start
*Certificates***

This is a packet of all certificates awarded by BHS for completing various training courses (for outreach workers, BHS staff, and clients).

Model(s): Training and Education

Document Type: Certificates

Unique Number: 1-1-73

**Birmingham, AL: Birmingham Healthy Start
*Customer Service Survey***

Half-page survey about Healthy Start, clinic services, performance, friendliness, and any difficulties encountered.

Model(s): Enhanced Clinical Services, Family Resource Center, Facilitating Services, Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 1-1-74

**Birmingham, AL: Birmingham Healthy Start
*Healthy Start Transportation Tokens***

One-page log for recording who dispensed how many tokens to whom, and when, while on outreach canvassing.

Model(s): Outreach & Client Recruitment, Facilitating Services

Document Type: Charts/Graphs

Unique Number: 1-1-75

**Birmingham, AL: Birmingham Healthy Start
*Birmingham Healthy Start Letter on Birth Records***

This is a one-page form letter authorizing an HS representative to obtain a client's birth certificate to help establish eligibility for benefits.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Family Resource Center

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-76

**Birmingham, AL: Birmingham Healthy Start
*Patient Demographic Record***

Two-page form for recording personal identifying information (name, address, ID numbers, parent information for adolescents, information on children) and changes in name, address, phone, and contact person.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Family Resource Center

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-77

**Birmingham, AL: Birmingham Healthy Start
*Case Review Report***

One-page form for logging review of a case. Has area for client, community outreach worker, and resource mother identification. Also has comment area for problems identified and action taken or needed.

Model(s): Care Coordination - Case Management, Enhanced Clinical Services, Family Resource Center

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-78

**Birmingham, AL: Birmingham Healthy Start
*Infant Tracking Form***

One-page form for recording client-identifying information and contacts of all types. Fields for worker, date of contact, home visit, site visit, appointment kept or missed, and follow-up date.

Model(s): Care Coordination - Case Management, Outreach & Client Recruitment, Risk Prevention, Family Resource Center, Enhanced Clinical Services

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-79

**Birmingham, AL: Birmingham Healthy Start
*Prenatal–Post Partum Tracking Form***

One-page form for logging client-identifying information and contacts of all types. Fields for worker, date of contact, home visit, on-site visit, appointment kept or missed, and follow-up date.

Model(s): Enhanced Clinical Services, Care Coordination - Case Management, Family Resource Center, Outreach & Client Recruitment, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-80

**Birmingham, AL: Birmingham Healthy Start
*Audit Overview***

One-page form lists audit information, total number of charts reviewed, charts with assessment forms, charts with purpose of contact filled in, and percentage of charts with purpose of contact filled in.

Model(s): Care Coordination - Case Management, Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 1-1-81

**Birmingham, AL: Birmingham Healthy Start
*Birmingham Healthy Start Consortium Mission Statement***

One page gives the consortium's mission statement, and one page each gives the Jefferson County Department of Health values and mission.

Model(s): Consortium

Document Type: Policies

Unique Number: 5-2-1

**Oakland, CA: Oakland Healthy Start
*Community Healthy Start: Healthwise Handbook,
A Self-Care Manual for You and Your Family***

Softcover self-help book has chapters on the wise medical consumer; prevention and early detection; abdominal problems; back and neck pain; bone, muscle, and joint problems; chest and respiratory problems; eye and ear problems; headaches; skin problems; infant and child health; women's health; men's health; sexual health; first aid and emergencies; mouth and dental problems; fitness and relaxation; mental self-care and mental wellness; and a home health station. Also in Spanish (5-2-2). For additional copies of this publication, please contact Healthwise, Inc., PO Box 1989, Boise, IA 83701; Phone: 1-800-706-9646; Web site: www.healthwise.org

Model(s): Training and Education, Outreach & Client Recruitment, Family Resource Center

Document Type: Publications

Unique Number: 5-2-2

**Oakland, CA: Oakland Healthy Start
*La Salud En Casa: Guia Practica De Healthwise***

Softcover self-help book in Spanish has chapters on the wise medical consumer; prevention and early detection; abdominal problems; back and neck pain; bone, muscle, and joint problems; chest and respiratory problems; eye and ear problems; headaches; skin problems; infant and child health; women's health; men's health; sexual health; first aid and emergencies; mouth and dental problems; fitness and relaxation; mental self-care and mental wellness; and a home health station. Also in English (5-2-1). For additional copies of this publication, please contact Healthwise, Inc., PO Box 1989, Boise, IA 83701; Phone: 1-800-706-9646; Web site: www.healthwise.org

Model(s): Training and Education, Outreach & Client Recruitment, Family Resource Center

Document Type: Publications

Unique Number: 5-2-3

Oakland, CA: Oakland Healthy Start
Fatherhood

This 10-minute video discusses how having a baby creates changes in lifestyle and how to accommodate to these changes. Covers how to hold the baby, how to prepare a bottle and feed and burp the baby, the supplies and instructions necessary for changing diapers, and the supplies and instructions necessary for bathing the baby. Discusses why babies cry and how to calm the baby. A father discusses the importance of giving his child a better start and more support than he received from his own father.

Model(s): Family Resource Center, Training and Education, Risk Prevention

Document Type: Videotapes

Unique Number: 5-2-4

Oakland, CA: Oakland Healthy Start
Infant Care

This 13-minute video discusses how to create a safe and healthy environment at home before the baby arrives. Covers what is normal during the newborn period and when to consult the doctor; how to clean the umbilical cord area; how to hold, breastfeed, bathe, and dress the baby; how to mix formula and prepare a bottle; how many times per day or night the baby should urinate and have bowel movements; the effects of smoking and drinking during pregnancy; how often to see the doctor as the pregnancy progresses; how often the baby should see the doctor for health care visits; colic; and car safety.

Model(s): Family Resource Center, Risk Prevention, Training and Education

Document Type: Videotapes

Unique Number: 5-2-5

Oakland, CA: Oakland Healthy Start
Pregnancy

This 11-minute video covers the importance of good health and nutrition during pregnancy. Discusses amniocentesis and ultrasound, morning sickness, changes in breasts and in mood, baby supplies to buy before the birth, and safety for crib and home.

Model(s): Training and Education, Risk Prevention, Family Resource Center

Document Type: Videotapes

Unique Number: 5-2-6

Oakland, CA: Oakland Healthy Start
Sleep

This 6-minute video discusses changes in the baby's sleep patterns from newborn to 3 months. Discusses the temperature of the room, things that should not be placed in the crib, how to create a routine for the baby's sleep time, and ways to calm the baby to prepare for sleep.

Model(s): Family Resource Center, Training and Education, Risk Prevention

Document Type: Videotapes

Unique Number: 5-2-7

Oakland, CA: Oakland Healthy Start

Asha House (April 1997), Ujima House Weekly Schedule, West Oakland Healthy Start (April 1997)

One page each, with sample of classes and activities at each location.

Model(s): Training and Education, Care Coordination/Case Management, Family Resource Center, Enhanced Clinical Services, Outreach & Client Recruitment, Facilitating Services

Document Type: Calendars

Unique Number: 5-2-8

Oakland, CA: Oakland Healthy Start
Born Too Soon

Seminar brochure for multidisciplinary strategies for the prevention of preterm births.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 5-2-9

Oakland, CA: Oakland Healthy Start
Perinatal Perspectives: Emerging Health Care Opportunities

One-day seminar on managing TB, diabetes, mental illness, viral illnesses, and substance abuse during pregnancy. Also covered welfare reform, amino infusion, family violence, and birth defects.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 5-2-10

Oakland, CA: Oakland Healthy Start
Perinatal Profile (Spring 1997)

This newsletter covers Alameda County data and plans for reducing infant mortality, health insurance reform issues, and upcoming classes and conferences. Also includes two short articles, "Diabetes in Pregnancy Update" and "One in Four: America's Youngest Poor."

Model(s): Consortium, Adolescent Programs, Care Coordination/Case Management, Training and Education

Document Type: Newsletters

Unique Number: 5-2-11

Oakland, CA: Oakland Healthy Start
Perinatal Care Matters (Spring 1997)

This newsletter contains the following articles: "Group B Streptococcal Infections: Reducing Disease," "Changes in Paternity Opportunity Program (POP)," and "Public Policy Update" (which focuses on California). Also lists upcoming classes, symposia, and seminars.

Model(s): Consortium, Training and Education

Document Type: Newsletters

Unique Number: 5-2-12

Oakland, CA: Oakland Healthy Start
Oakland Healthy Start Newsletter

Articles cover data on infant mortality reduction in Oakland, local Oakland media campaign evaluation, the year in review, the launching of a high-risk infant follow-up network, and Oakland HS town hall forums planned.

Model(s): Consortium, Risk Prevention

Document Type: Newsletters

Unique Number: 5-2-13

Oakland, CA: Oakland Healthy Start
We Promise to Keep Our Lives Happy, Healthy and in Control

A poster presenting a photo of a happy family and six suggestions for being happy, healthy, and in control.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Posters

Unique Number: 5-2-14

Oakland, CA: Oakland Healthy Start
Interim FIMR Report: Fetal and Infant Deaths in the OHS Project Area. July 1994–June 1995

Describes findings from a review of 85 cases in the Oakland HS area, including data, observed trends, and recommendations.

Model(s): Consortium, Risk Prevention

Document Type: Reports

Unique Number: 5-2-15

Oakland, CA: Oakland Healthy Start
Male Survey Form

This two-page survey covers personal identification; sexual history (ever had STDs? ever responsible for pregnancy? take children to the doctor? use of birth control); and substance abuse. This survey is used by the Mobile Health Van staff in their outreach operations.

Model(s): Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 5-2-16

Oakland, CA: Oakland Healthy Start
Healthy Start Family Life Resource Center Field Registration Sheet

A half-page form for gathering information to forward to a family life resource center social worker when the respondent doesn't have time to fill out the form on the spot but is interested in getting in touch later to learn about or enroll in the program.

Model(s): Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 5-2-17

Oakland, CA: Oakland Healthy Start
Culturally Consistent Training, Pre-Training Readings and Assignments

Includes list of recommended readings, philosophy of the training sessions, final report of the black male study and focus groups, training curriculum, and evaluation.

Model(s): Training and Education, Family Resource Center, Outreach & Client Recruitment, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 5-2-18

Oakland, CA: Oakland Healthy Start

Mobile Health Van Unit

Includes a one-page information flyer; a statement of purpose; protocol; two sample monthly schedules; a contact log; the eligibility criteria for a client to receive handouts (incentives); procedures; a request form and an approval form for having the van at special events; a flowchart for van personnel on referral of clients (SHOWing the STEPs for signing up A CLIENT FOR A RIDE AND the person RESPONSIBLE FOR EACH STEP); and protocol for taxi vouchers given out by van personnel.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 5-2-19

Oakland, CA: Oakland Healthy Start

Indications for Referral for Immediate Medical Evaluation

This lists 10 items to consider when a client approaches the van and needs immediate medical help. Includes a one-page chart on blood pressure readings and proper interpretation.

Model(s): Risk Prevention

Document Type: Charts/Graphs

Unique Number: 5-2-20

Oakland, CA: Oakland Healthy Start

ACHCSA Oakland Healthy Start Van Procedure: Books I, II and III

Book II, section II, covers clinical protocols on blood pressure; pregnancy testing; immunizations (two one-page public notices to post for parents on when to get children's shots); and TB skin test.

Model(s): Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 5-2-21

Oakland, CA: Oakland Healthy Start

Haight Ashbury Free Medical Clinic Drug Detox Protocols

Covers opiate, stimulant, alcohol, and sedative-hypnotic drug withdrawal protocols. Includes guidelines for dispensing drugs and for dealing with clients who are intoxicated or under the influence of drugs.

Model(s): Risk Prevention, Training and Education

Document Type: Protocols/Procedures

Unique Number: 5-2-22

Oakland, CA: Oakland Healthy Start

Case Management Protocol

Includes service delivery flow chart, Asha House protocol, preliminary intake procedure, memo to direct service providers, case management structure and documentation chart, and exit protocol.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 5-2-23

Oakland, CA: Oakland Healthy Start

Preterm Delivery Prevention Program Case Protocols

Covers referral, first phone contact, intake home visits, delivery, and non-English-speaking clients. Includes referral form, referral criteria, home environmental assessment form, public health nurse visit summary form, and nursing care plan form.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 5-2-24

Oakland, CA: Oakland Healthy Start

Eligibility Protocol

Covers identification of high-risk infants, maternal risk factors, home visit protocol, and guidelines for scheduling follow-up for high-risk infants.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 5-2-25

**Oakland, CA: Oakland Healthy Start
Standard Agreement**

Alameda County Health Care Services Agency standard contract covers description of services, terms and conditions of payment, period of agreement, fiscal provisions, access to records, audit and evaluation of services, confidentiality of information, insurance and bond, worker's compensation, payment, royalties and inventions, use of county property, liability and indemnity, subcontracts, assignment, relationship between county and contractor, termination provisions, governing laws and safety, personal property, nondiscrimination, conflict of interest, and signature pages. Includes substance abuse treatment program outline (Exhibit A), MOU, with budget chart and budget narrative (Exhibit B), Certificate of Insurance form (Exhibit C), and audit of contractors receiving funds through the county (Exhibit D).

Model(s): Enhanced Clinical Services

Document Type: Contracts/Pledges

Unique Number: 5-2-26

**Oakland, CA: Oakland Healthy Start
Memorandum of Understanding**

Includes dental services contract, program description and performance requirements, MOU on terms and conditions of payment, and budget narrative and chart.

Model(s): Enhanced Clinical Services

Document Type: Contracts/Pledges

Unique Number: 5-2-27

**Oakland, CA: Oakland Healthy Start
Billing Process**

Covers billing process overview, review forms, encumbrance request form with instructions, contracts summary logs with instructions, cover memos, fiscal monitoring logs, and miscellaneous memos.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-28

**Oakland, CA: Oakland Healthy Start
Progress Report Format**

Two-page form to record/report contractor activities completed for a contract period.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 5-2-29

**Oakland, CA: Oakland Healthy Start
Contracts and Program Monitoring Tool**

Includes HS goals and objectives. Contains forms for reviewing program and contract compliance items for health promotion service and support services, family empowerment, outreach efforts, manhood-womanhood-youth development, community revitalization, economic development, and MIS. Also includes forms for rating program implementation, service providers, subcontractors, quality assurance standards, fiscal and billing requirements, and media/public information and education participation.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 5-2-30

**Oakland, CA: Oakland Healthy Start
Contracts Management: Procedures, Guidelines,
and Reference Manual**

This is the table of contents for the contracts management manual.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-31

Oakland, CA: Oakland Healthy Start

Contracts Management: Contract Development and Approval Process

Covers contract development process, including provider identification and selection, request for proposal development packet, proposal development and submission, request for clarification, contract development packet (preliminary contract development and submission, contract packet review, and final contract revisions), contract packet approval and submissions, and review and preparation of final contract packets. Also includes one-page checklists with instructions for processing and executing contracts, master contracts with community-based organizations, General Services Administration contracts, and MOU contracts with county departments.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-32

Oakland, CA: Oakland Healthy Start

Contracts Management: Contract Component Checklist

One-page checklist for demonstrating that all questionnaires are in for determining withholding status and all contract components and exhibits.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 5-2-33

Oakland, CA: Oakland Healthy Start

Contracts Management: Contractors' Orientation

Two-page checklist for all the things that need to be done before the contractor orientation meeting and a one-page agenda for covering all the necessary information with the contractor.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 5-2-34

Oakland, CA: Oakland Healthy Start

Contracts Management: Exhibit C -- Certificate of Insurance

A 13-page document on all the necessary things to check for in a contract to verify that a contractor has adequate insurance.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-35

Oakland, CA: Oakland Healthy Start

Invoice and Progress Report Monitoring System

Covers purpose and procedure for filling out an invoice log. Includes sample log and a memorandum (form) for review of payment of invoice for a contractor. Also includes forms for reviewing progress reports of contractors.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-36

Oakland, CA: Oakland Healthy Start

Contract Management: Office of Management and Budget (OMB) Circulars

This is a packet of U.S. federal government announcements taken from the *Federal Register*, particularly those issued by the Office of Management and Budget. In general, these are announcements of federal regulations affecting the awarding and use of grants and funds, such as those allocated to the Healthy Start program.

Model(s): Consortium

Document Type: Standards

Unique Number: 5-2-37

Oakland, CA: Oakland Healthy Start

Contracts Management: Alameda County Contract Administration Manual

This document includes purpose, glossary, oversight and responsibilities, financial operations, and general operations for managing contracts with Alameda County.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-38

Oakland, CA: Oakland Healthy Start
Fiscal Unit Operating Systems Manual

Table of contents. This packet contains actual and projected figures for Oakland Healthy Start.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 5-2-39

Oakland, CA: Oakland Healthy Start
Total Budget Program: Original Proposal Yr. 06 Grant Application

Includes HS position descriptions and salaries; gives full range of budget figures with justifications. A 36-page document.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 5-2-40

Oakland, CA: Oakland Healthy Start
Contractor Status Report and Monthly Expenditure Report

This 58-page document includes actual and projected figures for year 5.

Model(s): Consortium, Family Resource Center

Document Type: Proposals/Budgets

Unique Number: 5-2-41

Oakland, CA: Oakland Healthy Start
Subcontractor Budget Template

Includes a one-page template for contractor's proposed budget with complete instructions. Also includes job descriptions and salaries for Nurses in Action, a Ujima House program.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-42

Oakland, CA: Oakland Healthy Start
Invoice Reconciliation System

Includes template for contractor's reported expenditures, using Nurses in Action as an example for each month of year 5.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-43

Oakland, CA: Oakland Healthy Start
Contract Budget Detail

Includes template and instructions for a rolling 9-month budget. One-page template filled in with Oakland data from Nurses in Action.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-44

Oakland, CA: Oakland Healthy Start
Initial Contract Budget Breakdown

Includes template and instructions plus one sample filled out with Nurses in Action data.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-45

Oakland, CA: Oakland Healthy Start
Budget Revision Request Form

One-page template, instructions, and sample filled in with data from Nurses in Action.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-46

Oakland, CA: Oakland Healthy Start
Phase 1 Contract Termination Letter

Instructions and examples for filling out forms to roll over contractors' contracts. Although the grant funding spans one year, Alameda County stops all contracts at the end of its fiscal year. Since the grant funds were initiated in the middle of the county's fiscal year, and these grant funds are awarded to and dispersed by the county, all contracts must stop at the end of the county's fiscal year and start up again the following day.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-47

Oakland, CA: Oakland Healthy Start
Encumbrance Review List

Templates filled out with data from the Oakland HS. Shows the annual expenditures for contractors.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-48

Oakland, CA: Oakland Healthy Start
Contractor Monitoring Tool

Seventeen pages of data show all of Oakland HS's payments to contractors for year 5. Does not describe contractor activities.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-49

Oakland, CA: Oakland Healthy Start
Contractor Audit Materials Chart

Shows which contractors have supplied required data for audits and which have not. Categories include contractor name, annual figures, insurance figures, tax status, and comments.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Charts/Graphs

Unique Number: 5-2-50

Oakland, CA: Oakland Healthy Start
Revolving Fund Audit System

Five-page budget shows internal audits of revolving Oakland HS funds. Categories include account balance, checks paid, date checks cleared, amount, payee, line number, dividends paid, and revolving balance.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Proposals/Budgets

Unique Number: 5-2-51

Oakland, CA: Oakland Healthy Start
Inventory Report

Oakland HS inventory list for 1996. Also gives seven pages of actual Oakland HS data.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 5-2-52

Oakland, CA: Oakland Healthy Start
Year 1 Local Program Evaluation Report

This 190-page report covers the following subjects: introduction; literature review (contextual and theoretical background; ethnohistorical and contemporary context of the Oakland HS program; national and international research); description of the program; evaluation methodology; family resource centers (Imani house, Ujima house, Asha house); cultural competence (literature review and cultural competence and HS); and cross-cutting themes. Also includes appendixes, an MIS report, a literature review, and the Oakland HS logo.

Model(s): Family Resource Center, Other, Consortium

Document Type: Evaluation Tools/Information

Unique Number: 5-2-53

Oakland, CA: Oakland Healthy Start
Healthy Start Initiative Phase II Grant Application, Chapter 5, Appendix E

- E-1: OHS Model Intervention Ranking Criteria. Lists programs for each of the nine models.
- E-2: Yr 05-02 and 1st qtr Yr 06-03 Service Utilization Baseline and Cumulative Data. Covers all stated Oakland HS objectives.
- E-3: Models Service Matrix. A one-page list of basic programs of models 1–4.
- E-4: Mobile Health Van Special Event Participation Request Form.
- E-5: Van Schedule (April 1997).
- E-6: Total Project Area Data, Including Infant Mortality Indicators.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 5-2-54

Oakland, CA: Oakland Healthy Start
Yellow Post-it Notes

This pad of yellow stickies has Oakland HS logo and phone number.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 5-2-55

Oakland, CA: Oakland Healthy Start
Business Card Holder

Simple black plastic business-card holder has Oakland HS logo and phone number on the front.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 5-2-56

Oakland, CA: Oakland Healthy Start
Oakland Healthy Start

Fivefold brochure (6" x 6") discusses HS project's background, mission, goals, and services; its mobile health van; "Beyond the Family Life Resource Center"; domestic violence intervention; low birthweight follow-up; public awareness and education programs; eligibility for HS; and the role of the community consortium and board of advisors and the Family Life Resource Centers. Also has chart with infant mortality data keyed to a map of the HS areas. Can be mailed.

Model(s): Consortium, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 5-2-57

Oakland, CA: Oakland Healthy Start
Oakland Healthy Start Fact Sheet

One-page 8 1/2" x 11" colored page on the who, what, where, why, and how of Oakland HS and the family life resource centers. Gives addresses of Ujima House, Asha House, and West Oakland HS.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 5-2-58

Oakland, CA: Oakland Healthy Start
Projected OHS Admin Staff -- Yr. 07

Organization chart shows budgeted full-time equivalent staff (new and rollover) for Oakland HS.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 5-2-59

Oakland, CA: Oakland Healthy Start
Oakland Healthy Start Wants You and Your Family to Be Happy, Healthy and in Control

This one-page flyer has a quiz for new moms and dads about caring for your newborn. The flip side asks if the reader has ever heard of HS or seen TV spots on HS. This also has an area for referring a pregnant woman to HS; asks for name and phone number only. Used at health fairs.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 5-2-60

Oakland, CA: Oakland Healthy Start
The Oakland Healthy Start High-Risk Infant Follow-Up Program

Trifold brochure introduces the High-Risk Infant Follow-up program and lists services provided, eligibility factors, and collaborating agencies. Can be mailed.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 5-2-61

Oakland, CA: Oakland Healthy Start
Domestic Violence Program

This folded 8 1/2" x 11" paper gives facts on abuse; lists services (assessment, crisis intervention, accompaniment, advocacy, counseling, information and referral, respite care, shelter care, 24-hour crisis line, support groups, and training and technical assistance); and gives a phone number to call. The back of the page gives "Words of Wisdom for Battered Women" (domestic violence is a crime; it's not your fault; you are not alone; other women are going through what you're going through; and you will survive).

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 5-2-62

Oakland, CA: Oakland Healthy Start

Recruitment and Collaborative Efforts by Consortia Development Associates at the FLRCs

One-page list of projects at the Asha House, Ujima House, and West Oakland Healthy Start. Includes economic enterprises, family service centers, boys and girls clubs, church groups, domestic violence shelters, education, drug diagnosis programs, mentoring, and other programs.

Model(s): Consortium, Outreach & Client Recruitment, Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 5-2-63

Oakland, CA: Oakland Healthy Start

Ujima House: Oakland Healthy Start

Trifold brochure introduces Ujima House as a center committed to providing social, health, and educational services to the community at low or no cost. Lists eligible persons, health care programs, family empowerment programs, and community revitalization projects. Gives phone number, fax number, and address. Can be mailed.

Model(s): Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 5-2-64

Oakland, CA: Oakland Healthy Start

Asha House: Fruitvale -- San Antonio Family Life Resource Center

Trifold brochure describes the mission and funding of the center; lists programs in health promotion, family empowerment, and community revitalization; and lists who's eligible. Gives address and phone. Can be mailed.

Model(s): Family Resource Center, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 5-2-65

Oakland, CA: Oakland Healthy Start

Asha House can help you reach new heights...

One-page 8 1/2" x 11" flyer gives phone number and address and lists services (child care, school reentry, GED classes, GAIN, WIC, prenatal care, nutrition classes, support groups, etc.).

Model(s): Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 5-2-66

Oakland, CA: Oakland Healthy Start

Healthy Start News(August 1997)

This eight-page newsletter, printed on newsprint paper, includes articles on fathers and families, seniors as primary caregivers, ethnic health institute, community outreach, hypertension, immunization clinics, and scheduled events.

Model(s): Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 5-2-67

Oakland, CA: Oakland Healthy Start

Oakland Healthy Start: For You. For Your Baby. For FREE

Black-and-orange poster (8 1/2" x 11") has HS logo and locations of three family life resource centers and lists available programs.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 5-2-68

Oakland, CA: Oakland Healthy Start

One Death Too Many: Oakland Healthy Start Reduces Infant Mortality

This handbook on HS has many personal accounts by clients, articles by staff and board members, descriptions of the local problems, and explanations of how the consortium went about building programs. Covers national HS initiative and Oakland HS history, programs, agencies, budget, houses serving families, FIMR, public information, next steps, and Innovative Services Monograph Series (in-depth reports of Bay Area human services programs).

Model(s): Consortium, Outreach & Client Recruitment, Family Resource Center, Facilitating Services, Adolescent Programs, Care Coordination/Case Management, Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 5-2-69

Oakland, CA: Oakland Healthy Start

The West Oakland Violence Prevention Project

Trifold flyer describes this comprehensive program designed to help reduce violence in all areas of the community. Projects include violence prevention classes and conflict resolution services at Alameda County's Los Cerros Youth Detention Camp; services at Acorn Community Mediation Center; Parent Support Group; Student Conflict Resolution Program; Youth Advisory Committee; and mentoring program for first and second grade students from Prescott Elementary School (with mentors from McClymonds High School).

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 5-2-70

Oakland, CA: Oakland Healthy Start

Men's Group

This one-page flyer describes a group that meets weekly to discuss relationships, anger, peer pressure, respect, parenting, police harassment, career development, affirmative action, education, and employment.

Model(s): Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 5-2-71

Oakland, CA: Oakland Healthy Start

West Oakland Healthy Start Community Newsletter

This two-sided 8 1/2" x 11" flyer has information about Martin Luther King, Jr., Harriet Tubman, case managers, a scheduled movie showing, how to use affirmation to boost your self-esteem and strengths, tips on counting calories, condoms, STDs, and eating well during pregnancy as well as a letter from a teen mother-to-be.

Model(s): Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 5-2-72

Oakland, CA: Oakland Healthy Start

Families of Infants!

One-page flyer aimed at fathers and fathers-to-be. Lists services and classes: transportation assistance, child care while on site, life-skills training, parent education classes, counseling, vocational assistance, stress reduction and relaxation training, nutritional training, fun-filled community events, and emergency bus tickets. Gives addresses and office hours for two sites.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 5-2-73

Oakland, CA: Oakland Healthy Start

Healthy Start News: A Community Health Journal

This eight-page newsletter has many short articles, black-and-white photos, and green and orange sidebars. Article topics include national SIDS awareness month, preterm labor, preterm delivery prevention program, local resources for grandparent caregivers, and community houses. The newsletter also contains a community calendar.

Model(s): Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Newsletters

Unique Number: 9-2-1

Tallahassee, FL: Florida Panhandle Healthy Start

Panhandle Healthy Start Presentation

Covers goals of Panhandle HS, flowchart of goals, data on infant mortality in Florida and the Panhandle, Panhandle HS training overview, overview of the home visitor program, sample data on client training, methods for improving public policy, and an overview of sustainability strategies.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 9-2-2

Tallahassee, FL: Florida Panhandle Healthy Start

Florida Panhandle Healthy Start Evaluation

Four-page chart shows data that were collected on five groups to compare the risk of pregnant women who have no home visiting program with that of women who do. Does not provide a conclusion.

Model(s): Care Coordination - Case Management, Care Coordination/Case Management, Consortium

Document Type: Charts/Graphs

Unique Number: 9-2-3

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor Comparison

These charts show the performance of each home visitor on the HS staff as compared with all the other home visitors. Some data are monthly and some are annual. Some data are for the number of visits, number of visit hours, successful visits, and minutes on the phone making contact.

Model(s): Care Coordination/Case Management, Care Coordination - Case Management

Document Type: Charts/Graphs

Unique Number: 9-2-4

Tallahassee, FL: Florida Panhandle Healthy Start

Breast Feeding Educator Program

Brochure for 2-day program (for credit) for breastfeeding educators.

Model(s): Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 9-2-5

Tallahassee, FL: Florida Panhandle Healthy Start

Local Resource Directory

Community resource directory for Jefferson, Madison, and Taylor Counties.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center, Facilitating Services, Enhanced Clinical Services, Care Coordination - Case Management

Document Type: Publications

Unique Number: 9-2-6

Tallahassee, FL: Florida Panhandle Healthy Start

1995–1996 Annual Report

Covers letter from the President, special events, and project highlights.

Model(s): Consortium

Document Type: Annual Reports

Unique Number: 9-2-7

Tallahassee, FL: Florida Panhandle Healthy Start

Annual Report, Fiscal Year 1995-1996

This six-page report describes programs and new grants for the Gadsden Citizens for Healthy Babies, Inc.

Model(s): Consortium

Document Type: Annual Reports

Unique Number: 9-2-8

Tallahassee, FL: Florida Panhandle Healthy Start

Mission Statement

Overview of Florida Healthy Start special events, project highlights, Teen Life Options programs, and financial summary.

Model(s): Consortium

Document Type: Publications

Unique Number: 9-2-9

Tallahassee, FL: Florida Panhandle Healthy Start

Governors Children's Summit: Summary of Recommendations -- Bettering the Lives of Florida's Children

A summary of all the improvements and new programs Florida needs. Covers health, safety, education, families, strategies for bettering the lives of children by forming partnerships with the private sector, state and local government partnerships, community and grassroots development, and communications and media outreach. One page lists action items for carrying out the plans for Children's Week, a community awareness campaign.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Proceedings for Meetings

Unique Number: 9-2-10

Tallahassee, FL: Florida Panhandle Healthy Start

Mobile Clothes Closet

This news article describes a mobile "clothes closet." This program is for collecting clothes, primarily for maternal and infant wear. The collected clothes are sorted by size and stacked in bins in a large truck. Then the truck is driven through three counties, and the items are distributed to the needy (who have been referred by agencies).

Model(s): Family Resource Center

Document Type: News Articles

Unique Number: 9-2-11

Tallahassee, FL: Florida Panhandle Healthy Start

The Community's Responsibilities and Role in Teen Pregnancy: An Evening with Dr. Henry W. Foster

Brochure for a lecture and panel discussion. No notes on content.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 9-2-12

Tallahassee, FL: Florida Panhandle Healthy Start

Panhandle Healthy Start Consortium Bylaws

Three unmatched pages from the by-laws. Covers name, purpose, responsibilities, and structure.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 9-2-13

Tallahassee, FL: Florida Panhandle Healthy Start

By-Laws: Capital Area Healthy Start Coalition

Covers mission, membership, structure, board of directors, officers, standing committees, affiliate committees, and amendments.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 9-2-14

Tallahassee, FL: Florida Panhandle Healthy Start

By-Laws: Prenatal and Infant Health Care Coalition of Jefferson, Madison and Taylor Counties, Inc.

Covers missions, membership, board of directors, powers and duties, attendance, officers, limitations of powers, and amendments.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 9-2-15

Tallahassee, FL: Florida Panhandle Healthy Start

Gadsden Citizens for Healthy Babies, Inc., Bylaws

Covers identity, purpose, membership, meetings, board of directors, officers, executive committee, committees, and miscellaneous.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 9-2-16

Tallahassee, FL: Florida Panhandle Healthy Start

Healthy Start Coalition

One-page agenda for monthly joint meeting of the coalition and the Madison Interagency Council. One-page agenda for Capital Area Healthy Start Coalition.

Model(s): Consortium

Document Type: Proceedings for Meetings

Unique Number: 9-2-17

Tallahassee, FL: Florida Panhandle Healthy Start

Capital Area Healthy Start Coalition: Male Responsibility Task Force

Minutes from two meetings. Covers start-up issues for a Teen Fathers support program and a Project Child support initiative in which counselors meet with men of all ages who have been in court for failure to pay child support. The fathers have been referred by the court to attend 12 weeks of group and individual training and counseling on parenting and life management skills.

Model(s): Family Resource Center, Training and Education, Outreach & Client Recruitment

Document Type: Proceedings for Meetings

Unique Number: 9-2-18

Tallahassee, FL: Florida Panhandle Healthy Start

Prenatal and Infant Health Care Needs Assessment Progress Report: Focus Group Discussion

This needs assessment was conducted to determine the attitudes, behaviors and practice patterns of everyday people around health and health care. Focus groups in two counties in Florida discussed the following issues: access to health services; health care compliance on the part of the patients; use of emergency rooms for primary health care; personal responsibility for health; prevention health practice; and health insurance. The groups provided specific recommendations in these areas of concern with education being a key strategy in providing prevention services and increasing awareness. Supplemental documents include: an organizational chart for the Healthy Start Coalition; graph charts of focus group participants by gender and health insurance status; demographic data about the participants; and raw data from the participants.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Reports

Unique Number: 9-2-19

Tallahassee, FL: Florida Panhandle Healthy Start

Goals and Objectives: Partners for a Healthy Baby Training Institute Management Plan

Lists goals and proposes activities to achieve them. Includes benchmarks and timeframes. Covers promoting infant growth and preparation for future growth and development; improving birth outcomes; ensuring access to WIC and counseling services; reducing maternal drug use; providing training in family planning; encouraging immunizations; reducing unintentional injury, abuse, and neglect; supporting parents; providing GED assistance, job training, information on local resources, and empowerment training; developing quality assurance plans, staff training, home visitor programs, and peer mentor programs.

Model(s): Consortium

Document Type: Strategic Plans

Unique Number: 9-2-20

Tallahassee, FL: Florida Panhandle Healthy Start

Panhandle Healthy Start Training

Form for staff to fill out concerning what topics they need or want training in and at what level. Lists all current course offerings and recommends a place for training.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Personnel Tools

Unique Number: 9-2-21

Tallahassee, FL: Florida Panhandle Healthy Start

Interview Process for Home Visitor Staff

Step-by-step guide to interviewing potential home visitors (one page) and project staff (one page). Covers experience, interest in and knowledge of locale, panel interviews, higher level interviews, reference checks, and making an offer.

Model(s): Care Coordination/Case Management, Consortium, Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 9-2-22

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor: Interview Protocol

Worksheet for asking questions and logging responses in an interview. Covers prior employment, knowledge, skills and abilities, community involvement, specific job requirements, and questions from the candidate. COPYRIGHTED ITEM DO NOT DISTRIBUTE.

Please refer to the Center for Prevention & Early Intervention Policy.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Personnel Tools

Unique Number: 9-2-23

Tallahassee, FL: Florida Panhandle Healthy Start

Reference Check Protocol

This form lists possible questions to ask when checking a reference given by a candidate; space is provided to record responses.

Model(s): Care Coordination/Case Management, Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-24

Tallahassee, FL: Florida Panhandle Healthy Start

Detailed Outline of Home Visitor Tasks

Two-page outline of tasks on which a home visitor could be rated. Designed to be used for making a rating sheet. Covers developing a good working knowledge of and relationships with participants, scheduling and following through on visits, planning and preparing for visits, conducting visits appropriately, recording results of visits, keeping information confidential, informing and consulting with the supervisor/mentor, and attendance and active participation at meetings, training, and conferences.

Model(s): Care Coordination/Case Management, Training and Education, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 9-2-25

Tallahassee, FL: Florida Panhandle Healthy Start

Sequence of Home Visiting Tasks and Processes

Lists six major areas and the home visitor's responsibilities under each. Includes questions to ask the participant. This is a tool for home visitors to use in self-review, to make sure they are covering all the bases in their work.

Model(s): Care Coordination/Case Management, Care Coordination - Case Management

Document Type: Personnel Tools

Unique Number: 9-2-26

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor Performance Standards

Lists five major task groups and the performance standards for each. Covers visiting, planning, documenting, training, quality-assurance activities, and consulting with and informing supervisors.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 9-2-27

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor Job Performance Quality Rating Scale

Form for the supervisor to fill out when reviewing the performance of a home visitor. Defines the task, provides an area for marking "exceeds, achieves, needs improvement," and provides an area for written comments on performance and suggestions. Last area is for the home visitor's objectives in personal and career development and comments.

Model(s): Care Coordination/Case Management, Care Coordination - Case Management

Document Type: Personnel Tools

Unique Number: 9-2-28

Tallahassee, FL: Florida Panhandle Healthy Start

Outline of Supervisor/Mentor's Primary Duties and Responsibilities

Detailed tasks under the following headings: (1) supervises home visitors; (2) functions as a member of the multidisciplinary outreach team; (3) interacts with community agents and health care providers to facilitate participant services; (4) participates in project planning, development, and evaluation; and (5) conducts and participates in staff training.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Personnel Tools

Unique Number: 9-2-29

Tallahassee, FL: Florida Panhandle Healthy Start

Supervisors' Monthly Checklist

This form enables the home visiting supervisor to track the following each month:

(1) telephone calls made to a sample of each home visitor's clients; (2) report of visits conducted by each home visitor; (3) weekly home visit records; (4) observations of visits by each home visitor; (5) follow-up slips for screens; and (6) quarterly feedback and performance evaluations.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-30

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor Supervisor Call-Back Interview Protocol

Form contains questions for the interviewer to ask and room to record responses. Covers the candidate's ability to discuss a wide range of sensitive health issues, ability to advocate and become involved, and ability to be empathic and sensitive to the needs of others, as well as hypothetical situations and questions from the candidate. Finally, there is a place for summary notes from the interviewer and a recommendation to hire or not hire along with potential deciding factors.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-31

Tallahassee, FL: Florida Panhandle Healthy Start

Nurse Home Visitor Mentor and Home Visitor Mentor First Interview Protocol and Notes

Lists questions and gives room to record responses about the candidate's employment history, skill in handling health issues, ability to be involved with people, ability to make good judgments, community involvement, and access to a car and telephone. There is also a question in which the candidate provides a writing sample. The last page is for summary notes and a recommendation.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-32

Tallahassee, FL: Florida Panhandle Healthy Start

Nurse Home Visitor and Home Visitor First Interview Protocol and Notes
Nurse Home Visitor and Home Visitor Second Interview Protocol and Notes

These forms give questions to be asked during an interview and room to record responses. The questions cover community knowledge and involvement and strengths and weaknesses. There is also a question in which the candidate provides a writing example.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-33

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visiting Training Sequence

Schedule for the first week of home visitor training.

Model(s): Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-34

Tallahassee, FL: Florida Panhandle Healthy Start

Partners for a Healthy Baby home visitor curriculum

This outline lists the units in the preservice (1–20) and in-service training (21–24). Sessions address interpersonal and communication skills, building self-esteem and problem solving, understanding family dynamics, service coordination, factors contributing to fetal and infant mortality, managing home visits, using community resources, infant care and nutrition, child growth, and well-baby curriculum.

Model(s): Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-35

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor Handbook

This 59-page book has chapters on HS (goals, services, organization, and eligibility), responsibilities of the home visitor, how to conduct a home visit, how to manage visits, and what to do in certain situations or emergencies, and a chart for listing agency phone numbers and addresses for frequently used resources. Includes forms to be filled out (with instructions) at each step.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-36

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor's Schedule

Two-page form covers Monday through Friday, 8:00 a.m. to 6:00 p.m. This form is to be filled out in advance to indicate where the home visitor will be at what times. One copy is for the supervisor, and one is to be posted on the office door.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-37

Tallahassee, FL: Florida Panhandle Healthy Start

Weekly Home Visiting Record

This five-page form is designed to be used in duplicate, with one copy placed in the client's file and one copy given to the program evaluation team. A form is to be filled out for each client at the end of the week. It covers home visits attempted and completed, telephone calls, and transportation provided. One page covers education provided and referrals made for a host of topics under maternal health, personal development and life planning, and infant and child health. Also includes pages for instructions and follow-up.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-38

Tallahassee, FL: Florida Panhandle Healthy Start

Adjustment of Visitation Schedule

One-page form covers the nature of the participant's request, when it takes effect, and what changes to the plan are necessary to accommodate the change. There is room for appropriate signatures.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-39

Tallahassee, FL: Florida Panhandle Healthy Start

Request to End Services to a Participant

One-page form covers reason for ending services to a client and, if the client is moving out of the area, new address information so that the evaluation team can continue tracking the client. Room is provided for appropriate signatures.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-40

Tallahassee, FL: Florida Panhandle Healthy Start

Informed Consent Form

One-page consent form to be signed by the participant and a witness after a full explanation of the HS program. Original is to be kept in the client's confidential file.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Consent Forms

Unique Number: 9-2-41

Tallahassee, FL: Florida Panhandle Healthy Start

Family Information

(NOTE: 9-2-33 through 9-2-61 comprise the curriculum.) Four page form to be filled out by the home visitor from information gathered casually during the first month. It should be used for planning family support. It covers personal identification and address, estimated due date, information on children, spouse or others living at the premises, race and language, school history, employment, health care providers, and use of community services.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-42

Tallahassee, FL: Florida Panhandle Healthy Start

Family Information Update

(NOTE: 9-2-33 through 9-2-61 comprise the curriculum.) Four page form covers same information as 9-2-41, but is for updates. Again, information is to be gathered informally. One copy goes in the client's file and one copy goes to the evaluation team for future planning.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-43

Tallahassee, FL: Florida Panhandle Healthy Start

Referral Form

One-page form to record consent from the participant to make a referral to another agency or organization and to provide basic information on the reason for the referral.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Consent Forms

Unique Number: 9-2-44

Tallahassee, FL: Florida Panhandle Healthy Start

Medical Release Form

One-page form to obtain consent from participants for the review of medical records of themselves and their children only for purposes of evaluating the Healthy Start Program. Also has room for refusal of release for records held by specified providers, which providers must initial.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Consent Forms

Unique Number: 9-2-45

Tallahassee, FL: Florida Panhandle Healthy Start

Photo and Video Consent Form

Two forms, one for limited release for research only and one for full release for purposes of research, public information, education, and training.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Consent Forms

Unique Number: 9-2-46

Tallahassee, FL: Florida Panhandle Healthy Start

Group Activity Record

One-page form for recording group encounters with clients. Covers the time and place of the encounter; the topic and activities; and the speaker's name, affiliation, and address.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-47

Tallahassee, FL: Florida Panhandle Healthy Start

Parent Group Sign-in Sheet

Log-in sheet for clients participating in group training. Includes a space for recording vouchers.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-48

Tallahassee, FL: Florida Panhandle Healthy Start

Prenatal Curriculum

This book is for home visitor training. Covers topics by each trimester. Includes mother's personal development, importance of care, ensuring your baby is born healthy, emotional health during pregnancy, physical health during pregnancy, growth and development of the baby, breastfeeding, warning signs of possible problems, items to have ready for the delivery, what to expect at the hospital, returning to sex, family planning, and helping older children deal with the baby.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-49

Tallahassee, FL: Florida Panhandle Healthy Start

Summary of Weekly Topics

Lists all the topics covered in the curriculum and gives an area for recording the date they were discussed with the client. Covers maternal health, personal development, infant and child health, child development, and parent-child interaction.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-50

Tallahassee, FL: Florida Panhandle Healthy Start

Prenatal Schedule

One-page form for recording routine prenatal visits and specific appointments for one participant, from week 1 of pregnancy to week 42. For each appointment, the form provides an area for date scheduled and date completed. This sheet is NOT for the client.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-51

Tallahassee, FL: Florida Panhandle Healthy Start

Birth Notification Form

One-page form to document the birth of new participants. Includes information on the parents, infant, and place and circumstances of the birth, as well as a space for comments.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-52

Tallahassee, FL: Florida Panhandle Healthy Start

Postpartum Curriculum

Home visitor and participant training book on the first month of life. Covers, by week, what to expect; mother, infant, and family needs; mother and infant health (jaundice, circumcision, umbilical cord care, urine and bowel movements); parent-child bonding; postpartum blues; breastfeeding; bottle preparation and feeding; birth control; bathing the baby and putting the baby to sleep; immunization; growth; enjoying your baby; and other topics.

Model(s): Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-53

Tallahassee, FL: Florida Panhandle Healthy Start

Well Child & Immunization Schedule

One-page chart shows parent when the infant or child should have which shots. This is NOT a record of scheduled appointments, but a guide for scheduling appointments by month and year of age.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Charts/Graphs

Unique Number: 9-2-54

Tallahassee, FL: Florida Panhandle Healthy Start

Infancy Curriculum

Handbook for home visitors and participants on what to expect during the 2nd and 3rd months of life. Topics include mother's needs (going back to school or work), mother's physical and emotional health, infant feeding, infant sleeping, infant health and safety, understanding baby's development, paying attention to cues, birth control, care for fussy babies, safety, immunizations, and introduction to partner activities (teaching your baby through games).

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-55

Tallahassee, FL: Florida Panhandle Healthy Start

Protocol for Using Partners for Learning Curriculum

Outlines the roles and work of home visitors and supervisors in the Partners for Learning program.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Protocols/Procedures

Unique Number: 9-2-56

Tallahassee, FL: Florida Panhandle Healthy Start

Early Partners Activities Record

This is a listing of all the activities included in an activity packet for infants. The form has a place for recording the date the activity was introduced to the parent and for estimating the parent's interest and follow-up.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-57

Tallahassee, FL: Florida Panhandle Healthy Start

Record of Partners' Activities

Two-page chart for recording the activities that were introduced at each month of age. Rates parental interest and parental follow-up.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-58

Tallahassee, FL: Florida Panhandle Healthy Start

Family Record of Partners Activities

Two-page form for recording the date each activity was introduced and notes about the activity.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-59

Tallahassee, FL: Florida Panhandle Healthy Start

Letter and Participant Satisfaction/Exit Interview

One-page letter to the participant accompanies the exit interview form. Asks the participant to rate the support and encouragement provided by the home visitor; the information, activities, and services provided; and which programs were helpful.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Questionnaires/Surveys

Unique Number: 9-2-60

Tallahassee, FL: Florida Panhandle Healthy Start

Participant Satisfaction/Exit Interview

One-page form for recording attempts to contact a home-visitation program participant by phone to conduct an exit interview.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-61

Tallahassee, FL: Florida Panhandle Healthy Start

Home Visitor Evaluation of Inservice Training

One-page student evaluation form for a session of the curriculum.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Questionnaires/Surveys

Unique Number: 9-2-62

Tallahassee, FL: Florida Panhandle Healthy Start

Partners for A Healthy Baby: Mentoring and Supervision Curriculum

Outline of handbook and video. Program covers introduction, foundation knowledge, using clinical and interviewing skills, helping home visitors grow and develop, and building relationships with home visitors. Video contains seven vignettes.

Model(s): Training and Education, Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-63

Tallahassee, FL: Florida Panhandle Healthy Start

Supervisor/Mentor Schedule

Weekly schedule from 7:00 a.m. to 7:00 p.m. To be left with the manager at the end of the week.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-64

Tallahassee, FL: Florida Panhandle Healthy Start

Fetal and Infant Mortality Review Project

A brochure to express sympathy at the loss of an infant. Asks parent to participate in the FIMR program.

Model(s): Risk Prevention, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 9-2-65

Tallahassee, FL: Florida Panhandle Healthy Start

My Track Record of Shots and Check-ups

A fold-out book of pages for recording dates of immunizations. Includes the recommended shot schedule and answers general questions. (Also available in Spanish.)

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Handouts/Gifts

Unique Number: 9-2-66

Tallahassee, FL: Florida Panhandle Healthy Start

My Track Record of Shots and Check-ups

A fold-out book of pages for recording dates of immunizations. Includes the recommended shot schedule and answers general questions. In Spanish. (Also available in English.)

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Handouts/Gifts

Unique Number: 9-2-67

Tallahassee, FL: Florida Panhandle Healthy Start

Shots by Two

This one-page chart shows the recommended schedule for immunizations up to 18 months.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Charts/Graphs

Unique Number: 9-2-68

Tallahassee, FL: Florida Panhandle Healthy Start

Participant Satisfaction Survey

One-page survey on the level of service received from the home visitor.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 9-2-69

Tallahassee, FL: Florida Panhandle Healthy Start

Fostering Positive Emotional Development

This packet is designed to be given to training participants (parents of infants and young children). Topics include factors that enhance positive emotional development, Erikson's theory of trust and mistrust, development of violence, techniques for soothing a crying or fussy baby, separation anxiety, recovery from traumatic separation, development of self-identity as separate from that of the parent, and the "no" stage.

Model(s): Training and Education, Family Resource Center

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-70

Tallahassee, FL: Florida Panhandle Healthy Start

Panhandle Healthy Start: Video Lending Library

Two-page list of videos available from the Panhandle Healthy Start. Selected titles include *A Baby's World, The Ages of Infancy, Delivering Family-Centered Home Based Services, Discoveries of Infancy, Enhancing Social and Emotional Development, Essential Connections, First Moves, Fussy Babies, Impact of Chronic Illness on the Family, Infant Massage, Appropriate Guidance, Birth to Five, Environments for Young Children, Substance Abuse Training,* and *Making the Transition to Preschool.*

Model(s): Training and Education

Document Type: Other

Unique Number: 9-2-71

Tallahassee, FL: Florida Panhandle Healthy Start

Panhandle Healthy Start

Trifold brochure describes the purpose of the project, the project area, approach and recruitment, the study design, and four goals: reducing infant mortality, reducing low birthweight births, promoting child health, and increasing maternal and personal development. The back of the flyer lists provider partners.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 9-2-72

Tallahassee, FL: Florida Panhandle Healthy Start

Announcing: The Partners for a Healthy Baby Institute

Fold-out brochure discusses the purpose and makeup of the institute and describes its workshops on establishing and managing effective home visiting practices, strategies for effective home visiting supervision, training for new home visitors, and a mail-in registration form.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 9-2-73

Tallahassee, FL: Florida Panhandle Healthy Start

Celebrating the Promise: Intervention Strategies That Work

A 16-page booklet, with many black-and-white photos, describes the Center for Prevention and Early Intervention Policy at Florida State University. Describes its mission: to focus on practices and policies that prevent poor birth outcomes, build strong families, promote maternal and child health and development, and prevent disabilities. Covers Panhandle Healthy Start, Partners for a Healthy Baby Institute, Early Head Start, and eight other programs.

Model(s): Consortium, Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 9-2-74

Tallahassee, FL: Florida Panhandle Healthy Start

Breastfeeding Basics, 12 Tips on Talking with Your Baby, How to Soothe a Crying Baby, 6th Month Milestones, Warning Signs of Possible Problems in Pregnancy

This packet of single-page flyers taken from the *Home Visitors Handbook* includes tips and a photo on each page.

Model(s): Risk Prevention, Training and Education, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 9-2-75

Tallahassee, FL: Florida Panhandle Healthy Start

Healthy Start Promo

Model(s): Consortium, Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Videotapes

Unique Number: 10-3-1

Savannah, GA: Chatham-Savannah Healthy Start Initiative

Every Child Deserves a Healthy Start

Fold-out brochure describes HS; four things every pregnant woman needs (prenatal care; special care [nutrition, preparation for childbirth, and caring for a newborn]; not alcohol, tobacco, or drugs; and help and support from those around her); and the HS vision, mission, and goals. Also gives some facts about births and children and a list of HS services.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 10-3-2

Savannah, GA: Chatham-Savannah Healthy Start Initiative

Welcome to Your Center: "The Heart of the Village"

This fold-out brochure describes the many programs working in collaboration at the family resource center. Includes Family Advocacy, St. Pius X FRC Gym, Family to Family, Healthy Start, Baby Help House, Youth Service Corps, Community Change for Youth Development, Information and Referral, Weed & Seed, Chatham County Health Department, WIC, Substance Abuse Counseling, Childhood and Adolescent Counseling, Smart Moves, Department of Family and Children's Services, Boys & Girls Club, Conflict Resolution, Child Development Headstart, and Kids Cafe. Lists a contact person and phone number for each program.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 10-3-3

Savannah, GA: Chatham-Savannah Healthy Start Initiative

Chatham–Savannah Healthy Start Initiative: Outreach Program

This two-page description of the program covers training and orientation, public education and information, and canvassing. One key component is mapping the area's businesses, schools, churches, community groups, neighborhood associations, and civic groups, which could be valuable assets to the HS program.

Model(s): Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 10-3-4

Savannah, GA: Chatham-Savannah Healthy Start Initiative

Outdoor Advertising

Photocopies of three billboard displays for HS. One is the Savannah mission statement; one is a picture of a baby in a car that is driving past signs of HS initiatives; and one is photo of a father and his daughter, with the phrase "A Father Is What a Father Does."

Model(s): Outreach & Client Recruitment, Other

Document Type: Other

Unique Number: 10-3-5

Savannah, GA: Chatham-Savannah Healthy Start Initiative

Enabling and Empowering Families: Principles and Guidelines for Practice

Eight pages of photocopied overheads. Includes a chart of the mission, goals, and strategies of Savannah HS; the four assessment and intervention principles; stages of prevention orientation; a youth-centered perspective of a supportive community; the four arenas of human learning; and building arenas of human service activity.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Presentation Materials

Unique Number: 13-1-1

Chicago, IL: Chicago Healthy Start

Healthy Start Program: Student Workbook

This workbook accompanies a course designed for incarcerated women. Includes only outlines and quizzes on the following: how to know when you are pregnant, what to expect during prenatal care, body changes, diet and exercise, risk factors, labor and delivery, postpartum care for mother and baby, contraception, and STDs. Includes wrap-up and a certificate.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 13-1-2

Chicago, IL: Chicago Healthy Start

Healthy Start Program: Instructors Manual

This instructor's manual accompanies a course designed for incarcerated women. Includes surveys on participants' demographic, medical, and birth history information, and one pretest with 38 questions (with answer sheet for the instructor). The manual includes outlines and quizzes on the following: how to know when you are pregnant, what to expect during prenatal care, body changes, diet and exercise, risk factors, labor and delivery, postpartum care for mother and baby, contraception, and STDs. A wrap-up of the course and a certificate are included.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 13-1-3

Chicago, IL: Chicago Healthy Start

Cermak Health Services of Cook County: Healthy Start (Enrollment Protocols)

Contains (I.) introduction; (II.) mission statement; (III.) enrollment protocols; (IV.) case management operating manual (with definition of case management and job descriptions of and qualifications for the program coordinator, case manager, outreach worker, teen advocate, and substance abuse prevention educator); (V.) statistical data on Chicago HS areas; (VI.) health education program (combined student and instructor workbooks); and (VII.) articles on incarcerated women.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 13-1-4

Chicago, IL: Chicago Healthy Start

Request for Program Plan

Covers home visitor program, adapting the Hawaii HS program on child abuse prevention to Chicago, general components and models in other HS programs, application requirements, review criteria, and instructions for submitting proposals.

Model(s): Other, Care Coordination/Case Management

Document Type: Requests for Proposals

Unique Number: 13-1-5

Chicago, IL: Chicago Healthy Start

Detailed Specifications

Discusses pertinent areas of Chicago's HS RFP and how to apply.

Model(s): Other, Care Coordination/Case Management

Document Type: Requests for Proposals

Unique Number: 13-1-6

Chicago, IL: Chicago Healthy Start

Chicago Healthy Start Family Centers

Two pages on the concept, implementation, collaboration, and sustainability of family centers in Chicago.

Model(s): Consortium, Family Resource Center

Document Type: Program Descriptions

Unique Number: 13-1-7

Chicago, IL: Chicago Healthy Start

Family Centers of Chicago

Three pages of statistics and points to make in a presentation and a one-page form letter for marketing the concept of managed care to care providers.

Model(s): Consortium, Family Resource Center

Document Type: Presentation Materials

Unique Number: 13-1-8

Chicago, IL: Chicago Healthy Start

Family Centers of Chicago: Policy and Procedure Manual

Forms include list of risk categories for assessing clients; risk-level assessment; case management client survey; case management integration chart; monthly statistic charts for HS clients (pregnant women, use of prenatal and postpartum services, birth characteristics, infant health status, service implementation, monthly area report, and narrative reports); chart audits; care plan audits for infants and women; case review logs; quality-assurance protocol for Humboldt area; appointment requests; information release; and others.

Model(s): Other, Consortium

Document Type: Policies

Unique Number: 13-1-9

Chicago, IL: Chicago Healthy Start

Child Abuse Inservice Prevention: The Visiting Nurse Association of Chicago

Two pages of a larger work. Lists signs of risk for adolescents, social instability, and psychological instability. Also lists observations of the "at-risk" mother.

Model(s): Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 13-1-10

Chicago, IL: Chicago Healthy Start

Humboldt Park Infant Mortality Reduction Initiative

Blank linkage agreement and letter of agreement. Also gives list of linked providers.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 13-1-11

Chicago, IL: Chicago Healthy Start

Appendix E

Includes grant agreement, basic grant terms, HS monthly statistical and narrative report forms on participants, seven-page policy and procedure manual (which is actually a description of what each program should write for itself), eight-page provision-of-services plan, three-page quality assurance plan, four pages of notes on training, and copies of brochures on each program's location and services.

Model(s): Consortium, Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 13-1-12

Chicago, IL: Chicago Healthy Start

Getting (Healthy) Started: Overview

A 15-page colorful booklet on what HS is, what it offers, and plans for the future. Lots of color photos.

Model(s): Consortium, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 13-1-13

Chicago, IL: Chicago Healthy Start

Planning to Breast Feed

Photocopy of fold-out brochure. Gives list of things to look for when breastfeeding is going well and when it's not and suggests where to ask for help.

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 13-1-14

Chicago, IL: Chicago Healthy Start

Chicago Healthy Start Initiative Evaluation

List of publications available. Includes the Chicago Healthy Start Initiative Evaluation (Quantitative and Qualitative), and reports bearing "Evaluation of the Chicago Healthy Start Initiative" as the title and the following as subtitles: "Community Areas: Descriptions and Programs"; "Review of the Historical Context for the Implementation of HS"; "1996 Annual Report"; "Multiple Case Study Site Comparison Analysis"; "Healthy Families America Evaluation"; "Multiple Case Study Site Comparison Analysis: Views from the Consumers"; "Cross-Site Analysis: Focus Groups with Case Managers and Consumers"; "Multiple Case Study Site Analysis: Focus Groups with Case Managers and Consumers"; and "Final Report." The following papers are also available: "HS and Community Participation: A Collaborative University-Community-Agency Approach"; "The Relationship of Prenatal Care to Birth Outcomes: An Examination of Kessner and Kotelchuck Indices"; and "The Impact of a Community-Based Intervention on Children's Utilization of Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Services."

Model(s): Consortium, Enhanced Clinical Services, Care Coordination/Case Management, Facilitating Services, Family Resource Center

Document Type: References/Resources

Unique Number: 13-1-15

Chicago, IL: Chicago Healthy Start

Breast Feeding Peer Counselor: Train-the-Trainer

This 2- to 3-page outline for the Illinois breastfeeding peer counselor training curriculum explains what to cover and what materials to use for Session 5 (Being Successful: Preventing and Managing Problems) and Session 8 (Living with Our Children).

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 14-1-1

Hammond, IN: Northwest Indiana Healthy Start

Healthy Start Educational Curriculum

Instructor's outline of subjects to cover with pregnant clients. Each outline includes items under the following headings: objective, method, content, and evaluation. Subjects include labor and delivery, nutrition and exercise, contraception, gestation, breastfeeding, postpartum care, newborn care, substance abuse, caesarean childbirth, family budgeting, infant safety, STDs, stress and parenting, and self-esteem.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 14-1-2

Hammond, IN: Northwest Indiana Healthy Start

Protocols for Nurse Practitioner

Lists risk factors and appropriate tests and evaluations to be made during prenatal visits. Provides descriptions of symptoms during pregnancy for the common cold, nausea and vomiting, ectopic pregnancy, vaginal bleeding, pyelonephritis, constipation, bacterial vaginitis, trichomonal vaginitis, vaginal bleeding (placenta previa), gonococcal urethritis, candidal vaginitis, heartburn, chlamydia, and genital herpes simplex. Includes one page on postpartum checkups.

Model(s): Enhanced Clinical Services

Document Type: Protocols/Procedures

Unique Number: 14-1-3

Hammond, IN: Northwest Indiana Healthy Start

Guidelines for O.B. Clinic

Basic guidelines provide information on consuming and safely storing samples and medications, reporting abnormal test results, family planning, staffing, appointment systems, fetal and prenatal tests, medical recordkeeping, and other related topics.

Model(s): Enhanced Clinical Services

Document Type: Protocols/Procedures

Unique Number: 14-1-4

Hammond, IN: Northwest Indiana Healthy Start

Tot Drop Daily Sign In Sheet

One-page sign-in form, one-page Tot Drop form for data entry and child care, and one-page statement of purpose.

Model(s): Enhanced Clinical Services

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-5

Hammond, IN: Northwest Indiana Healthy Start

Gant Chart for FIMR Implementation

This chart lists the tasks, activities, staff, and deadlines involved in implementing a FIMR.

Model(s): Risk Prevention, Consortium

Document Type: Charts/Graphs

Unique Number: 14-1-6

Hammond, IN: Northwest Indiana Healthy Start

FIMR Home Interview Form

A 24-page, comprehensive questionnaire for an FIMR team member to fill out during an interview with a parent who has lost a child. Covers demographic data, reproductive history, pregnancy planning, prenatal care, postnewborn health and care, stress, household and environment, and information on the father; includes an income worksheet.

Model(s): Risk Prevention, Consortium

Document Type: Questionnaires/Surveys

Unique Number: 14-1-7

Hammond, IN: Northwest Indiana Healthy Start

Summary of Technical Review Team Deliberations (FIMR)

Lists goals and objectives of the review and asks questions leading to an evaluation of a death.

Model(s): Risk Prevention, Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-8

Hammond, IN: Northwest Indiana Healthy Start

Medical Record Audit Form (FIMR)

This 34-page, comprehensive form allows all the data about a death to be put together for one evaluation. Includes demographic information, prenatal care and procedures performed, substance abuse, labor and delivery, hospital information, neonatal transfer hospital, postdischarge of infant, preterminal events, terminal hospitalization, terminal event, and summary.

Model(s): Consortium, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-9

Hammond, IN: Northwest Indiana Healthy Start

Patient Consent Form (FIMR)

One-page letter of consent for client to complete before FIMR interview.

Model(s): Consortium, Risk Prevention

Document Type: Consent Forms

Unique Number: 14-1-10

Hammond, IN: Northwest Indiana Healthy Start

Policies (FIMR)

Includes FIMR policy on case selection, data collection, review procedures, home interviewer review procedures, confidentiality in FIMR, pledge of confidentiality for technical and review committee members, and dissemination of FIMR information.

Model(s): Consortium, Risk Prevention

Document Type: Policies

Unique Number: 14-1-11

Hammond, IN: Northwest Indiana Healthy Start

Case Management

General information packet contains description and philosophy of care coordination; care coordinator's creed; steps in the process and who's responsible for each step; job descriptions of case manager-care coordinator, health advocate, and outreach worker; and a description of service delivery systems. The last page is an outline of the Outreach and Case Management Operating Manual, with eligibility guidelines.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 14-1-12

Hammond, IN: Northwest Indiana Healthy Start

Enrollment

This document includes the agreement form, policies and procedures, the participant enrollment agreement (form letter), release-of-information guidelines, and a client consent form for release of specific information.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 14-1-13

Hammond, IN: Northwest Indiana Healthy Start

Pre-visit Guidelines

This is a one-page questionnaire for the participant to fill out on what information she would like to get during her pregnancy. Areas of information comprise taking care of the mother; eating right; quitting smoking, drugs, or alcohol; and taking care of the baby. Also includes one page of procedures on how to administer the questionnaire.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 14-1-14

Hammond, IN: Northwest Indiana Healthy Start

Physician Letter Guidelines

Contains one form letter from the care coordinator to a doctor whose patient has enrolled in HS, with guidelines for the care coordinator. Includes a photocopy of a brochure about HS designed for a professional audience. Also contains a one-page fax form for the physician to send authorization for prenatal care coordination services to HS.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-15

Hammond, IN: Northwest Indiana Healthy Start

Initial Assessment

This tool lists all the forms that should be filled out for each participant, including at-risk patients under Medicaid and the PCCM program. It has guidelines for completing the assessment form, a list of first-trimester educational topics, a blank six-page assessment form, and a detailed eight-page guideline for filling it out.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-16

Hammond, IN: Northwest Indiana Healthy Start

First Reassessment

This packet contains a one-page list of educational topics for the second trimester, a two-page reassessment (follow-up) record, and a five-page detailed guideline for completing the form.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-17

Hammond, IN: Northwest Indiana Healthy Start

Second Reassessment

This packet contains a list of educational topics for the third trimester, a two-page reassessment (follow-up) record, and a five-page detailed guideline for completing the form.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-18

Hammond, IN: Northwest Indiana Healthy Start

Postpartum Assessment

One-page form covers both mother and infant. A five-page guideline explains how to fill it out.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-19

Hammond, IN: Northwest Indiana Healthy Start

Participant Care Plan

One-page form for logging problems (risk factors), date identified, action plan, responsible person, and outcome. This form is to be signed by both the participant and the care coordinator.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-20

Hammond, IN: Northwest Indiana Healthy Start

Home Visiting Guidelines

Three pages cover policy and guidelines for determining visiting frequency on the basis of the existence of risk; there is one page of tasks to accomplish and forms to fill out for each trimester of at-risk mothers.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 14-1-21

Hammond, IN: Northwest Indiana Healthy Start

Referral to Dietitian Guidelines

Includes guidelines for referral and a three-page nutrition questionnaire for the expectant mother to fill out.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 14-1-22

Hammond, IN: Northwest Indiana Healthy Start

Domestic Violence Guidelines

Covers approaches for assessing the battered woman, how to ask questions, a two-page screening tool and guidelines for filling it out, a one-page "cycle of violence" chart, and a section on assessing child abuse. That section covers the characteristics of caretakers at risk, the characteristics of children at risk, the presence of life crisis and stressors, and information on bite marks and on Munchausen's Syndrome by Proxy.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 14-1-23

Hammond, IN: Northwest Indiana Healthy Start

Substance Abuse Screening Tool

One-page questionnaire for the participant covers alcohol and drug use (legal and illegal). Does not include smoking.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 14-1-24

Hammond, IN: Northwest Indiana Healthy Start

Documentation Guidelines

One page on the specifics of how to fill out forms: use black ink, don't write in the margins, etc.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 14-1-25

Hammond, IN: Northwest Indiana Healthy Start

Outreach Referral Card

Photocopy of 8" x 5" card for recording name, address, contact name, and pregnancy status. Includes area for comments.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 14-1-26

Hammond, IN: Northwest Indiana Healthy Start

Hammond Healthy Start

Trifold brochure describes HS, free programs, immunizations, WIC, and parenting skills courses. Gives a phone number and addresses.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 14-1-27

Hammond, IN: Northwest Indiana Healthy Start

East Chicago Healthy Start

Trifold brochure describes HS, free programs, immunizations, WIC, parenting skills courses, and prenatal and postpartum clinical services. Gives phone and fax numbers and the address.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 14-1-28

Hammond, IN: Northwest Indiana Healthy Start

Lake Station Healthy Start

Trifold brochure describes HS, free programs, immunizations, WIC, parenting skills courses, and the child health program. Gives phone and fax numbers and the address.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 14-1-29

Hammond, IN: Northwest Indiana Healthy Start

Gary Healthy Start

Trifold brochure describes HS; free programs; WIC; parenting skills courses; the Project Precinct Clinic for infant, child, and adolescent health services; and the "Working Women and Students" class. Gives phone and fax numbers and the address.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 14-1-30

Hammond, IN: Northwest Indiana Healthy Start

Healthy Start Echoes

This four-page newsletter has articles on the Alternative Education Enhancement Program (AEEP) for pregnant or parenting students, teamwork outreach style, the HS alliance and its goals, and Project Home Start, which will give families in-home training on such topics as managing home finances, job search techniques, child development and discipline, problem solving, goal setting, and health and nutrition. Can be folded for mailing.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center

Document Type: Newsletters

Unique Number: 14-1-31

Hammond, IN: Northwest Indiana Healthy Start

Healthy Ties (Summer/Fall 1996)

This eight-page newsletter has articles on tips for being a good parent; raising kids to resist violence; tips for safe cradles and bassinets; announcements of cultural and church events; child safety tips for preventing strangulation, drowning, and poisoning; weaning strategies; how to help your baby say "goodbye"; lead poisoning; and van transportation tips.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Newsletters

Unique Number: 14-1-32

Hammond, IN: Northwest Indiana Healthy Start

Moms, Kids and Company

Fold-out brochure gives address and phone number of a new center and lists participating agencies for one-stop immunizations, exams, WIC vouchers, referrals, pregnancy testing, nutrition information, and cooking classes. Can be mailed.

Model(s): Training and Education, Family Resource Center, Outreach & Client Recruitment, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 14-1-33

Hammond, IN: Northwest Indiana Healthy Start

An Alternative for Pregnant and Parenting Students

This fold-out brochure urges clients who are pregnant or new mothers to finish school through the Alternative Education Enhancement Project, which offers home schooling, flexible assignments, infant care, and transportation.

Model(s): Training and Education, Adolescent Programs

Document Type: Brochures/Pamphlets

Unique Number: 14-1-34

Hammond, IN: Northwest Indiana Healthy Start

Outreach Referral Card

A 5" x 8" card to be filled out by outreach workers and passed on to the case manager. Asks for prospective client's identifying information (name, address, phone); contact name (address and phone); confirmed pregnancy; children; type of outreach (outreach, public forum, community event, health fair, community canvassing, door-to-door canvassing, or school presentation); signature and identification of staff member; and date. The flip side can be used for notes or comments.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 14-1-35

Hammond, IN: Northwest Indiana Healthy Start

Participant Enrollment Agreement

One-page form describes HS and says that participant, by signing, agrees to be in the program for the duration of her pregnancy and for one year after the birth, and consents to examinations, tests, and treatment for herself and/or child/ward. Also contains consent for release of personal, financial, or medical information. Client retains the right to withdraw from the program at any time. Area provided for signatures and dates.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 14-1-36

Hammond, IN: Northwest Indiana Healthy Start

Case Management Organization

Two charts. One demonstrates the relationship between the case management and the outreach director and the four HS sites. The other shows the relationship between the case management team (case manager, outreach worker, health advocate) and the client.

Model(s): Care Coordination/Case Management

Document Type: Organization Charts

Unique Number: 14-1-37

Hammond, IN: Northwest Indiana Healthy Start

Job Description: Case Manager

One-page description includes a general position summary (e.g., responsible for providing a comprehensive assessment of the participant's needs through effective interviewing techniques); duties and responsibilities; minimum qualifications (BS in social work, 3 years' experience as a case manager, etc.); and an area for approval and signatures by supervisors.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 14-1-38

Hammond, IN: Northwest Indiana Healthy Start

Job Description: Health Advocate/Outreach Worker

One-page description includes a general position summary (assigned to the case manager and provides assistance in ensuring participant needs are met . . . provides community outreach aimed at informing the community about HS, recruiting enrollment in the program, and promoting healthy lifestyles); duties and responsibilities; and minimum qualifications (high school diploma, close familiarity with community and inhabitants, excellent communication skills). Also provides an area for approval signatures by supervisors.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 14-1-39

Hammond, IN: Northwest Indiana Healthy Start

Giving Your Baby a Healthy Start

Trifold brochure available in English and in Spanish. Covers why a woman needs prenatal care; when to begin; getting help if you can't afford it; what happens when you go for prenatal care; avoiding drugs, smoking, and alcohol; how often visits for prenatal care occur; and when to call for help because of danger signs. Has an area for the health care provider to write down pertinent client health information (to be kept with the client at all times during the pregnancy).

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 14-1-40

Hammond, IN: Northwest Indiana Healthy Start

Prenatal Care Coordination Services

Trifold brochure aimed at health care providers describes HS and case management; what HS does; whom to refer to HS (previous poor outcome; missed appointments; teen; in need of emotional or mental health care; inadequate family support; abuse of alcohol, drugs, or tobacco; nutrition-related problems; risk behaviors); members of the Care Coordination Teams; and phone numbers for each of the four sites.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 14-1-41

Hammond, IN: Northwest Indiana Healthy Start

Healthy Start

Black plastic bag has the care coordination logo and a 1-800 number.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 14-1-42

Hammond, IN: Northwest Indiana Healthy Start

Nutrition Facts: Alimentation

This flyer (8 1/2" x 11") presents 11 facts on nutrition during pregnancy. One side is written in English, the other in Spanish.

Model(s): Care Coordination/Case Management, Training and Education, Risk Prevention

Document Type: Handouts/Gifts

Unique Number: 14-1-43

Hammond, IN: Northwest Indiana Healthy Start

*Drinking Alcohol During Pregnancy: Fact Sheet
Bebindo Alcohol Durante Su Embarazo: Hoja de Informacion*

An 8" x 11" flyer of facts to know about drinking during pregnancy, fetal alcohol syndrome and fetal alcohol effects. One side is in English; the other is in Spanish.

Model(s): Care Coordination/Case Management, Risk Prevention, Enhanced Clinical Services

Document Type: Handouts/Gifts

Unique Number: 14-1-44

Hammond, IN: Northwest Indiana Healthy Start

*Street Drug Use During Pregnancy: Fact Sheet
El Uso de Calle Narcotiza Durante el Embarazo:
Hoja de Informacion*

An 8" x 11" flyer of facts to know about street drug use during pregnancy. One side is in English; the other is in Spanish.

Model(s): Risk Prevention

Document Type: Handouts/Gifts

Unique Number: 14-1-45

Hammond, IN: Northwest Indiana Healthy Start

Tot Drop Helps a Healthy Start

This three-page report contains some forms and policy on Tot Drop program. Cites reasons for having the program, enrollment, health and safety policies, benefits, and budget. Includes a chart on usage for each location; policy on enrollment, security, health and safety, staffing, and data collection; and forms for emergency information, special instructions from parents, and diaper change protocol.

Model(s): Facilitating Services

Document Type: Reports

Unique Number: 17-1-1

**Louisville, KY: Jefferson County Healthy Start
Neighborhood Place: Staff Handbook**

A 50-page document on Louisville Neighborhood Place programs. Covers mission statement, list of partner agencies and councils, history and overview, comparison of old and new service systems, map of service areas, description of partner agencies, day-to-day operations, organization flowchart, by-laws, and program summary.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 18-1-1

New Orleans, LA: Great Expectations

Bylaws of Great Expectations Foundation, Inc.

Articles include name; purposes; principal office; nonpartisan activities; dedication of assets; membership; officers and their election; board of directors; operations committee; standing and special committees; standard of care (self-dealing transactions, approval, indemnification of directors); meetings and actions of committees; records and reports; fiscal year; amendments and revisions; corporate seal; parliamentary authority; and review of bylaws. Amended November, 1997.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 18-1-2

New Orleans, LA: Great Expectations
Financial Controls and Operating Policies

Written for the Great Expectations Foundation. Covers separation of duties, safeguarding assets, payroll controls, computer controls, policies on disbursements, and policies on receipts. The accounting procedures cover cash receipts, cash disbursements, payroll, bank reconciliations, billings and receivables, accounts payable, document retention policy, the petty cash fund, and a seven-page glossary of terms.

Model(s): Consortium

Document Type: Policies

Unique Number: 18-1-3

New Orleans, LA: Great Expectations
Contract Checklist

Package contains check sheet, which lists contractor identification and signatures for approval, contract routing procedures, a 13-page contract form, and a 1-page budget form. Contract covers signers' information, scope of services, schedule of work, required meetings and training, compensation, terms of payment, equal employment opportunity, assignability, conflict of interest, indemnification, audits, retention of records, access to records, systems review, applicable federal law, acknowledgment of exclusion of worker's compensation coverage, acknowledgment of exclusion of unemployment compensation coverage, waiver of sick and annual leave benefits, duration of agreement, renewal, termination and notice, and ownership of products.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 18-1-4

New Orleans, LA: Great Expectations
Contract Management

Includes sections on the RFP for year 6, budget format, analysis of year 5 reports from the contractor database, a description of the monitoring process with forms and tools, draft letters to contractors, and information covered in the contractor meetings. Part of this document was placed in the RFP publication.

Model(s): Consortium

Document Type: Requests for Proposals

Unique Number: 18-1-5

New Orleans, LA: Great Expectations
Request for Proposals: Program Year 06

This packet includes background information and description of project conditions; submission requirements and instructions; an application scoring form; budget spreadsheet; Public Health Service grant information; proposal review rules; and scoring forms. The project plans to award contracts for the following: a computer laboratory; programs on youth development and pregnancy prevention; legal and confidentiality technical assistance for the MIS department; marketing of MIS (aimed at creating an income-generating department); marketing of services (case management, community health nursing, and home care) for high-risk clients; marketing of community care centers; transportation services; SIDS prevention campaign; printing and publications; development of an HS information package; and production of a newsletter and annual report.

Model(s): Consortium, Adolescent Programs

Document Type: Requests for Proposals

Unique Number: 18-1-6

New Orleans, LA: Great Expectations
Infant Mortality Review Report: An Analysis of the Infant Mortality Rate in New Orleans

This report (May 1996) includes background, findings, recommendations, issues for resolution, trends in infant mortality, a summary, and appendices. The format is a 30-page booklet with black-and-white photographs and quotes.

Model(s): Risk Prevention

Document Type: Reports

Unique Number: 18-1-7

New Orleans, LA: Great Expectations
Infant Mortality Review: Manual of Policies and Procedures

Contains background information on the program (purpose, goals, confidentiality, etc.); procedures and "how-to" descriptions (vital event ascertainment, requests for data and home interview, data collection, forms and reports, data processing and report preparation, panel review, reports, analysis, dissemination); information on the IMR monitoring system (completeness of coverage, data integrity, and quality assurance); and references.

Model(s): Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 18-1-8

New Orleans, LA: Great Expectations

Sample Case Narrative #94-1

A two-paragraph description of an adolescent mother giving birth to a premature baby who died after 3 days. This was included as a sample with the IMR.

Model(s): Risk Prevention, Consortium

Document Type: Presentation Materials

Unique Number: 18-1-9

New Orleans, LA: Great Expectations

Personnel Policies and Procedures

This is a comprehensive, detailed book on all aspects of personnel administration. The book includes an introduction; general principles; objectives; employee supervision; employment at will; terms of employment (for all aspects of employment, discrimination, job descriptions, transfers, promotions, attendance, layoffs, exit interviews, etc.); compensation; employee benefits; reimbursement of expenses; company premises and work areas; code of conduct; and miscellaneous topics.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 18-1-10

New Orleans, LA: Great Expectations

Community Development Strategy

Packet includes a brief description of and schedule (session topics and hours) for training classes offered to HS personnel. Classes cover leadership, team building, community organizing, health issues, community issues, government politics, action planning, and problem solving.

Model(s): Consortium

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-11

New Orleans, LA: Great Expectations

Healthy Beginnings program

One-page radio spot for Healthy Start. One-page form letter to physicians asking them to refer potential clients to HS. Includes an attachment explaining the prenatal training program and how gift packs are distributed to participants at different stages of the program.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-12

New Orleans, LA: Great Expectations

Agana Burial Fund Procedures and Guidelines

Six-page description with drawings for the HS burial fund.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 18-1-13

New Orleans, LA: Great Expectations

High Risk Case Management Manual

Large document describing policy and containing many blank forms. Covers instructions for upkeep of the manual itself; organization and administration (licensing, auditing, etc.); personnel (job descriptions, evaluations, etc.); safety (incident reporting, etc.); client services (assessments, criteria, and policy); client's records (grievances, reporting abuse and neglect, etc.); quality assurance plan (supervision checklist and client survey); and forms (consent, interview, grievance, Medicaid, staffing, service plans, prenatal, infant and home assessments, and more).

Model(s): Risk Prevention, Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 18-1-14

New Orleans, LA: Great Expectations
Prenatal Education Curriculum

Outline of curricula on anatomy and physiology of pregnancy (common discomforts, abnormalities); anatomy of labor and delivery; pregnancy overview (clinical assessments); caring for your baby; abnormalities (drug and alcohol withdrawal, diabetic mother, HIV, jaundice, dehydration); breast feeding and common breast feeding difficulties; alcohol, smoking, and drug abuse (harmful effects on the body and the baby); personal hygiene; STDs; family planning; how pregnancy affects the father; self-esteem; domestic violence; and nutrition during adolescent pregnancy.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-15

New Orleans, LA: Great Expectations
Teen Awareness Summer Youth Initiative

Lists objectives, training curriculum outline, and expected outcomes for peer counseling, health education awareness, employment awareness, values, attitudes, and self-esteem.

Model(s): Adolescent Programs, Training and Education

Document Type: Program Descriptions

Unique Number: 18-1-16

New Orleans, LA: Great Expectations
Parenting Program and Support Services

Includes outline, pretest, and posttest. Curriculum sessions cover introduction and pretest, feelings and anger, stress and depression, caring for yourself and your baby, stimulating your baby, child development, safety, communication and discipline, family planning, budgets and employment, series summary, and posttest.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-17

New Orleans, LA: Great Expectations
Great Expectations Transit Services (GETS) Operational Manual

Manual includes sections on management, responsibilities of managers and operators; passenger relations; reservations (with logs); van and radio equipment descriptions; maintenance program (daily inspection log); operators training program; and driver's rule book and procedure manual (general rules, trip preparation, and procedures to be followed for motor vehicle crashes and breakdowns).

Model(s): Facilitating Services, Training and Education

Document Type: Protocols/Procedures

Unique Number: 18-1-18

New Orleans, LA: Great Expectations
Consortium Bylaws

Covers structure, purpose, and role of the consortium; membership and staffing; meetings; selection and election of members; and revision of the bylaws. Dated 1995.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 18-1-19

New Orleans, LA: Great Expectations
Consortium and Community Input to the Planning for Great Expectations

This compendium includes material on steering committee recommendations and on focus groups (social service, child care, financing, community relations, economic development, networking and referral, accountability, Nanan outreach, health services, and substance abuse).

Model(s): Consortium, Outreach & Client Recruitment, Risk Prevention, Care Coordination/Case Management

Document Type: Reports

Unique Number: 18-1-20

New Orleans, LA: Great Expectations

The Consortium Link (Summer/Fall 1996)

This 11-page newsletter covers the fourth annual Healthy Baby Week "Positive Lifestyle Choices for Healthy Babies," the Hispanic Unit of Great Expectations, and peer counselor activities. It also contains a letter from the director of Social Services, a picture of the new "Fathers Get Involved!" poster, and a poem by Fred Plunkett.

Model(s): Consortium, Outreach & Client Recruitment, Adolescent Programs, Training and Education

Document Type: Newsletters

Unique Number: 18-1-21

New Orleans, LA: Great Expectations

The Art of Healthy Living

This four-page newsletter includes articles on drinking water, preventing osteoporosis, recipes, and what some clients are doing now that they've delivered healthy babies. Also includes a crossword puzzle. Can be folded and mailed.

Model(s): Risk Prevention, Outreach & Client Recruitment, Enhanced Clinical Services

Document Type: Newsletters

Unique Number: 18-1-22

New Orleans, LA: Great Expectations

Great Expectations Community Involvement

Colorful tri-fold brochure discusses the Great Expectations Foundation; the consortium (leadership council, steering committee, six consortium committees, service area advisory councils, and general membership); and the Infant Mortality Review. It also presents a list of the services provided by HS and a paragraph about the targeted areas. Can be mailed.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-23

New Orleans, LA: Great Expectations

Great Expectations: The New Orleans Healthy Start Project

Colorful tri-fold brochure discusses the Great Expectations Foundation and infant mortality and presents a list of services provided by HS and a list of the targeted areas. Can be mailed.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-24

New Orleans, LA: Great Expectations

Sabes donde obtener ayuda acerca de...

Tri-fold brochure in Spanish lists New Orleans area service locations for immunizations and children's health care, dental care, family planning, free services and information, drug and alcohol abuse treatment, food services, adolescent services, and other services. (Can be mailed.)

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-25

New Orleans, LA: Great Expectations

Great Expectations: The New Orleans Healthy Start Project

Colorful tri-fold brochure discusses the Great Expectations Foundation and its mission, infant mortality and quality of life, a list of services provided by HS, and a list of the targeted areas. Can be mailed.

Model(s): Outreach & Client Recruitment, Risk Prevention, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 18-1-26

New Orleans, LA: Great Expectations

Great Expectations: Cada Nino Merece un Empiezo Saludable

Tri-fold brochure with lots of color photos, in Spanish. Covers what Great Expectations is; what services it offers (medical assistance; services for pregnant teens; nutrition for pregnant women; services for alcohol, drug, and tobacco abuse; services for social and emotional stress; and prenatal education); and who is eligible. Can be mailed.

Model(s): Outreach & Client Recruitment, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-27

New Orleans, LA: Great Expectations

*Medical Services; Health Education; Case Management *and* Male Involvement Program*

One 4" x 8" flyer on each topic introduces the Great Expectations Teen Center and what it can do for male and female teens (medical services, pregnancy services, classes, GED, job training, etc.).

Model(s): Outreach & Client Recruitment, Adolescent Programs, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-28

New Orleans, LA: Great Expectations

Healthy Beginnings Award Program

Small book for recording client information along with activities attended or requirements completed for the award program. Includes a checklist of needed baby items, notes on making your home safe for a new baby, and a handy guide to local area services.

Model(s): Facilitating Services, Care Coordination/Case Management, Other

Document Type: Handouts/Gifts

Unique Number: 18-1-29

New Orleans, LA: Great Expectations

Healthy Foods, Healthy Baby

This 28-page booklet describes two pregnant teens meeting and discussing how they handle the issue of eating for a healthy baby. Covers morning sickness, constipation, heartburn, weight gain, growth charts, foods to eat every day, fast food and party food, making changes in your diet, suggested dinners, choosing how to feed your baby, and tips for feeding a new baby. Produced by the Philadelphia Department of Public Health, with partial funding from the U.S. Department of Health and Human Services.

Model(s): Adolescent Programs, Risk Prevention, Training and Education, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-30

New Orleans, LA: Great Expectations

Comfort and Discomfort in Pregnancy

This 16-page brochure covers tiredness, sleeplessness, lying down, semi-sitting, getting out of bed, getting up from a chair, getting up from the floor, picking up objects from the floor, relieving backaches, back rubs, morning sickness, heartburn and indigestion, constipation and hemorrhoids, leg cramps, groin pain, varicose veins, hormonal changes, body changes, comfortable sitting positions, balance and posture, warning signs in pregnancy, and where to find more information on pregnancy. Includes many colored-pencil illustrations. Produced by Childbirth Graphics of WRS Group, Inc., Waco TX.

Model(s): Risk Prevention, Training and Education, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-31

New Orleans, LA: Great Expectations

Postpartum: 20 Things to Keep in Mind After Giving Birth

This fourfold brochure lists 10 "Signs of Depression" and 10 steps to "Be Kind to Yourself." Also lists tips and things to remember about the new-baby blues and physical warning signs, and tells how to find out more. This brochure has many pencil drawings and is produced by Childbirth Graphics of WRS Group, Inc., Waco, TX.

Model(s): Risk Prevention, Training and Education, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-32

New Orleans, LA: Great Expectations

Ready for Birth: Things You Need to Take to the Birth Center or Hospital

This fourfold brochure is a checklist for the mother-to-be. Topics covered are a checklist for the labor partner (insurance information, driver's license, camera and film, etc.); checklist for Mom (birth plan, comfort clothes, toothbrush, lip balm); getting ready to give comfort during labor (hot water bottle, ice bag, socks, washcloth, etc.); massage helpers (oil, talcum powder); music can work wonders; aromas can be nice; after the baby arrives (shampoo, hair dryer, robe and slippers, etc.); attitude is everything; getting ready for labor (test-drive the route to the hospital, etc.); getting ready for baby (diapers, clothes, car seat); and finding out more. Produced by Childbirth Graphics of WRS Group, Inc., Waco, TX.

Model(s): Training and Education, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-33

New Orleans, LA: Great Expectations

Protect Your Child's Teeth!

Tri-fold brochure with pencil drawings discusses causes of baby bottle tooth decay, ways to protect baby's teeth, tips on how to put baby to bed without a bottle, the seriousness of tooth decay, and where to get more information. Available in English, Spanish, Chinese, Vietnamese, Cambodian, Laotian, and Thai. Produced by the Dental Health Foundation, San Rafael, CA.

Model(s): Enhanced Clinical Services, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-34

New Orleans, LA: Great Expectations

Drug Abuse: Its Effects and Hazards

This tri-fold 8" x 5" brochure in black and white with pencil drawings is a miniature version of a folding display. Covers what drug abuse is and why people abuse drugs; how abuse of legal drugs (medications, tobacco, caffeine, alcohol) damages the body; how illegal drugs damage the body (cocaine and crack, marijuana, inhalants, heroin, morphine, hallucinogens and other narcotics, amphetamines and methamphetamines, and barbiturates); how to stay away from drug abuse; and how to stop using drugs. Includes a 10-question quiz. Produced by Health Edco of WRS Group, Waco, TX.

Model(s): Risk Prevention, Enhanced Clinical Services, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 18-1-35

New Orleans, LA: Great Expectations

STDs: Sexually Transmitted Diseases

This tri-fold 8" x 5" brochure in black and white with pencil drawings is a miniature version of a folding display. Covers STDs (AIDS, chlamydia, herpes, gonorrhea, syphilis, candidiasis, genital warts, giardiasis, granuloma inguinale, hepatitis B, scabies, and trichomoniasis); the usual symptoms; and the final results if the disease is left untreated. Gives four tips to prevent the spread of STDs (wait to have sex; use latex condoms; wash after sex; and don't "fool around") and presents a 10-question quiz. Produced by Health Edco of WRS Group, Waco, TX.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-36

New Orleans, LA: Great Expectations

Circumcision Care

This one-page flyer is in English on one side and Spanish on the other. Covers what to expect after your son's circumcision, what if your son has a bandage afterwards, what if your son has a Plastibell circumcision, and when to call your health care provider.

Model(s): Enhanced Clinical Services, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-37

New Orleans, LA: Great Expectations

Thrush

This one-page flyer is in English on one side and Spanish on the other. Discusses what thrush is, how children get it, what it looks like, whether it is painful, how it is treated, breast feeding, and bottle feeding. There is an area at the bottom for instructions from the health care provider. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-38

New Orleans, LA: Great Expectations

Taking Your Child's Temperature
Tomando la Temperatura de su Niño

One-page flyer has text in both English and Spanish. Discusses body temperature, what is considered normal temperature, how to take a temperature (orally, rectally, under the arm, or electronically), and how to clean the thermometer for later use. Flyer has space at the bottom to note health care provider's instructions. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-39

New Orleans, LA: Great Expectations

Diarrhea & Vomiting

One-page flyer explains symptoms of diarrhea and vomiting, when to treat a child having these symptoms, when they become dangerous, food and drinks, medication, skin care, and when to call the health care provider. Includes space at the bottom for noting health care provider's instructions. Text is in English on one side and Spanish on the other. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-40

New Orleans, LA: Great Expectations

Keeping Your Baby Healthy

One-page flyer discusses general tips on infant health, taking baby's temperature, crying, weight gain, immunizations, and baby's need to be touched and held. Produced by Wyeth Pediatrics and Wyeth-Ayerst Laboratories.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-41

New Orleans, LA: Great Expectations

"Are You Sure He's Okay?"

One-page flyer presents information on newborn health during baby's first few weeks at home, nutrition and digestion, bowel movements, minor health problems, jaundice, colds, skin conditions, diaper rash, and behavior changes. Produced by Wyeth Pediatrics and Wyeth-Ayerst Laboratories.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-42

New Orleans, LA: Great Expectations

Car Safety for Your Baby
Seguridad en el Auto para su Bebe

One-page flyer has text in both English and Spanish. Explains what to look for in buying an approved car seat, how to secure it properly in the car, how to place the baby in the car seat, and when to upgrade to a larger seat. Illustrated with simple drawings. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-43

New Orleans, LA: Great Expectations

Crying/Colic
Llanto/Colico

One-page flyer covers reasons why babies cry, hints for soothing your baby, and a reminder that colic usually passes at 3–4 months of age. Illustrated with simple drawings. Text is in English on one side and Spanish on the other. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-44

New Orleans, LA: Great Expectations

Diapering Your Baby
Poniedo el Panal a su Bebe

One-page flyer covers the number of times to change a new baby's diaper each day, how to clean the diaper area, medications for diaper rash, being prepared and having the necessary supplies, and reminders about the importance of keeping baby safe and never leaving baby unattended. Illustrated with simple drawings. Text is in English on one side and Spanish on the other. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Enhanced Clinical Services, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-45

New Orleans, LA: Great Expectations

Bathing Your Baby
Banando a su Bebe

One-page flyer covers how to give baby a tub bath, the necessary supplies, drying the baby, and making it fun for you both. Illustrated with simple drawings. Text is in English on one side and Spanish on the other. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-46

New Orleans, LA: Great Expectations

Starting a Feeding
Emprezando la Alimentacion

One-page flyer covers four steps for correct latch-on in breast feeding (place baby's nose to nipple, tickle baby's lips, be patient, wait until baby opens mouth wide) and emphasizes that mother and baby should be comfortable before beginning. Illustrated with simple drawings. Text is in English on one side and Spanish on the other. Produced by Childbirth Graphics of WRS Group, Waco, TX.

Model(s): Enhanced Clinical Services, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-47

New Orleans, LA: Great Expectations

Breast Engorgement

One-page flyer covers prevention and treatment of breast engorgement, and steps for manual expression of breast milk. Illustrated with simple pencil drawings. May be photocopied for noncommercial purposes. Produced by Medela, Inc. Medela, Inc. P.O. Box 660, McHenry, IL 60051-0660/ P.O. Box 131, Mississauga, Ontario, Canada L4T 3B5; Telephone: 800-435-8316 or 815-363-1166; Fax: 815-363-1246; Web Site: www.medela.com

Model(s): Training and Education, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-48

New Orleans, LA: Great Expectations

Sore Nipple Management

One-page flyer covers how to prevent or manage sore nipples. Describes cradle position, football or clutch position, and the lying-down position. Suggests feeding schedule, tips for release of suction, and management to prevent soreness and skin problems. Illustrated with simple pencil drawings. May be photocopied for noncommercial purposes. Produced by Medela, Inc. Medela, Inc. P.O. Box 660, McHenry, IL 60051-0660/ P.O. Box 131, Mississauga, Ontario, Canada L4T 3B5; Telephone: 800-435-8316 or 815-363-1166; Fax: 815-363-1246; Web Site: www.medela.com

Model(s): Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-49

New Orleans, LA: Great Expectations

Breastmilk Collection and Storage

One-page flyer covers guidelines for normal newborns, including general health tips for collecting breast milk and 11 steps for properly storing and defrosting it. Gives intake guidelines by infant's age and weight. Illustrated with simple pencil drawings. May be photocopied for noncommercial purposes. Produced by Medela, Inc. Medela, Inc. P.O. Box 660, McHenry, IL 60051-0660/ P.O. Box 131, Mississauga, Ontario, Canada L4T 3B5;

Telephone: 800-435-8316 or 815-363-1166; Fax: 815-363-1246; Web Site: www.medela.com

Model(s): Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-50

New Orleans, LA: Great Expectations

Go Back to Work and Continue to Breastfeed? Yes, You Can!

One-page flyer covers reasons to continue breast feeding, combining breast feeding and work, creating employer awareness, selecting a care giver, helpful hints for breast feeding, and encouragement for continuing to breast feed. Illustrated with simple pencil drawings. May be photocopied for noncommercial purposes. Produced by Medela, Inc.

Medela, Inc. P.O. Box 660, McHenry, IL 60051-0660/ P.O. Box 131, Mississauga, Ontario, Canada L4T 3B5; Telephone: 800-435-8316 or 815-363-1166; Fax: 815-363-1246; Web Site: www.medela.com

Model(s): Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-51

New Orleans, LA: Great Expectations

Certified Application Center

One-page flyer introduces a program to accept applications for WIC at the Community Care Center. Gives location, office hours, and phone number.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-52

New Orleans, LA: Great Expectations

Program at a Glance

One-page flyer gives the mission of Great Expectations, an overview of the program, and a list of holistic services provided. Also lists all the participating centers with phone numbers and addresses.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-53

New Orleans, LA: Great Expectations

We're Here for You

One-page flyer gives mission statement, a list of services, and site addresses and phone numbers.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-54

New Orleans, LA: Great Expectations

For Your Baby . . . and You

This is a photocopy of a bus panel poster. It reads "GREAT EXPECTATIONS. For your baby . . . and you. 565-7601." Shows a photo of a black family and the Great Expectations logo.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 18-1-55

New Orleans, LA: Great Expectations

Reclaiming Our Men: The Strength of Our Families

A postcard-size announcement card for a dinner featuring "Healing and Harmony, the Great Expectations Male Involvement Program," with the mayor as guest speaker. The front of the card has a black-and-white photo of a father with his two children. The back of the card gives details on the dinner and has an address area so that the card can be mailed.

Model(s): Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 18-1-56

New Orleans, LA: Great Expectations

Fifth Annual Baby Week -- Reclaiming Our Men: The Strength of Our Families

Brochure announces Baby Week calendar of events, centering around the theme "Reclaiming Our Men: The Strength of Our Families."

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-57

New Orleans, LA: Great Expectations

Family Health Fair and Expo

A 5" x 8" flyer announces the health fair and expo, listing services and featured musicians and announcing free transportation and admission. The back of the flyer gives locations and the schedule for free van pickup.

Model(s): Outreach & Client Recruitment, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 18-1-58

New Orleans, LA: Great Expectations

A Season of Renewal: Mind, Body and Spirit

This brochure announces a 1-day seminar for women, covering relationships, finances, nutrition and health, responsibility, stress and time management, and other topics. Gives the schedule and objectives. Can be mailed.

Model(s): Outreach & Client Recruitment, Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-59

New Orleans, LA: Great Expectations

A Season of Renewal: Mind, Body and Spirit

Flyer is a photocopy of no. 18-1-58 and announces a 1-day seminar for women, covering relationships, finances, nutrition and health, responsibility, stress and time management, and other topics. Gives schedule and objectives. Includes a one-page evaluation form at the back.

Model(s): Outreach & Client Recruitment, Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-60

New Orleans, LA: Great Expectations

Male Involvement Program

This 18" x 24" black-and-white poster has photos of fathers with their babies. Lists the goals of the program and gives contact information.

Model(s): Outreach & Client Recruitment, Family Resource Center

Document Type: Posters

Unique Number: 18-1-61

New Orleans, LA: Great Expectations

*Tips on Marketing Your Event on a Shoestring Budget
Community Relations Meeting*

Two one-page flyers, illustrated with background photos, announce agenda, location, and date for 1-day programs.

Model(s): Training and Education, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 18-1-62

New Orleans, LA: Great Expectations

Great Expectations

Large folded brochure lists eight points of information for health care providers: What is Great Expectations? What is case management for high-risk pregnant women? What factors determine whether a pregnant woman is high risk? Who provides case management for high-risk pregnant women? What does the case manager do? How does case management for high-risk pregnant women benefit you? What is required from a physician? How do I get a patient in touch with Case Management for High Risk Women?

Model(s): Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 18-1-63

New Orleans, LA: Great Expectations

Market Study for the Great Expectations Program 1996

This 26-page document covers the creation and implementation of a marketing campaign to develop a communications strategy and evaluate Great Expectations' client services. The campaign included focus groups on awareness of the media campaign, satisfaction with services, suggestions to improve awareness of services, and knowledge of birth control methods. Also included a citywide poll to measure awareness and satisfaction with services, measure the use of community health providers, and identify media sources to increase visibility of services and programs. Focus groups included expectant mothers, parents, teens, male partners, and medical providers.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Reports

Unique Number: 18-1-64

New Orleans, LA: Great Expectations

*Report of the Infant Mortality Review
Social Services and Nursing Services
Male Involvement Program*

These brief white papers on each topic provide information on the program scope, successes, and goals. Prepared for circulation to selected recipients at the professional level.

Model(s): Consortium, Outreach & Client Recruitment, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Reports

Unique Number: 18-1-65

New Orleans, LA: Great Expectations

Contract Management

Comprehensive document covers RFPs, contract budget format, cost-control format, list of contracts and contract balances, contracts listed according to target areas served, contract policies and procedures, sample letters and forms, and technical assistance and training information.

Model(s): Training and Education, Consortium

Document Type: References/Resources

Unique Number: 18-1-66

New Orleans, LA: Great Expectations

Choices Binder

Three-ring binder has colorful graphics and three folders inside (Healthy Habits, Stay in School, and Relationships). All rights reserved by Victor Powell, Victor Incorporated. (See 18-1-138, Choices Friends Poster.)

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-67

New Orleans, LA: Great Expectations

Some Babies Are Bottle Fed Before They're Born.

This tri-fold brochure describes fetal alcohol syndrome and why it occurs. Gives figures on babies born with abnormalities (comparing nondrinkers with occasional, moderate, and heavy drinkers). Published by the New Orleans City Council and others.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-68

New Orleans, LA: Great Expectations

Articles of Incorporation of Great Expectations Foundation, Inc.

Articles include name and duration, registered office, purposes, board of directors, agent, membership incorporation, liability, operation, activities not permitted, and dissolution. Signed and witnessed February 1996. Includes a one-page affidavit of acceptance of appointment by designated registered agent.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 18-1-69

New Orleans, LA: Great Expectations

By-Laws of Great Expectations Foundation, Inc.

Articles include name; purposes; principal office; nonpartisan activities; dedication of assets; membership; officers and their election; board of directors; standard of care; committees (committee of directors, operations committee, standing and special committees, meetings and actions of committees); records and reports; fiscal year; amendments and revisions; corporate seal; parliamentary authority; and review of by-laws. Not signed. Dated 1997.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 18-1-70

New Orleans, LA: Great Expectations

Partnership Agreement Between Great Expectations Foundation, Inc., and the Medical Center of Louisiana at New Orleans

Document includes premises, resolutions, and terms of the agreement, followed by attachments. Attachment A (3 pages) lists the objectives that each party will endeavor to fulfill, while Attachment B (13 pages) lists Great Expectations Foundation position titles along with the department, minimum qualifications, and responsibilities for each position. The last page is a resolution naming the secretary of the board of directors as executor of the contract.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 18-1-71

New Orleans, LA: Great Expectations

Agreement for Professional Services Between the Great Expectations Foundation, Inc., and St. Thomas/Irish Channel Consortium

This agreement covers premises, scope of services, reporting requirements, schedule of work, required meetings and training, compensation, terms of payment, use of funds, EEO, assignability, conflict of interest, indemnification, audit, retention of records, access to records/systems review, applicable federal law, acknowledgment of exclusion of worker's compensation coverage, acknowledgment of exclusion of unemployment coverage, waiver of sick and annual leave benefits, duration of agreement, renewal, termination and notice, ownership of products, and attachments.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 18-1-72

New Orleans, LA: Great Expectations

Community Involvement and the Great Expectations Program

Describes mission and lists members of the Community Involvement Team and the Consortium Leadership Council. Includes introduction; advice giving and decision-making; participation and support for service delivery; overall considerations (basic commitments and expectations); key action steps (recruitment, enrollment, partnership building, leadership development, and community empowerment); vision for community involvement in the Great Expectations Foundation; the consortium; service area advisory councils; Safety Net (an outreach strategy); Moms and Dads Club; Parent-Tellers; Economic Development Advisory Council; Nanans and Parrains (outreach workers); Community Development Associates; and major contributors. Includes an organization chart and member lists.

Model(s): Consortium

Document Type: Reports

Unique Number: 18-1-73

New Orleans, LA: Great Expectations
Mission Workshop

This four-page report discusses the process and outcome of holding the workshop to write and vote on the Great Expectations Foundation mission statement. At an earlier meeting (attended by 68 people, including Great Expectations Foundation employees, service recipients, and community leaders), the process began with the definition of four possible statements. Attendees at this workshop combined and refined those statements and produced the final statement. This report includes discussion points and an explanation of why some words and statements were not chosen.

Model(s): Consortium

Document Type: Reports

Unique Number: 18-1-74

New Orleans, LA: Great Expectations
MIS Reports

This packet contains three examples of reports (types of monthly encounters by provider, clients' risk level by provider, and monthly contacts by provider) and presents photocopies of slides describing the data collection and data management processes (forms, centralized data entry, data entry at sites, the database system, and report generation).

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 18-1-75

New Orleans, LA: Great Expectations
Job Descriptions

Packet includes descriptions for program administrator, community care center administrator, outreach coordinator, nutritionist, community health nurse, Hispanic case manager, high-risk case manager, health educator, case specialist, outreach worker, enrollment specialist, and administrative assistant. Each description includes salary or grade, supervisor, qualifications, work responsibilities, and required background and experience.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 18-1-76

New Orleans, LA: Great Expectations
Planning for Sustainability

This three-page report contains minutes from the third strategic planning meeting. The main points discussed include the need to identify sustainability funds, monitoring program efficiency, the environmental dynamics of managed care, which programs will be focused on and which will be handled with other grant efforts, and defining the relationship between health care and welfare reform.

Model(s): Consortium

Document Type: Proceedings for Meetings

Unique Number: 18-1-77

New Orleans, LA: Great Expectations
The Community Leadership Training Institute

This program was developed specifically for the Great Expectations Foundation to enhance community leadership and is intended to be an ongoing initiative available to all community involvement and development efforts in the New Orleans community. The packet includes introduction, mission, rationale, goals, objectives, and core curriculum (a list of classes with a one-sentence objective or description and the number of hours for each class).

Model(s): Consortium, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-78

New Orleans, LA: Great Expectations
Great Expectations: New Orleans Healthy Start

Thorough packet of information includes photocopies of slides along with charts and diagrams. Covers basics of HS; organization chart of Central City Community Care Center showing full-time equivalent staff; a Great Expectations Foundation organization chart showing full-time equivalent staff; target-population statistics with a ward map; infant mortality figures for New Orleans; a list of services provided; special categories (high risk, preventive services, Hispanic services, etc.); and a list of case management forms.

Model(s): Consortium, Training and Education

Document Type: Presentation Materials

Unique Number: 18-1-79

New Orleans, LA: Great Expectations

Major Service Implementation Report: Program Years 2–6

Packet includes two pages of charted data on number of clients served for various categories (case management, health education, family planning, Hispanic services, male partners, adolescent services, substance abuse, literary services, housing, child care, transportation, cash and clothing assistance, etc.) and totals. Also includes data on infant mortality in New Orleans from 1989 through 1996.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 18-1-80

New Orleans, LA: Great Expectations

GEF Consortium System

One-page organization chart shows relationships of grantee (City of New Orleans), Great Expectations Foundation, and the community.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 18-1-81

New Orleans, LA: Great Expectations

Technology Review

Short report describes the file server hardware (headquarters server and sites) and the network operating system. Also includes basic diagrams of the system and policy statements on personal responsibility in using the system and Internet access.

Model(s): Consortium

Document Type: Reports

Unique Number: 18-1-82

New Orleans, LA: Great Expectations

Media Relations

One-page policy statement on how staff should handle media requests, media visits, and emergency media calls or visits.

Model(s): Consortium

Document Type: Policies

Unique Number: 18-1-104

New Orleans, LA: Great Expectations

Cooperative Endeavor Agreement Between the City of New Orleans and the Great Expectations Foundation, Inc.

This agreement covers the premises for the agreement, scope of services, compensation, method of payment, ownership, insurance, special conditions, EEO, nondiscrimination, confidentiality, publicity, intangible property, access to records, requirements related to lobbying, license requirements, grievance procedures, assignability, conflict of interest, indemnification, acknowledgment of exclusion of worker's compensation, acknowledgment of exclusion of unemployment compensation coverage, waiver of sick and annual leave benefits, applicable law, headings, counterparts, amendments, notices, good faith and fair dealing, authorization for agreement, duration, and cancellation. Signed February 1997.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 18-1-106

New Orleans, LA: Great Expectations

Outreach Handouts

This handout lists items HSNRC has received from Great Expectations sites. Most items carry the site logo: satchel with pockets and shoulder strap, canvas lunch bag with Velcro closure, pins (round, square, single, multicolored, hard plastic, plastic over metal forms), sun visors, ball caps, aprons, Frisbees, balloons, T-shirts with various messages and in sizes for the entire family, tote bags, pens, baby jumpers, flannel blankets, cookbooks, pennants, Post-it notes, business card holders, pocket-size phone books, wipe-off note boards with pens (magnets on back for attaching to refrigerator), wall pennants, and calendars.

Model(s): Adolescent Programs, Care Coordination/Case Management, Consortium, Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 18-1-132

New Orleans, LA: Great Expectations
The Consortium Link (May/June 1995)

This 12-page newsletter includes articles on the IMR report to the community, the Healthy Start teen awareness and summer youth leadership programs, the Agana Burial Fund, and a letter from the executive director.

Model(s): Consortium, Care Coordination/Case Management, Adolescent Programs, Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 18-1-142

New Orleans, LA: Great Expectations
First Moments Expectant Parents Kit

This is a bag full of things for expectant parents. It includes coupons for baby items from a wide variety of companies, sample bottles of baby bath and baby moisturizer, a sample box of Dreft detergent, and a copy of child magazine's birth planner. The magazine has articles on what to expect during pregnancy (third trimester), eating for two, exercise, caring for mother and newborn, learning to breast feed, nutrition for new moms, getting back into shape after birth, how to take great baby pictures, and a special labor and delivery guide (making a birth plan, positions that help during labor and birth, breathing helps birthing, dads in the delivery room, the last-minute list, managing labor and delivery, all about cesareans, how newborns are special and a baby's APGAR score.

Model(s):

Document Type: Handouts/Gifts

Unique Number: 20-1-1

Baltimore, MD: Baltimore City Healthy Start, Inc.

Outreach, Recruitment & Enrollment Protocol

This 21-page document includes overview; premise; staff responsibilities (neighborhood health advocate recruitment leader, recruitment of neighborhood health advocates, interviewers, and entitlement specialists); specific and risk assessments; operational procedures (general, door-to-door, commercial district canvassing); submission of participant interview forms; staff and outside agency referrals; recontacts and recruited clients; security issues; enrollment (directions for forms); first interview; and team assignment.

Model(s): Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 20-1-2

Baltimore, MD: Baltimore City Healthy Start, Inc.

Outreach Roster Sheet/Door-to-Door Canvassing

A one-page worksheet for logging outreach contacts. Has blocks for staff ID number and for house number and street with status and action codes (house vacant, no one home, mother of infant, information left on door, eligible, not eligible, etc.).

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-3

Baltimore, MD: Baltimore City Healthy Start, Inc.

PIF: Participant Identification Form -- For Pregnant Women

This eight-page questionnaire covers client identification information; data entry information; emergency contact information; pregnancy confirmation; current enrollment in prenatal care; immediate needs and concerns; the need for clothes, transportation, or alcohol or drug abuse treatment; and a list of items to cover with the client about what to expect on her first visit to the center.

Model(s): Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 20-1-4

Baltimore, MD: Baltimore City Healthy Start, Inc.

BABY PIF: Participant Identification Form -- For Mothers with Infants

This 10-page questionnaire covers client identification information; data entry information; emergency contact information; baby and delivery information; social service program information; immediate needs and concerns; the need for rent, clothes, transportation, or alcohol or drug abuse treatment; and address verification.

Model(s): Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 20-1-5

Baltimore, MD: Baltimore City Healthy Start, Inc.

Appointment Notification

A one-page form to notify a participant of an appointment. Cites date, time, place, and contact person.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-6

Baltimore, MD: Baltimore City Healthy Start, Inc.

Recruitment Referral Form

A one-page form for logging prospective client's information and source of referral (staff, other client, agency or provider, self).

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-7

Baltimore, MD: Baltimore City Healthy Start, Inc.

Status & Assignment Change Form

This six-page form covers client identification information; data entry record; changes in name, address, baby's name, case management team assignment, or substance abuse status; suspension of services; client exit; father information, enrollment, and services; and death of the child.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-8

Baltimore, MD: Baltimore City Healthy Start, Inc.

Informed Consent to Participate

This two-page form describes the HS program; its procedures, risks, confidentiality, and benefits; alternatives to participation; and the right to withdraw. Provides an area for signatures.

Model(s): Outreach & Client Recruitment

Document Type: Consent Forms

Unique Number: 20-1-9

Baltimore, MD: Baltimore City Healthy Start, Inc.

Pregnancy Confirmation Form

A two-page sheet for logging client identification information and confirmation of pregnancy.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-10

Baltimore, MD: Baltimore City Healthy Start, Inc.

Medical Release Form: Prenatal Provider

A two-page form for permission to release medical records from providers to Healthy Start.

Model(s): Outreach & Client Recruitment

Document Type: Consent Forms

Unique Number: 20-1-11

Baltimore, MD: Baltimore City Healthy Start, Inc.

Medical Release Form: Hospital of Delivery

A two-page form for permission to release medical records from hospitals to Healthy Start.

Model(s): Outreach & Client Recruitment

Document Type: Consent Forms

Unique Number: 20-1-12

Baltimore, MD: Baltimore City Healthy Start, Inc.

Medical Release Form: Pediatric Provider

A two-page form for permission to release a child's medical records from providers to Healthy Start.

Model(s): Outreach & Client Recruitment

Document Type: Consent Forms

Unique Number: 20-1-13

Baltimore, MD: Baltimore City Healthy Start, Inc.

Enrollment Package Routing Slip

Section for the interviewer, deputy director of operations, case manager, data entry, and client records, with notes and signatures for each. This form shows which forms have been received or verified by Healthy Start.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-14

Baltimore, MD: Baltimore City Healthy Start, Inc.

Medical Provider Notification of Patient Enrollment at the Neighborhood Healthy Start Center

A one-page form for notifying medical providers of pregnant and postpartum enrolled clients.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-15

Baltimore, MD: Baltimore City Healthy Start, Inc.

Case Management Procedures

Covers new client assignment, orientation, ongoing care plan activities, suspension of case management services, client exit, and client transfer. Also includes a list of appendices from A through K.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-16

Baltimore, MD: Baltimore City Healthy Start, Inc.

Care Plan Instructions

Care plan forms and instructions for covering topics and recording goals and intervention strategies. Covers prenatal care, postpartum care, pediatric care, home environment, substance abuse, early childhood, and breast feeding. Last page is for case manager, neighborhood health advocates, and client to sign off on the plan.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-17

Baltimore, MD: Baltimore City Healthy Start, Inc.

Initial Interview for Pregnant Women

This 22-page questionnaire has modules on client information; education and employment; household composition; pregnancy history; infant feeding; family planning; medical topics; and smoking, alcohol, and drug use.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 20-1-18

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baby: Initial Interview for Mothers with Babies Under 6 Months

This 21-page questionnaire has modules on education and employment; household composition; pregnancy history; infant health; infant feeding; family planning; medical assessment; and smoking, alcohol, and drug use.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 20-1-19

Baltimore, MD: Baltimore City Healthy Start, Inc.

Progress Notes Instructions and Soap Note Format Outline

One-page instructions on writing notes and one-page (two-sided) form for logging notes.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-20

Baltimore, MD: Baltimore City Healthy Start, Inc.

Home Visiting Checklist Instructions and Schedule

Schedule for orientation, care plan, and infant home visit. Also has forms for each visit (orientation visit for pregnant client and for postpartum period, general perinatal visit for newborn to 14-day-old infant, and every month for 12 months of infancy).

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-21

Baltimore, MD: Baltimore City Healthy Start, Inc.

NHA Contact Log Instructions

One page of instruction for neighborhood health advocates and a form. The form has boxes for writing in codes to describe various types of home visits and phone contacts for each client.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-22

Baltimore, MD: Baltimore City Healthy Start, Inc.

Case Review Roster Instructions

One page of instructions; one-page case review roster form (lists all of clients' appointments); monthly case review contact report (lists services used by each client); client referral form from HS to outside agencies; client referral disposition log; and one-page monthly case review checklist (home visits, pregnancy outcome, progress notes, medical visits, letters, exits).

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-23

Baltimore, MD: Baltimore City Healthy Start, Inc.

Perinatal Monitoring Intervention Procedures

Includes procedures for submitting and reviewing home visiting checklists, client case records and medical records, ongoing support activities, and weekly case management team meetings.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-24

Baltimore, MD: Baltimore City Healthy Start, Inc.

Medical Visit Date Documentation Instructions

One page of instructions for documenting medical visits, verifying dates and records of visits, and handling of care log.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-25

Baltimore, MD: Baltimore City Healthy Start, Inc.

Postpartum Care Log

Care logs for prenatal and postpartum care, pediatric care, and immunization. This two-page form has areas for type of visit, date, reminder dates, and completion. Instructions for completing these forms are in "Medical Visit Date Documentation Instructions" (no. 20-1-24).

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-26

Baltimore, MD: Baltimore City Healthy Start, Inc.

Client Exit and Case Management Suspension Categories

Explains the following categories: moved, deceased, voluntary withdrawal, refusal to participate, lost to follow-up, routine exit at 3 years, not pregnant, residence outside area, miscarriage, abortion, fetal or infant death, and loss of child custody.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-27

Baltimore, MD: Baltimore City Healthy Start, Inc.

Client Transfer Procedures

Describes transfer protocols to be carried out by the deputy directors of the centers involved when a client transfers from one center to another, and gives instructions for processing data entry and client records. Also includes a one-page form for summarizing case management of transferring client.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 20-1-28

Baltimore, MD: Baltimore City Healthy Start, Inc.

Parenting Education Protocol

This four-page document presents the overview, purpose, and premise of the protocol; information on staff responsibilities (for early childhood specialist, facilitator, case manager, and neighborhood health advocate); risk assessment and other specific assessments; intervention design (attendance log sheet, ongoing classes, parenting education); and monitoring. (Companion document to the Parenting Education Curricula.)

Model(s): Training and Education, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 20-1-29

Baltimore, MD: Baltimore City Healthy Start, Inc.

Parenting Education Curricula

This comprehensive curriculum covers basic principles, notes to the trainer, how to use the curriculum, and information on the following topics: child protective services, teen parenting, general parenting, communications, feelings and self-esteem in children, developing values, partner relationships, age-appropriate behavior, discipline, how children learn, toys, play, family, medical and safety needs, caring for a sick child, preventing abuse, nonsexist child rearing, time and stress management, issues concerning pregnant teens, labor and delivery, planning and spacing births, new babies, caring for newborns, closing activities, and an extensive bibliography.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 20-1-30

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baltimore City Healthy Start—various dates

A 10-page 8" x 11" color booklet on high-grade paper. Introduces HS, has some statistics, and briefly describes case management, home visiting, life planning, and men's services and lists other services.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 20-1-31

Baltimore, MD: Baltimore City Healthy Start, Inc.

Men's Services

This small color booklet on high-grade paper contains photos and brief histories of men and their children in the Men's Services program.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 20-1-32

Baltimore, MD: Baltimore City Healthy Start, Inc.

The Healthy Start Father's Journal

This book contains photos, quotes, and excerpts presenting an African perspective. Covers male bonding, male identity (what it means to be a man), male parenting, communication, male-female relationships, male sexuality, self-esteem, family health, decisions and consequences, racism, power and control in relationships, deciding to stay, child psychology, male-to-male relationships, and "modern male topics" such as nutrition, vitamins, and stress.

Model(s): Training and Education, Family Resource Center

Document Type: Curricula/Teaching Tools

Unique Number: 20-1-33

Baltimore, MD: Baltimore City Healthy Start, Inc.

Early Childhood NHA Home Visiting Guide

This pocket-size tool has photos and drawings of infants and parents to demonstrate stages of infant development at birth (at the hospital), 14 days postpartum, 2 months, and 4, 6, 8, 10, and 12 months.

Model(s): Training and Education, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-34

Baltimore, MD: Baltimore City Healthy Start, Inc.

Infant/Toddler Activity Room Protocol

Includes sections on overview; premise (population characteristics, services integration, linkages); staff responsibilities (child care, enrollment, early childhood development specialist, lead early childhood assistant, early childhood clinician, case manager, team neighborhood health advocate); assessments (specific and risk); intervention design (greeting clients, children's snacks, formula, discipline, safety); and monitoring.

Model(s): Family Resource Center, Facilitating Services

Document Type: Protocols/Procedures

Unique Number: 20-1-35

Baltimore, MD: Baltimore City Healthy Start, Inc.

Early Childhood Development Referral Services Protocol

This five-page document includes sections on overview; premise (population characteristics, linkages); staff responsibilities (staff reporting structure, referrals, early childhood development specialist, early childhood clinician, early childhood assistants); assessments (specific and risk); intervention design; and monitoring. Also includes a one-page form for referring clients to outside agencies.

Model(s): Outreach & Client Recruitment, Facilitating Services, Family Resource Center, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 20-1-36

Baltimore, MD: Baltimore City Healthy Start, Inc.

Family Resource Centers: Lessons Learned

This two-page report points out the usefulness and importance of material incentives; providing washers and dryers at the center (along with transportation services and meals); tailoring services around peak periods; having special events; getting community support (e.g., making the center available in the evening for other groups to use); making the center a safe place; keeping the center well maintained; and having a routine.

Model(s): Family Resource Center, Outreach & Client Recruitment, Facilitating Services

Document Type: Reports

Unique Number: 20-1-37

Baltimore, MD: Baltimore City Healthy Start, Inc.

Neighborhood Healthy Start Center Interventions

One-page list of programs and services offered by the neighborhood HS center, including outreach, risk assessment, case management, WIC, Temporary Assistance to Needy Families (TANF), emergency dispensing of resources (food, diapers, and hygiene packs), prevention of eviction and utility cut-offs, referrals, substance abuse education, prevention groups, breast feeding support and education groups, life planning, GED classes on-site, reproductive health and contraception education, transportation services, social activities, and other programs.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Family Resource Center, Outreach & Client Recruitment, Risk Prevention, Training and Education, Facilitating Services

Document Type: Program Descriptions

Unique Number: 20-1-38

Baltimore, MD: Baltimore City Healthy Start, Inc.

Healthy Start Organization Chart of the Neighborhood Healthy Start Center Baltimore Project Site

One-page organization chart.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 20-1-39

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baltimore City Healthy Start

Two pages of special features and special implementation interventions, including views and attitudes. Expresses—among other ideas—the views that infant mortality and many other urban problems are issues of poverty and should therefore be dealt with in a larger context; that the role of black males in parenting and nurturing children is important; that local citizens should be trained to take HS positions; that emphasis should be on aggressive outreach; and that family and life planning is very important.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 20-1-40

Baltimore, MD: Baltimore City Healthy Start, Inc.

*Tool for Turning Dead-End Lives Around
All Children Deserve a Healthy Start*

The first article (*The Sun,* 1995) discusses the male initiative project and how it has helped local men turn their lives around. The second article (*The Baltimore African-American,* March 15, 1997), written by the Honorable Elijah E. Cummings, U.S. House of Representatives, cites the 61 percent drop in infant mortality in some neighborhoods, and examines the HS consortia's "truly amazing" benefits to the communities of Baltimore.

Model(s): Consortium, Outreach & Client Recruitment, Risk Prevention

Document Type: News Articles

Unique Number: 20-1-41

Baltimore, MD: Baltimore City Healthy Start, Inc.

Middle East -- Chester Street

A one-page calendar of classes for December 1997. The flip side has information on ear infections (seasonal information), how they happen and why, possible downstream complications, how antibiotics work, and things to remember when taking care of a child with an infection.

Model(s): Risk Prevention, Outreach & Client Recruitment, Training and Education

Document Type: Calendars

Unique Number: 20-1-42

Baltimore, MD: Baltimore City Healthy Start, Inc.

W-ZUP

This four-page calendar of monthly events also contains articles, recipes, and announcements. (Published for various dates.)

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Calendars

Unique Number: 20-1-43

Baltimore, MD: Baltimore City Healthy Start, Inc.

Life Planning Institute: Goals and Objectives, 1997-1998

The Life Planning Institute is a Baltimore City HS project that offers family planning, GED classes, and job training to clients and their partners. Discusses objectives, progress, lessons learned, challenges, and things to do. The objectives are to (1) refer clients to GED community programs; (2) offer employment workshops, including sessions on self-evaluation, family planning, career exploration, resume writing, and job search techniques; (3) follow up with clients for up to 2 years after the classes to help with problems arising from employment; and (4) help clients consistently use a method of contraception after their child is born.

Model(s): Training and Education, Outreach & Client Recruitment, Family Resource Center

Document Type: Program Descriptions

Unique Number: 20-1-44

Baltimore, MD: Baltimore City Healthy Start, Inc.

Life Planning Institute Protocol

This document covers the problem statement; process objectives; population characteristics; integration into other HS programs; links to off-site services; observations and assumptions; staff responsibilities (general, manager, counselor, advocate); assessments; intervention design; individual interventions; initial life planning visit; forms; second visit; group sessions; attendance logs; monitoring; data systems; and the process of referral to Life Planning from Case Management, Clean Start, Men's Services, and Starting Points.

Model(s): Family Resource Center, Outreach & Client Recruitment, Training and Education

Document Type: Protocols/Procedures

Unique Number: 20-1-45

Baltimore, MD: Baltimore City Healthy Start, Inc.

Life Planning Institute: Participation Contract

A non-binding contract for individuals who wish to participate in the Life Planning program. Explains what the Institute will provide and what the participant will receive. By entering into the contract, the client agrees to actively pursue his/her identified goals in education and employment and to demonstrate commitment to becoming self-supporting.

Model(s): Family Resource Center, Outreach & Client Recruitment, Training and Education

Document Type: Contracts/Pledges

Unique Number: 20-1-46

Baltimore, MD: Baltimore City Healthy Start, Inc.

Early Childhood Development Protocol

This program is designed for enrolled clients' infants and toddlers who might have interactive disorders or developmental delay. The paper presents a problem statement and objectives and discusses population characteristics, integration with other HS services, links with off-site services, interventions, the manner in which the client is referred to the intervention staff, staff responsibilities, assessments, intervention designs, prenatal education, home visiting, neighborhood HS interventions, at-risk clients (safety, disability), monitoring, and data systems.

Model(s): Outreach & Client Recruitment, Training and Education, Family Resource Center, Care Coordination/Case Management, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 20-1-47

Baltimore, MD: Baltimore City Healthy Start, Inc.

Early Learning Program

This program is designed to provide appropriate learning activities for infants and toddlers, to involve parents in all aspects of child development, and to provide educational activities for parents. This packet includes schedules of available classes on a wide variety of topics, as well as photocopies of promotional displays for the classes and a few testimonials about the program in the newsletters *Shining Stars* and *K.I.D.S.* (Kids Improving Development Skills).

Model(s): Training and Education, Family Resource Center, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 20-1-48

Baltimore, MD: Baltimore City Healthy Start, Inc.

Teen Program

This five-page program description covers the problems facing youth in relation to lack of sexuality education, immature decision-making skills, limited acceptance of self-responsibility, inappropriate use of and limited access to contraceptives, fear and intimidation in accessing family planning services, and limited education and intervention after the first pregnancy. Also includes goals and objectives, methodology, and some course topics, such as self-identity, personal and family values, goal setting, decision-making, parenthood, sexuality, HIV/AIDS, employment, and other topics.

Model(s): Family Resource Center, Training and Education, Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 20-1-49

Baltimore, MD: Baltimore City Healthy Start, Inc.

Teen Talk

This four-page newsletter includes recipes, poetry, letters from clients, tips on toilet training, and an article by a client who is both a single mother and a college student.

Model(s): Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 20-1-50

Baltimore, MD: Baltimore City Healthy Start, Inc.

Men's Services Program Description

This packet contains a program description with objectives and a list of services offered. It also includes a description of the Lead Abatement Action Project, in which men in the program are trained by HS and hired by the lead abatement contractors to identify lead paint and remove it from older homes in the area. The packet also contains a number of news articles from the area and a description of the FatherNet, an electronic bulletin board for discussing family and fatherhood issues.

Model(s): Family Resource Center, Risk Prevention, Training and Education, Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 20-1-51

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baltimore City Healthy Start: Various Dates

Four-page newsletter has articles on medical reform, achieving customer satisfaction, implementing medical reform in pediatric medicine, and some objectives for the HS reform component.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Newsletters

Unique Number: 20-1-52

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baltimore City Healthy Start (Summer 1996)

Four-page newsletter has articles on (1) how the maternal and infant nursing program of Baltimore interfaces with HS to provide outreach services, and (2) a day in the life of a community health nurse who is making home visits.

Model(s): Care Coordination/Case Management, Consortium, Enhanced Clinical Services

Document Type: Newsletters

Unique Number: 20-1-53

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baltimore City Healthy Start Program

Four-page document includes background information on HS in Baltimore; covers HS programs (neighborhood centers, medical reform, IMR board, maternal and infant nursing, public information campaign, and the lead abatement program); lists accomplishments of HS; and provides a map of the HS areas.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 20-1-54

Baltimore, MD: Baltimore City Healthy Start, Inc.

A Healthy Baby Starts with You

Fold-out brochure lists HS services, discusses what to expect when you join, and gives addresses and phone numbers.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 20-1-55

Baltimore, MD: Baltimore City Healthy Start, Inc.

A Healthy Baby Starts with You

Colorful folder has information on infant mortality, HS in Baltimore, neighborhood centers, and outreach programs, and provides a sheet listing services available ("What's in it for me?").

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 20-1-56

Baltimore, MD: Baltimore City Healthy Start, Inc.

Men's Services "Fatherhood, Brotherhood"

Nightly news cover story on HS Men's Services to get men off drugs, off the streets, and into jobs. The videotape presents an interview with Joe Jones, the Men's Services leader, and James Russell, a member of the group. Discusses drug dealing, drug- and gang-related violence, and how men have been brought to a sense of responsibility for themselves, their families, and their neighborhood by participating in the program. Most of the men in the program were led to enroll by their pregnant wife or girlfriend. (The videotape is about 8 minutes in length.)

Model(s): Outreach & Client Recruitment

Document Type: Videotapes

Unique Number: 20-1-57

Baltimore, MD: Baltimore City Healthy Start, Inc.

A Healthy Baby . . . Starts with You

Tri-fold full-color brochure describes the HS program, lists the available services, shows locations on two maps, and gives addresses and phone numbers for more information.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 20-1-58

Baltimore, MD: Baltimore City Healthy Start, Inc.

Healthy Start . . . A Report to the Community

Eight-page booklet describes HS as a federally funded project, discusses why and how Baltimore HS was set up, lists statistics and accomplishments of the program, and describes the role of HS as a neighborhood employer.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 20-1-59

Baltimore, MD: Baltimore City Healthy Start, Inc.

Healthy Start's Life Planning: It's For You!

Tri-fold brochure briefly describes education and employment services and family planning. Group session topics include (1) values, image, and self-esteem; (2) telephone interviewing; (3) writing resumes and cover letters; (4) reproductive anatomy; (5) contraceptive methods; and (6) other topics. Also describes the HS Family Planning Clinic and how to enter the program.

Model(s): Risk Prevention, Training and Education, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 20-1-60

Baltimore, MD: Baltimore City Healthy Start, Inc.

The Baltimore Project

A doorknob hanger (4" x 11") asks "Are you pregnant? Do you know anyone who is? Do you know anyone with an infant 0–6 months? Call us at 728-7539."

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 20-1-61

Baltimore, MD: Baltimore City Healthy Start, Inc.

Target Area A

A map of the Sandtown–Winchester/Harlem Park areas.

Model(s): Outreach & Client Recruitment

Document Type: Other

Unique Number: 20-1-62

Baltimore, MD: Baltimore City Healthy Start, Inc.

*REPEAT–PIF (Participant Identification Form)
Repeat Pregnancy Identification Form*

Seven-page form asks for identifying information on client, as well as information on emergency contact, pregnancy confirmation, health problems, medical assistance and benefits enrollment, and immediate needs and concerns.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 20-1-63

Baltimore, MD: Baltimore City Healthy Start, Inc.

Project Update Bulletin: January 1998

This five-page report covers the following programs: Reach Out & Read (pediatric reading program encouraged by doctors and staff); FIMR; Starting Points (a Carnegie grant for expansion of the HS program); Clean Start (a one-time state grant to develop and implement a substance abuse program); Safe and Sound (focusing on the creation of eight more HS sites in the city and a literacy program); STRIVE (to provide 3-week classes to clients on employment readiness); Team Parenting (preplanning stage for a program to help clients be good parents even though they are no longer partners); Partnership for Fragile Families (helping young fathers become productively involved in the emotional and financial areas of their children's lives); Maternal and Infant Nursing; Families Receiving In-Home Nurturing & Development Services; Lead Abatement Action Project; Diabetes Education Program; Managed Care Organizations; Federal Funding; and other fundraising activities and grant applications.

Model(s): Consortium

Document Type: Reports

Unique Number: 20-1-64

Baltimore, MD: Baltimore City Healthy Start, Inc.

*Baltimore City Healthy Start Fetal and Infant Mortality Review
Recommendations Made by the Policy Review Board*

This 17-page draft report covers 32 recommendations. Includes recommendations made prior to the establishment of the Policy Review Board, recommendations regarding relationships and support, recommendations regarding the environment, and recommendations regarding health behaviors.

Model(s): Consortium, Risk Prevention

Document Type: Reports

Unique Number: 20-1-65

Baltimore, MD: Baltimore City Healthy Start, Inc.

Baltimore Healthy Start Project: Accomplishment of Year 5 Objectives

This 23-page packet of charts covers project accomplishments. The charts list each objective, activity status, progress, and data source.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 20-1-66

Baltimore, MD: Baltimore City Healthy Start, Inc.

Outcome Evaluation Results & Lessons Learned

Brief report gives background, methods, and results with charts and explanations, additional analyses, and lessons learned (needs are numerous and complex; programs must meet the most pressing family needs; neighborhood advocates are the backbone of the program; door-to-door activities are crucial; population is highly transient; substance abuse pervades every aspect of the program; working with male partners is crucial; goals must be reasonable; and management is everything).

Model(s): Consortium

Document Type: Reports

Unique Number: 20-1-67

Baltimore, MD: Baltimore City Healthy Start, Inc.

A Healthy Baby Starts with You: Client Handbook

This 31 page handbook provide concise descriptions of the programs and services Baltimore City has to offer its clients. Inside, one will find the operation hours of the different neighborhood Healthy Start Centers, contact information for Baltimore City services and sections for clients to keep notes and a family photograph.

Model(s): Family Resource Center

Document Type: Handouts/Gifts

Unique Number: 21-1-1

Boston, MA: Boston Healthy Start Initiative

An Overview of Boston Healthy Start

An eight-minute video on the accomplishments of Healthy Start, as told by two participants.

Model(s): Consortium, Outreach & Client Recruitment, Facilitating Services

Document Type: Videotapes

Unique Number: 21-1-2

Boston, MA: Boston Healthy Start Initiative

Beeper -- Basketball

Tape of two TV commercials. One is on early prenatal care (in English and in Spanish), and the other is on male involvement during pregnancy.

Model(s): Outreach & Client Recruitment

Document Type: Videotapes

Unique Number: 21-1-3

Boston, MA: Boston Healthy Start Initiative

The Boston Healthy Start Initiative

An outreach brochure explains what Healthy Start is and how it works. After presenting some facts, the brochure lists activities for self-care during pregnancy as well as things to do for children.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 21-1-4

Boston, MA: Boston Healthy Start Initiative

Case-By-Case: Boston's Infant Mortality Review Project

This 12-page report covers purpose and methods; public health and clinical implications of cases; linkage and follow-up; comprehensive women's services; women's primary health; family planning and related services; prenatal and pediatric care; adolescent services; communication (race, class, culture, and language); preterm labor; patient education; SIDS; pre-viable births; bereavement services; and institutionalizing case reviews.

Model(s): Consortium

Document Type: Reports

Unique Number: 21-1-5

Boston, MA: Boston Healthy Start Initiative

Highlights in the Epidemiology and Meaning of Infant Mortality: The National Context

Highlights in overall infant mortality, neonatal mortality, post neonatal mortality, low birthweight, intrauterine growth retardation, prematurity, prenatal care, racial disparities, what works in intervention, and references.

Model(s): Consortium

Document Type: Reports

Unique Number: 21-1-6

Boston, MA: Boston Healthy Start Initiative

Infant Mortality: A Public Health "Prospective"

This 16-page presentation (speech) covers some history of reducing infant mortality, the need for a new perspective on infant mortality of all races, the importance of midwifery, the inadequacy of current practices that were touted to bring greater results, the ill effects of the growth of the medical profession, and the disparate goals of reducing infant mortality and improving maternity care. Dr. Ronald David, author, makes a case for a greater emphasis on eliminating or minimizing psychological, biological, environmental, social, economic, and political threats to women, infants, and families.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 21-1-7

Boston, MA: Boston Healthy Start Initiative

Mortality Rates Among 15- to 44-Year-Old Women in Boston

An August 1995 *American Journal of Public Health* article that analyzes 10 years of data in Boston and concludes that young women's mortality is more a factor of other health issues than of childbearing, namely, smoking, alcohol, cancer, homicide, suicide, unintentional injuries, heart disease, and chronic liver disease. Authors argue that health care systems should be reworked to focus on the overall health of women.

Model(s): Consortium

Document Type: News Articles

Unique Number: 21-1-8

Boston, MA: Boston Healthy Start Initiative
Infant Mortality as a Social Mirror
Preterm Delivery: Can We Lower the Black Infant's First Hurdle?

The first article, dated June 1992 (*New England Journal of Medicine*), discusses the disparities between white and black infant mortality rates even when social variables, such as income and parental education, have been taken into account. The second article, dated July 1989 (*Journal of the American Medical Association*), argues that despite strenuous efforts to attribute the disparity between black and white infant mortality, new and better methods must be devised.

Model(s): Consortium

Document Type: News Articles

Unique Number: 21-1-9

Boston, MA: Boston Healthy Start Initiative
What Infant Mortality Tells Us

This article, dated June 1990 (*American Journal of Public Health*), presents many facts to demonstrate the disparity between black and white infant mortality rates and blames the problem on a lack of government programs. Also offers hope that gains in moral and legal arenas will lead to a more educated (black) constituency, which can vote for reform.

Model(s): Consortium

Document Type: News Articles

Unique Number: 21-1-10

Boston, MA: Boston Healthy Start Initiative
Fact Sheet: Women of Color and Reproductive Health

This five-page fact sheet covers black fertility and fertility-related services, contraception, AIDS and STDs, abortion, reproductive mortality, and low birthweight and infant mortality. Includes five pages of references. (Joint project of the National Council of Negro Women and Communications Consortium Media Center.) (Appears to be dated January 1991.)

Model(s): Consortium

Document Type: News Articles

Unique Number: 21-1-11

Boston, MA: Boston Healthy Start Initiative
Racial and Ethnic Differences in Infant Mortality and Low Birth Weight: A Psychosocial Critique

This six-page conference speech printed in *Annals of Epidemiology* (September 1992) presents a review of articles on birth rates of black Americans, Mexican Americans, and non-Hispanic white Americans. Discusses the role of culture and psychosocial influences in low birthweight births among blacks, Hispanics, and whites.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 21-1-12

Boston, MA: Boston Healthy Start Initiative
Preterm Delivery Among African-American Women: A Research Strategy

This four-page article discusses the need for a paradigm shift that takes into account social and biological factors associated with preterm birth in order to get a true explanation for the disparity between black and white infant mortality rates. (Appears to have been published by the Centers for Disease Control and Prevention in 1992.)

Model(s): Consortium

Document Type: News Articles

Unique Number: 21-1-13

Boston, MA: Boston Healthy Start Initiative
Boston Healthy Start Initiative

A one-page information sheet on HS, infant mortality, risk factors, and some suggestions for a healthy lifestyle during pregnancy. Attached is a two-page questionnaire for potential participants covering infant mortality, low birthweight, nutrition, child safety, and other topics.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Questionnaires/Surveys

Unique Number: 21-1-14

Boston, MA: Boston Healthy Start Initiative
BHSI Needs Assessment (1990)

A 131-page report on initiatives in Boston. Covers city and neighborhood efforts; identifies neglected areas and number of constituents in need of what services. Latest figures date from April 1992.

Model(s): Consortium

Document Type: Reports

Unique Number: 21-1-15

Boston, MA: Boston Healthy Start Initiative
BHSI Characteristics by Census Tract

Collection of 16 charts. Demonstrates figures on demographic information on mothers, pregnancies, and infants in the Boston HS area for 1993 to 1995.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 21-1-16

Boston, MA: Boston Healthy Start Initiative
Perinatal Health/Infant Mortality: Training Guidelines for Outreach Educators

Outlines for a six-session seminar on infant mortality and perinatal health. Sessions cover perinatal health, review of anatomy and physiology of standard prenatal care, effects of substance abuse on the fetus, role of health care providers during pregnancy, parenting and child rearing, and cross-cultural internship. The objectives, outline, and handouts are listed for each session.

Model(s): Training and Education, Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Certificates

Unique Number: 21-1-17

Boston, MA: Boston Healthy Start Initiative
The Impact of the Boston Healthy Start Initiative on the Perinatal Capacity of Community Health Centers: Findings from a Survey

A five-page report on findings based on surveys of all 15 sites in Boston. Covers purpose and methods; data collection strategy; question categories (prenatal, postpartum, neonatal, and post neonatal services; ancillary services; linkages [on-site and off-site referral mechanisms]; follow-up and tracking; communications between medical and social service providers; special initiatives and funding sources; HS-funded initiatives and services; and networks); sampling plan; and findings. Also includes three pages of objectives with accompanying activities and improvement figures.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Reports

Unique Number: 21-1-18

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative evaluation: Satisfaction survey development and pilot testing

Three sections address the following: introduction and background for the consumer satisfaction survey (mostly adolescent programs); the satisfaction survey and pilot testing (abstract, background, method, site, results, issues); and the appendix (Youth Services Feedback Survey and results).

Model(s): Enhanced Clinical Services, Care Coordination/Case Management, Consortium

Document Type: Questionnaires/Surveys

Unique Number: 21-1-19

Boston, MA: Boston Healthy Start Initiative
*Instituto de Salud Latina Programa Comadres
Nutricion durante la Maternidad and Alimentacion
Infantil*

Two 18-page pamphlets in Spanish discuss infancy and nutrition during pregnancy. Other pamphlets available in Spanish from Boston HS Initiative cover basic nutrition, fathers' responsibilities, stress reduction, exercise during pregnancy, preparation for delivery, nutrition for babies, clothing for mothers and babies, child care, family planning, and disciplinary concerns related to babies, children, and adolescents.

Model(s): Training and Education, Family Resource Center, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 21-1-20

Boston, MA: Boston Healthy Start Initiative
The Latino Healthy Start Initiative

Describes the following programs: adolescent peer training; domestic violence prevention; case management and home visitation; counseling and education for fathers of infants; teen mother services; services for education, recreation, and advocacy; language interpretation services for perinatal health and advocacy; and education and awareness training (sponsored by Mothers United in Action) related to physical and emotional abuse. Materials available in both Spanish and English.

Model(s): Enhanced Clinical Services, Family Resource Center, Training and Education, Outreach & Client Recruitment, Risk Prevention, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 21-1-21

Boston, MA: Boston Healthy Start Initiative
*Latino Healthy Start Initiative Coordination
Project: Report on Sustainability Efforts*

Describes the agencies involved, the initiative, goals, scope of services, and future activities. Includes a discussion guide for use when contracting for services with consultants or outside agencies.

Model(s): Consortium, Enhanced Clinical Services

Document Type: Program Descriptions

Unique Number: 21-1-22

Boston, MA: Boston Healthy Start Initiative
*What We Have Learned About Increasing Infant
Survival*

Brochure for a 1-day seminar. Focuses on Boston figures, services, and social underpinnings.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 21-1-23

Boston, MA: Boston Healthy Start Initiative
To Empower Teens

Describes a 1-day seminar covering the full range of social effects on teens. Sessions include "Book Bags and Baby Bags" (mental, emotional, financial, and physical effects of pregnancy); "STDs, AIDS, HIV, and Me"; "Hey DUDE! Being Man Enough to Stay Healthy Enough"; and "No! You Can't Touch Me That Way" (domestic violence and date rape).

Model(s): Training and Education, Outreach & Client Recruitment, Risk Prevention, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 21-1-24

Boston, MA: Boston Healthy Start Initiative
Plan-It Boston: Conference Number One

One-day conference covered welfare, immigration and affordable housing, managed care, social service delivery, system reform, community policing in Boston, and the needs of at-risk families and individuals. Packet includes workshop notes and brochure.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 21-1-25

Boston, MA: Boston Healthy Start Initiative
Plan-It Boston: Conference Number Two

One-day conference covered community mobilization, the role of nonprofits, learning from other cities, technology, the Boston Foundation Persistent Poverty Project, the role of faith organizations in mobilizing the community, the Latino Initiative, community government and empowerment, and community building for immigrant populations.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 21-1-26

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative 1996 Annual Report

Includes mission statement and logo description, program milestones, demographic data in charts, budget report for previous fiscal year, funded programs and activities, and a list of personnel with photos.

Model(s): Consortium

Document Type: Annual Reports

Unique Number: 21-1-27

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative Annual Report 1994

Includes letters from the project director and the Commissioner; mission statement; data on births, infant deaths, infant mortality, neonatal mortality rates, post neonatal mortality, low birthweight, and prenatal care; demographic data; and milestones. Two pages of objectives and allocated budgets.

Model(s): Consortium

Document Type: Annual Reports

Unique Number: 21-1-28

Boston, MA: Boston Healthy Start Initiative
Healthy Family, Happy Baby

This 11-page newsletter covers outreach programs, the annual meeting, and STDs (for outreach training).

Model(s): Outreach & Client Recruitment, Enhanced Clinical Services

Document Type: Newsletters

Unique Number: 21-1-29

Boston, MA: Boston Healthy Start Initiative
The Warm Pages

Includes articles on family and medical leave, data on the HS program, safety tips for a fun summer, and a list of HS programs.

Model(s): Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 21-1-30

Boston, MA: Boston Healthy Start Initiative
Monthly Report

Three-page form to be filled out each month by every project (outreach centers and clinics) in the HS program. Gives space for recording a program update, special concerns, issues, success stories, data on participants, linkages, administrative issues, and staffing changes.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-31

Boston, MA: Boston Healthy Start Initiative
Monthly Report for Transportation and Child Care Contract

Two-page form is to be submitted by contractors to the consortium. The forms allow space to write information on program updates and special concerns and issues; data on the number of participants and children; and information on what types of services were received and on staffing changes.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-32

Boston, MA: Boston Healthy Start Initiative
Transportation and Child Care Contract

Final report. A form for summarizing program operations for the entire contract period. Asks for number of participants; how funding was used by category (bus tokens, train tokens, taxi vouchers, and vans); and how many appointments were met and missed. Includes a one-page sample chart for the transportation company to fill out on how many passengers were transported to or from each HS site.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-33

**Boston, MA: Boston Healthy Start Initiative
*FY '96 Final Report***

Eight-page form to be filled out by program directors at year's end and submitted to the consortium. Has areas for recording total numbers of participants served (pregnant women, women with infants, men, groups, workshops, and participants by race, language, and age); changes in population demographics; staff changes; publicity; staff meetings; major program changes; linkages; special issues; MIS issues; objectives and activities; time lines; and plans for sustainability.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-34

**Boston, MA: Boston Healthy Start Initiative
*Site Visit Questionnaire***

Has areas for information on date and persons conducting the visit, funding amount and period, staff, objectives and activities, program summary, administrative issues, program accessibility, linkages and referrals, staff communication and supervision, fiscal issues, staff training, and public information. Also has area for writing lessons learned and success stories.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-35

**Boston, MA: Boston Healthy Start Initiative
*Number of Clients Served per Month***

Sample chart for recording monthly figures for each program (clinic, center, home, agency) funded by HS and for how many clients each program served in each category for 1 month. Covers both carryover and new clients. Categories are as follows: pregnant with infant, pregnant without infant, women with infant, women without infant or child, men without child, men with infant, and total.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 21-1-36

**Boston, MA: Boston Healthy Start Initiative
*Healthy Start Service Provider Agreement***

A 15-page generic contract between Boston Public Health Commission (disbursing HS grant funds) and an agency that responded to an RFP and was chosen for a contract. Can easily be adapted for other agencies. Covers description of HS, scope of services, project administration, period of contract, compensation, availability of funds, other obligations, method of payment, re-budgeting, late payments, reporting and evaluation monitoring, site visits, failure to progress, termination, conflict of interest, recordkeeping, audits, confidentiality, political activity, use of materials, second-tier contracting, EEO, insurance, equipment, force majeure, notice of termination, severability, waivers, amendments, and signatures.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services, Facilitating Services, Family Resource Center, Outreach & Client Recruitment, Training and Education, Adolescent Programs, Risk Prevention

Document Type: Contracts/Pledges

Unique Number: 21-1-37

**Boston, MA: Boston Healthy Start Initiative
*Progress Report on Year 06 Crosswalk***

Three documents (one each for HS office, MIS, and vitals) list objectives with corresponding activities undertaken and current accomplishments under each activity. Covers such programs as case management, transportation and child care, Latino Health Initiative, Community Nutritional Support, Perinatal Substance Abuse, Youth Outreach, etc.

Model(s): Consortium

Document Type: Reports

Unique Number: 21-1-38

Boston, MA: Boston Healthy Start Initiative
Case Management Policy and Procedure Manual
Perinatal Community Initiatives Program
Training Curriculum for Health Educators and
Outreach Workers
Proposed Curriculum for Clinical Sessions,
Prenatal Class Curriculum Father Summer Events

Case Management Policy is three pages. *Perinatal Community Initiatives* is eight pages and has a consent form and release of information form. The rest are outlines, without the accompanying workbooks. *Proposed Curriculum for Clinical Sessions* includes diagnosis of pregnancy, growth of the fetus, labor and delivery, pregnancy outcome, postpartum care, and ethical dilemmas surrounding abortion and teenage pregnancy.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Protocols/Procedures

Unique Number: 21-1-39

Boston, MA: Boston Healthy Start Initiative
Breast Care: Learn About Your Health Care --
Tu' Kha'm Vu'

This eight-page pamphlet describes breast self-examination and mammograms. Drawings demonstrate each point in the self-exam. English and Vietnamese versions appear side by side.

Model(s): Training and Education, Risk Prevention, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 21-1-40

Boston, MA: Boston Healthy Start Initiative
Are You Concerned About Domestic Violence?

A fold-out flyer. Gives facts about abuse; warning signs in a relationship; what to do if you are in an abusive relationship; what to do if someone you know is being abused; and legal information and resources in Boston (with addresses and phone numbers). Also available in Spanish (unique no. 21-1-41) and Haitian Creole (21-1-94).

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-41

Boston, MA: Boston Healthy Start Initiative
Le Preocupa La Violencia Domestica?

A fold-out flyer in Spanish. Gives facts on abuse; warning signs in a relationship; what to do if you are in an abusive relationship; what to do if someone you know is being abused; and legal information and resources in Boston (with addresses and phone numbers). Also available in English (unique no. 21-1-40) and Haitian Creole (21-1-94).

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-42

Boston, MA: Boston Healthy Start Initiative
El Abuso: Aprende a Reconocerlo

This foldout brochure in Spanish describes and discusses physical, mental, and emotional abuse. The back page has a checklist of abusive actions by partners and invites readers who checked any item to call Casa Myrna.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 21-1-43

Boston, MA: Boston Healthy Start Initiative
Recommendations for Breastfeeding Promotion:
Prenatal Interventions

Several pages excerpted from a book on breastfeeding. Covers pumping and storing breast milk (illustrated with pictures), failure to "let down," exhaustion of mother, separation from baby, and weaning.

Model(s): Training and Education, Outreach & Client Recruitment, Family Resource Center, Enhanced Clinical Services, Care Coordination/Case Management, Adolescent Programs

Document Type: Handouts/Gifts

Unique Number: 21-1-44

Boston, MA: Boston Healthy Start Initiative
3 Hour Self-Esteem Training for Community Service Providers

This packet includes four short pages on the seminar and handouts on the following issues related to self-esteem: rating your inner critic, how to stop worrying, rules for being human, 40 relaxation techniques, progressive muscle relaxation, how to meditate, 10 steps to success, celebrating your strengths, and the 10 happiest things you can do.

Model(s): Training and Education, Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 21-1-45

Boston, MA: Boston Healthy Start Initiative
Moms Project: Parenting Survival Skills Program

This packet contains an outline of the course for training outreach and recruitment workers on the Moms Project (training clients in the Parenting Survival Skills Program). The packet includes guidance in filling out forms and samples of the following forms: informed consent, Moms Project intake, client history, client services, 6-month follow-up, 1-year follow-up, agency-staff outreach, client outreach, and a short HIV prevention education plan.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-46

Boston, MA: Boston Healthy Start Initiative
Boston Healthy Start's Curriculum for GED

Includes sections on math, science, English, social studies, children's literature, life skills, and vocational workshops. Each section contains notes and guidance on how to structure an adult education program, issues to consider about the audience and the community, and a photocopy of the cover of each book used in the curriculum.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-47

Boston, MA: Boston Healthy Start Initiative
Original Newspaper Articles Highlighting Infant Mortality Problems in the City of Boston

This is a 55-page packet of articles from the *Boston Globe* highlighting various women in Boston whose lives have been hurt in serious ways by the difficulties of abuse, pregnancy, and the loss of children. Written for a general audience.

Model(s): Consortium

Document Type: News Articles

Unique Number: 21-1-48

Boston, MA: Boston Healthy Start Initiative
Community Services Resource Directory: 1992–1994

This 11-page booklet has names, addresses, and contact phone numbers for Boston area service centers under the headings of adult education, case management, domestic violence training, English as a second language, literacy and GED, health centers, infant health care, neighborhood empowerment, nutritional support, outreach to nonclinical sites, perinatal substance abuse, resources for residents, smoking cessation, systems interventions, teen leadership, women's health education, and youth outreach.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center, Consortium

Document Type: References/Resources

Unique Number: 21-1-49

Boston, MA: Boston Healthy Start Initiative
Hotline Resource Manual

This 58-page book is a reference for HS and hotline staffers. Lists name, address, and phone numbers for Boston area services for battered women and their children. Includes sections on centers (for adolescents, Asian women, families and individuals, lesbians, and traditional programs); Latino resources; state coalitions for domestic violence; housing, welfare, and legal referrals; children's supportive services; specific services (AIDS; alcohol and drug referral; batterer's treatment; blind, deaf, disabled services; etc.); and tips on responding to hotline situations (listening skills, assessing risk, safety), information on restraining orders, sample logs, state map showing centers, etc.

Model(s): Outreach & Client Recruitment, Enhanced Clinical Services, Risk Prevention, Adolescent Programs

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-50

Boston, MA: Boston Healthy Start Initiative
Available Literature at Boston HS Initiative

Begins with a 15-page list of all available literature from Boston HS by subject (tells which publications are available in what languages). Covers abortion, AIDS, birth control, breast care, cancer, death/loss, disability, discipline, domestic violence, environmental health, general health, health care system, housing rights, immunization, infant mortality, lesbians, men, menopause, menstruation, mental health, nutrition, parenting, pregnancy, sex education, self-esteem, sickle cell, smoking, STDs, sterilization, substance abuse, teens, child abuse, violence and gangs, and WIC. Also includes a 12-page list of available books, brochures and videos (many titles for outreach and education as well as TV spots and foreign language videos for outreach and for pregnancy and parenting education). Last page is a list of available curricula and workshop outlines.

Model(s): Training and Education, Outreach & Client Recruitment, Risk Prevention, Family Resource Center, Care Coordination/Case Management, Adolescent Programs, Enhanced Clinical Services

Document Type: Handouts/Gifts

Unique Number: 21-1-52

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative: 1996 Calendar

Calendar presents a black-and-white photo for each month along with a tip about pregnancy or parenting in five languages. Also gives list of useful community help-line phone numbers, a brief description of HS, and the dates of holidays and HS meetings.

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Calendars

Unique Number: 21-1-53

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative: 1995 Calendar

Calendar has a black-and-white photo for each month along with a tip on pregnancy or parenting in five languages. Also gives list of useful community help-line phone numbers, a brief description of HS, and the dates of holidays and HS meetings.

Model(s): Outreach & Client Recruitment, Consortium, Training and Education

Document Type: Calendars

Unique Number: 21-1-54

Boston, MA: Boston Healthy Start Initiative
*What Is the Boston Healthy Start Initiative?
Infant Mortality in Boston: Beyond the Clinical Data*

These materials provide basic information about the Boston Healthy Start Initiative and include a news release describing a Boston HS success story.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 21-1-55

Boston, MA: Boston Healthy Start Initiative
Mortality

This report presents a mortality measure taken in the Boston HS Initiative area from 1989 through 1994. The top five causes of death are categorized by age, ethnic group, and location. Forty pages of charts illustrate the findings. The report ranks the main causes of death as heart disease, cancer, HIV/AIDS, cerebrovascular disease, pneumonia/influenza, homicide, chronic obstructive pulmonary disease, unintentional injuries, diabetes, and septicemia.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 21-1-56

Boston, MA: Boston Healthy Start Initiative
Local Outcome Evaluation Plan

This six-page report covers the plan developed to provide information on services for pregnant and postpartum women, their infants, and other community residents. This was accomplished via Boston HS Initiative's MIS reports on record linkage and interagency cooperation. Describes what data were collected, how they were collected, and how they were analyzed. The last 34 pages are photocopies of overheads for a presentation on Boston HS Initiative and the data collected under this plan.

Model(s): Other, Consortium

Document Type: Presentation Materials

Unique Number: 21-1-57

Boston, MA: Boston Healthy Start Initiative
Health Advocacy Forums: September 1995

This is a report of surveys taken on behalf of BHSI to obtain information from clients, administrators, and providers to improve client services. The first section covers the need for and rationale behind the survey. The second section discusses the information-gathering techniques and analysis methods. Later sections include the actual survey forms and raw data on the participants' responses. About 100 pages.

Model(s): Enhanced Clinical Services, Care Coordination/Case Management, Family Resource Center, Facilitating Services

Document Type: Reports

Unique Number: 21-1-58

Boston, MA: Boston Healthy Start Initiative
Demographics and Socioeconomics

A 32-page report containing 6 pages of text and 26 pages of charts. Since demographic data are often concentric with data on employment and education and since health issues are complicated by a lack of common ethnic ground between HS health care providers and clients, the study was undertaken to paint a larger picture of those persons included in the Boston HS communities as well as their needs. Uses 1990 Census information on age, race and ethnicity, and education, and presents data, by community, on unemployment, median household income, poverty, child poverty, senior poverty, cash public assistance income, housing, place of birth, language, and home ownership.

Model(s): Other, Consortium

Document Type: Reports

Unique Number: 21-1-59

Boston, MA: Boston Healthy Start Initiative
Health of Mothers and Infants

An 11-page report with 31 pages of charts. Lists and analyzes data. Concludes that teenage childbearing has increased slightly in real numbers and increased greatly as a percentage of all births in the Boston HS Initiative area and points out the need for increased prenatal care. Between 1989 and 1994, the number of women seeking prenatal care increased markedly, from 65% to 82%. Overall, LBW increased only very slightly in the same period. Infant mortality was up slightly for non-Hispanic whites and down slightly for non-Hispanic blacks.

Model(s): Other, Consortium

Document Type: Reports

Unique Number: 21-1-60

Boston, MA: Boston Healthy Start Initiative
Ethnic Variations in Prenatal Care in the Boston Healthy Start Project Area

This is a study of Massachusetts Department of Public Health data concerned with identifying ancestry and race/ethnicity of participants and their children in order to better match prenatal care needs with the community constituency. Sociodemographic data cover the period from 1990 to 1995, and consider percentages of teens and women (married and unmarried) in 13 racial/ethnic groups who received prenatal care.

Model(s): Care Coordination/Case Management, Consortium, Enhanced Clinical Services

Document Type: Reports

Unique Number: 21-1-61

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative: A Case Management Cost Analysis

Report of a cost analysis done for the Boston HS Initiative between 1993 and 1995. Includes background information on the project and the analysis, as well as methodology, preliminary findings, and conclusions. Includes the 13-page report and 13 pages of charts and graphs to demonstrate the data.

Model(s): Care Coordination/Case Management, Consortium

Document Type: Reports

Unique Number: 21-1-62

Boston, MA: Boston Healthy Start Initiative
Boston Healthy Start Initiative: Process Evaluation for Y02 and Y03

Includes introduction, findings, and recommendations for media campaigns, consortium participation, executive committee participation, acceptance of value differences and resolution of conflicts, collaborative relationships in agency participation in the consortium, interagency links, participation in the executive committee, and the relationship to trustees of hospitals and other health service entities as well as to the executive committee. Also covers Boston HS Initiative staff, space, finances, funding, management, and monitoring.

Model(s): Other, Consortium

Document Type: Reports

Unique Number: 21-1-63

Boston, MA: Boston Healthy Start Initiative
Boston Healthy Start Initiative Program Assessment Questionnaire

Twenty-one-page questionnaire on each agency, to be completed by outside reviewers. Covers career development, case management, domestic violence intervention and training, adult education programs, health center capacity, infant health care, neighborhood empowerment, nutritional support, outreach, perinatal substance abuse, pregnancy/parenting support, transportation and child care, women's health education, and youth outreach and prevention. Twenty-five pages of charts and graphs illustrate the data.

Model(s): Consortium, Adolescent Programs, Care Coordination/Case Management, Enhanced Clinical Services, Facilitating Services, Family Resource Center, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Questionnaires/Surveys

Unique Number: 21-1-64

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Service: Satisfaction Initiative

This is a Youth Service feedback survey that can be administered to groups or individuals. Sixteen youths of various races and situations were chosen and completed the survey. The packet includes the why, where, and how of the survey (purpose and methods); a sample survey; and the raw and analyzed data from the completed surveys. The survey is only in English. Chosen participants were paid \$10.00, and participating agencies that administered the survey were given a \$25.00 gift certificate to spend on teaching supplies. Report is dated June 1995.

Model(s): Consortium, Outreach & Client Recruitment, Risk Prevention, Care Coordination/Case Management

Document Type: Reports

Unique Number: 21-1-65

Boston, MA: Boston Healthy Start Initiative
1996 Client Satisfaction Survey

This document provides a comprehensive description of how BHSI created and administered client surveys to 681 male and female clients of HS agencies and to 102 clients of school health programs. The surveys were administered in English, Spanish, and Haitian Creole. The English-language versions are included. Analysis was made on the basis of the knowledge, behavior, and satisfaction questions, and special attention was paid to the 5% of participants' answers that expressed dissatisfaction.

Model(s): Enhanced Clinical Services, Consortium, Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 21-1-66

Boston, MA: Boston Healthy Start Initiative
Domestic Violence Workshop Outline for BHSI Providers

Four pages of guidelines on the important aspects of providing effective support to battered women, uncovering abuse through sensitive questioning, assessing risk and violence, exploring the woman's options, and developing a safety and "escape" plan with/for a battered woman. Outline in English and Spanish includes factual information, the impact of domestic violence on children and youth, a wheel chart of things batterers do to exert control and power, and a wheel chart of things partners do for each other in an equitable relationship.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention, Enhanced Clinical Services

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-67

Boston, MA: Boston Healthy Start Initiative
Workshops on Diversity Training for BHSI Medical Providers

This collection of short reports identifies the wide variety of seminars and short training sessions offered by agencies in the BHSI circle. Reports cover presenters, issues addressed, media utilized, members of the audience, and audience responses. Topics include "Boston's Immigrants and Refugees: How Culture and Experience Impact Health"; "Cultural Context of Prenatal and Postpartum Care: Cultural Health Beliefs, Traditions, and Practices"; and sessions on substance abuse and women; pregnancy and HIV; domestic violence and the family; coping with grief and loss; adolescents, immigrants, and welfare reform; fostering self-esteem in clients; and outreach to special populations.

Model(s): Training and Education, Facilitating Services

Document Type: Reports

Unique Number: 21-1-68

Boston, MA: Boston Healthy Start Initiative
Outline of BHSI's Pilot Nurturing Program Presently Funded Through the Carnegie Foundation Known as Connect the DOTS

This component (Part 1, Section 8) of the *Nurturing Programs Implementation Manual and Resource Guide* covers the three essential elements of developing a nurturing program for adults and children (selecting a site, selecting staff, and qualities to look for) and the philosophy of such a program (family-based, way of life, destructive versus nurturing behaviors, four core values, learning, pillars of the program). A program timeline, budget, and evaluation are included.

Model(s): Training and Education, Outreach & Client Recruitment, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-69

Boston, MA: Boston Healthy Start Initiative
Support Materials for Substance Abuse Workshop: Women for Sobriety Acceptance Program Workbook

This tool covers levels of recovery; defining and evaluating recovery; roots of addiction (internalized oppression, as a coping mechanism, as an altered state of consciousness, as a life-and-death struggle); relapse and slips (five-stage addiction cycle, how to break the cycle, individual treatment plans, relapse as a process, how to prevent it); holistic recovery (spiritual programs, health and nutrition programs); abstinence work with clients, and exercises.

Model(s): Risk Prevention, Training and Education, Enhanced Clinical Services

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-70

Boston, MA: Boston Healthy Start Initiative
Women's Health Breast Cancer Curriculum 1995

This 23-page booklet is designed for trainers of women's health. The four overall objectives are to (1) understand how women are treated differently from men in health care; (2) provide an overview of women's health; (3) discuss the cultural influences that affect how women take care of their health; and (4) discuss women's fears of the health system. Each objective is accompanied by activities and discussion points. The specific objectives of the breast cancer module are to (1) help women articulate their fears; (2) educate women about risks; (3) discuss differences in screening guidelines; (4) identify early detection methods; and (5) apply training to the community. Includes a breast cancer survivor's testimony, breast cancer outreach tips, and cancer facts. (Also available in Spanish: *La Salud de la Mujer El Cancer del Seno Curriculum 1995*, unique no. 21-1-71.)

Model(s): Training and Education, Outreach & Client Recruitment, Risk Prevention, Enhanced Clinical Services, Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-71

Boston, MA: Boston Healthy Start Initiative
La Salud de la Mujer El Cancer del Seno Curriculum 1995

This 23-page booklet is designed for trainers of women's health. The four overall objectives are to (1) understand how women are treated differently from men in health care; (2) provide an overview of women's health; (3) discuss the cultural influences that affect how women take care of their health; and (4) discuss women's fears of the health system. Each objective is accompanied by activities and discussion points. The specific objectives of the breast cancer module are to (1) help women articulate their fears; (2) educate women about risks; (3) discuss differences in screening guidelines; (4) identify early detection methods; and (5) apply training to the community. Includes a breast cancer survivor's testimony, breast cancer outreach tips, and cancer facts. (Also available in English: *Women's Health Breast Cancer Curriculum 1995*, unique no. 21-1-70.)

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-72

Boston, MA: Boston Healthy Start Initiative
All Babies Deserve a Healthy Start: 1996 Resource Directory

This 25-page softcover book lists resources by category, interspersed with photos; parenting tips (taken from the Boston HS Initiative Calendar); and charts, facts, and figures from Boston HS Initiative.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: References/Resources

Unique Number: 21-1-73

Boston, MA: Boston Healthy Start Initiative
Your New Baby
Su Nuevo Bebé

This 28-page softcover booklet (8" x 8") for new mothers has text in both English and Spanish. The booklet gives tips and guidance on getting to know your baby, nutrition, breastfeeding, bottle feeding, burping, warmth and comfort, sleeping, crying, diapering, stools/urine, bathing, safety, taking care of yourself, checkups, reasons to call a doctor, and baby's first appointment. Illustrated with simple drawings. (Also available in English/Vietnamese and in English/Haitian Creole versions.)

Model(s): Training and Education, Facilitating Services

Document Type: Handouts/Gifts

Unique Number: 21-1-74

Boston, MA: Boston Healthy Start Initiative
Your New Baby
Tibebe ou fe'k fe'a

This 28-page softcover booklet (8" x 8") for new mothers has text in both English and Haitian Creole. The booklet gives tips and guidance on getting to know your baby, nutrition, breastfeeding, bottle feeding, burping, warmth and comfort, sleeping, crying, diapering, stools/urine, bathing, safety, taking care of yourself, checkups, reasons to call a doctor, and baby's first appointment. Illustrated with simple drawings. (Also available in English/Spanish and in English/Vietnamese.)

Model(s): Training and Education, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 21-1-75

Boston, MA: Boston Healthy Start Initiative
A Calendar for a Healthy Baby! And a Healthy Mother

A personalized booklet-calendar that a mother creates for herself for a pregnancy. The booklet has 14 blank months that the mother fills out on the basis of her last menstruation. Interspersed with the calendar pages are pages of tips and support; pages of information (with drawings and photos) on fetal development, emotional changes, how long a pregnancy is, stopping smoking and drug use, food groups, prenatal care, danger signs, breastfeeding, getting ready for labor, and taking care of a baby; and instructions on how to fill out the calendar.

Model(s): Outreach & Client Recruitment, Training and Education, Enhanced Clinical Services

Document Type: Calendars

Unique Number: 21-1-76

Boston, MA: Boston Healthy Start Initiative
1997 Calendar

This full-color 8 1/2" x 11" calendar has photos of healthy Boston HS Initiative children and babies with tips in English, Spanish, Haitian Creole, Vietnamese, and Chinese. Includes dates for holidays and Boston HS Initiative meetings. Also gives an ethnic recipe for each month. The final pages present information on HS and help-line phone numbers for food, shelter, social services, and health care.

Model(s): Outreach & Client Recruitment, Facilitating Services

Document Type: Calendars

Unique Number: 21-1-77

Boston, MA: Boston Healthy Start Initiative
Protocols for Home Visits Case Management

Include in the notebook

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 21-1-78

Boston, MA: Boston Healthy Start Initiative
Your New Baby
Em Be Moi Sahn cua Ban

This 28-page softcover booklet (8" x 8") for new mothers has text in both English and Vietnamese. The booklet gives tips and guidance on getting to know your baby, nutrition, breastfeeding, bottle feeding, burping, warmth and comfort, sleeping, crying, diapering, stools/urine, bathing, safety, taking care of yourself, checkups, reasons to call a doctor, and baby's first appointment. Illustrated with simple drawings. (Also available in English/Spanish and in English/Haitian Creole.)

Model(s): Training and Education, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 21-1-79

Boston, MA: Boston Healthy Start Initiative
About Women, HIV and AIDS

A small booklet with line drawings of situations described in the pamphlet. Defines HIV and AIDS and discusses how people can be infected, symptoms, protection from infection, using condoms, making decisions with your partner, some tips on talking to your partner, avoiding common misunderstandings, and testing for AIDS. Provides a summary. Produced by Scriptographic of South Deerfield, MA.

Model(s): Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-80

Boston, MA: Boston Healthy Start Initiative
Saying "No" to Sex -- It Makes Sense

This seven-page pamphlet discusses the need to say no to sex (to avoid STDs, to avoid becoming pregnant while a student); pride and self-respect; values; other ways to be close to your partner; things to say to defend your position; tips on what to do; and how being in a group can help make it easier to say no. Generally aimed at youth.

Model(s): Adolescent Programs, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-81

Boston, MA: Boston Healthy Start Initiative
New Dad Facts

Covers congratulations; being the best Dad you can be; taking care of your baby (sleeping, eating, crying, and loving); being parents together (caring and communicating); taking care of yourself; things to know and do about feelings; sex; babysitting; child care; families; boys and girls; time; money; social life; health care and other people's babies; and asking for help. Produced by ETR Associates of Santa Cruz, CA.

Model(s): Family Resource Center, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 21-1-82

Boston, MA: Boston Healthy Start Initiative
If You Are a Man . . . Birth Control

This fold-out brochure discusses what birth control has to do with men; what the facts are; what the choices are (abstinence and condoms); what about withdrawal; other choices; and talking to your partner. Includes a summary. Produced by ETR Associates of Santa Cruz, CA.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-83

Boston, MA: Boston Healthy Start Initiative
About Being a Father

This 15-page booklet discusses the responsibilities and rewards of being a father, the lasting effect of a father's role on his child's life, the fact that some fathers don't take an active role, understanding a child's emotional needs, the ABCs of discipline, nurturing your child's mind, looking after a child's physical health, teamwork with the child's mother, and fathers who live apart from their children. Also gives sources of help and information and presents a summary. Produced by Scriptographic of South Deerfield, MA.

Model(s): Family Resource Center, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-84

Boston, MA: Boston Healthy Start Initiative
Mama I Want To Be Healthy

Colorful fold-out brochure (16" x 16") uses pictures to illustrate the food pyramid, and includes notes on how much to eat each day in general and when pregnant or breastfeeding. Also illustrates tips for avoiding smoking, drinking, or using drugs or chemicals; getting enough sleep and exercise; obtaining prenatal care; and knowing the warning signs in pregnancy that signal the need to call a doctor. Produced by Childbirth Graphics of Waco, TX. Also available in Spanish. Please see unique number 21-1-133. For additional copies, please contact Childbirth Graphics, A Division of WRS Group, Inc., Waco, TX 76702-1207; Phone: 1-800-299-3366, ext. 287; Web Address: www.wrsgroup.com

Model(s): Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 21-1-85

Boston, MA: Boston Healthy Start Initiative
Get Health Care! !Reciba Cuidado Medico!

A fold-out brochure with English on one side and Spanish on the other. Lists three steps in getting prenatal care and taking care of yourself. Colorful photos. Produced by ETR Associates of Santa Cruz, CA. For copies of this brochure, please contact ETR Associates, PO Box 1830, Santa Cruz, CA 95061-1830; Phone: 1-800-321-4407; Web Address: www.etr.org; Title No. H112

Model(s): Risk Prevention, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 21-1-86

Boston, MA: Boston Healthy Start Initiative
Don't Smoke! !No Fume!

A fold-out brochure with English on one side and Spanish on the other. Lists three health problems your baby could have if you smoke during pregnancy. Colorful photos. Produced by ETR Associates of Santa Cruz, CA.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 21-1-87

Boston, MA: Boston Healthy Start Initiative
First Steps With Your Baby

This 27-page booklet (8" x 11") has pencil drawings to illustrate the points covered. Discusses building trust with your baby, feeding, sleeping, holding and touching your baby, what your baby sees and looks at, talking to your baby, consoling a crying baby, why a baby cries, playing, providing basic care, feelings in your baby, and supporting your baby's development. Also contains a conclusion, illustrations of hand and body coordination at different months, safety tips on newborns and transportation, and an immunization chart covering birth to 16 years.

Model(s): Training and Education, Risk Prevention, Enhanced Clinical Services, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 21-1-88

Boston, MA: Boston Healthy Start Initiative
By-Laws

Nine-page document covers statement of purpose, consortium membership, executive committee membership and responsibilities, meetings of the executive committees, nomination process, officers, subcommittees, amendments, and resolving conflicts.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 21-1-89

Boston, MA: Boston Healthy Start Initiative
The Boston Healthy Start Initiative

Outreach brochure explains what Healthy Start is and how it works. Gives some facts about infant mortality and low birthweight and then lists self-care activities for men, women, and children. Also describes the consortium, gives milestones of the program from 1991 through 1996, and presents a simplified map of service areas.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 21-1-90

Boston, MA: Boston Healthy Start Initiative
Consortium

Short packet of presentation materials includes a simplified organization chart, some notes on the Latino initiative, and various objectives.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 21-1-91

Boston, MA: Boston Healthy Start Initiative
Program Models

This is one page of information on the case management model.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 21-1-92

Boston, MA: Boston Healthy Start Initiative
MCH Standards: Professional Standards of Care

Ten pages excerpted from state guidelines. Covers guidelines for writing standards, individual care plans, clinical records, and requirements for other direct care staff.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Standards

Unique Number: 21-1-94

Boston, MA: Boston Healthy Start Initiative
Eske Violans Nan Fanmi Konsene-w?

A fold-out flyer in Haitian Creole. Gives facts about abuse; warning signs in a relationship; what to do if you are in an abusive relationship; what to do if someone you know is being abused; and legal information and resources in Boston (with addresses and phone numbers). Also available in English (no. 21-1-40) and Spanish (no. 21-1-41).

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 22-1-1

Detroit, MI: Detroit Healthy Start Project
Executive Summary: Purpose of Focus Group Evaluation

This 12-page report covers six focus groups and three smaller groups that were surveyed to obtain consumer assessments of service quality and to point out areas for improvement. Discusses method and gives some raw [unedited] answers to the following questions: (1) What were some of your thoughts and feelings about your life before getting pregnant with your first child? (2) How did you hear about DHSP? (3) What motivated you to apply? (4) Questions related to service outcomes (5) Questions related to evaluation of service quality (6) Are there program requirements that you would change? (7) How does education fit into your lifestyle now that you are going to have [or have had] your baby? (8) Describe the present relationship between the baby and the father (9) Do you know anything about the consortium? (10) Have you experienced any change of attitude regarding health care services? The report also contains conclusions and recommendations for creating various public information materials about the consortium.

Model(s): Consortium, Training and Education

Document Type: Reports

Unique Number: 22-1-2

Detroit, MI: Detroit Healthy Start Project
Marketing Maternal and Infant Support Services

These are 38 photocopies of slides used to discuss increasing the community's awareness of HS services; identifying sustainability resources; proving that the Detroit Health Department can assist with requirements, enrollment, and quality; and entering into a contractual agreement with a managed care organization. Lists many facts for Detroit: health indicators, common reasons for referral, and poverty status.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 22-1-3

Detroit, MI: Detroit Healthy Start Project
Program Analysis

A 32-page report on Healthy Baby Services, a Detroit citywide transportation service that is funded and used by many agencies, including HS. The report covers issues of capacity, equipment, history and accomplishments, personnel, revenue and usage, budget, objectives, reservation procedures, client service process, and problems and concerns. Also covers how Healthy Baby Services serves HS, using charts and graphs to demonstrate HS data.

Model(s): Consortium, Facilitating Services

Document Type: Reports

Unique Number: 22-1-4

Detroit, MI: Detroit Healthy Start Project
Detroit/Wayne County Healthy Baby Services Business Plan

Plan for Healthy Baby Services, a transportation service funded and shared by agencies in the city of Detroit. Discusses the present situation, clientele, agencies, required funding, personnel, capacity, demands, equipment, revenue, and reservation procedures, and contains a client service flowchart.

Model(s): Facilitating Services

Document Type: Protocols/Procedures

Unique Number: 22-1-5

Detroit, MI: Detroit Healthy Start Project
Analysis of the Skillman Riders on the Healthy Baby Services Van System

A three-page analysis of ridership for the Skillman Clinic, an HS agency in Detroit. Indicates that fewer families are using the service more. Includes raw data and charts.

Model(s): Facilitating Services

Document Type: Reports

Unique Number: 22-1-6

Detroit, MI: Detroit Healthy Start Project
Dispatchers' Daily Report

One-page form for recording each day's total dispatch of cabs, including late arrivals, rides to and from the clinic, and the start and finish times of each dispatcher on shift.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-7

Detroit, MI: Detroit Healthy Start Project
Dispatchers' Daily Log

One-page form for logging the time of day each van driver begins and ends his or her shift.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-9

Detroit, MI: Detroit Healthy Start Project
Healthy Baby Service Ridership Forecast with Analysis

This report is a sample of the writing that will be included in the Health Transportation Project. These materials may also be included in an upcoming Health Transportation Manual. Contains procedures for forecasting ridership. It also covers cab use, since cabs are called to supplement service during peak hours. Includes raw data and charts.

Model(s): Facilitating Services

Document Type: Reports

Unique Number: 22-1-10

Detroit, MI: Detroit Healthy Start Project
Healthy Baby Services One-Month Report: March 1997

One page of summary statistics of transportation activities for the month of March 1997 for Healthy Baby Services in Detroit. Includes data on purposes of clients' appointments, number of scheduled trips to each clinic/site, and appointment outcomes (round trips, one ways, cabs, vans, cancellations). Also contains a one-page blank report.

Model(s): Facilitating Services

Document Type: Reports

Unique Number: 22-1-11

Detroit, MI: Detroit Healthy Start Project
HBS Transportation Activity Log

Daily worksheet for van drivers. Lists each client to be picked up that day for each van, giving name, address, cross-streets, city, phone, appointment time, clinic, purpose (of appointment), next appointment, and billing code. For example, all the day's rides for van 11 are listed by appointment time. The driver knows exactly where to go and whom to pick up, in what order. The last page is a mileage sheet for each van, with place to log client, clinic, address, odometer readings, and time of day.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-12

Detroit, MI: Detroit Healthy Start Project
Integrated Case Management: Maternal Child Health Advocate Service Guidelines

Seven-page guide for maternal child health advocates in Detroit only. This is a very basic guide for locating topics in the integrated case management book when making a case management plan. It refers to module numbers for referencing more complete instructions on all aspects in intake and care.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 22-1-13

Detroit, MI: Detroit Healthy Start Project
Homelessness

Guidelines for maternal child health advocates in determining client needs when the client does not have permanent shelter. Specific to Detroit. Also includes a list of shelters in the Detroit area.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 22-1-14

Detroit, MI: Detroit Healthy Start Project

Underweight -- Nutrition Protocol

One page of guidelines for maternal child health advocates in Detroit for defining underweight. Covers assessing underweight status, client's understanding of underweight, and the need for medical intervention.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 22-1-15

Detroit, MI: Detroit Healthy Start Project

Prenatal Risk Profile: Detroit Health Department Healthy Start

One-page form for logging client information and rating social factors (homelessness, no or low income, abuse, disabilities, language barrier, lack of transportation); obstetric history; outcome of last pregnancy; present pregnancy; and parenting experience.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-16

Detroit, MI: Detroit Healthy Start Project

Infant Risk Profile: Detroit Health Department Healthy Start

One-page form for logging infant identification; parental factors (youth mother, unmarried, no or low income, nonwhite, homeless, dangerous home situation, family history of child abuse, lack of transportation, language barrier); associated conditions (inadequate prenatal care, substance abuse, lack of bonding, disabilities, illness); and infant factors (low birthweight, prematurity, hospitalization, congenital abnormalities, suspected abuse, developmental delay, emergency room admittance).

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-17

Detroit, MI: Detroit Healthy Start Project

Detroit Health Department ICM Postnatal Risk Profile

One-page form for logging maternal and infant information: identification; complications of labor and delivery; social factors (youth mother, unmarried, no or low income, nonwhite, no high school diploma, homeless, dangerous home situation, lack of transportation, language barrier); associated maternal conditions (inadequate prenatal care, illness, disabilities, unwanted baby, substance abuse); and neonatal factors (premature, low birthweight, drug exposed, congenital abnormalities, birth injury).

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-18

Detroit, MI: Detroit Healthy Start Project

Prenatal–Postpartum–Infant Outcome Evaluation Form

One-page form for logging family and provider identification; prenatal factors (documentation, medical or social complications, hospitalization); pregnancy outcome (premature, birthweight, viable infant, congenital anomalies, neonatal death, abortion); postnatal factors (documentation of the postpartum checkup, family planning, postpartum complications); and infant factors (appropriate health care, immunizations, appropriate development, health problems, injuries, death).

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-19

Detroit, MI: Detroit Healthy Start Project
Prenatal–Postpartum–Infant Outcome Evaluation

One-page form for logging family and provider identification; prenatal factors (documentation, medical or social complications, hospitalization); pregnancy outcome (premature, birthweight, viable infant, congenital anomalies, neonatal death, abortion); postnatal factors (documentation of the postpartum checkup, family planning, postpartum complications); and infant factors (appropriate health care, immunizations, appropriate development, health problems, injuries, death). Includes instructions for filling out the form.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-20

Detroit, MI: Detroit Healthy Start Project
Inreach: Maternal/Infant Needs Assessment

Seventeen-page form covers intake information, maternal and infant identification, insurance, ethnicity, marital status, diabetes, venereal disease, infections, substance abuse, neonatal problems, pregnancy and prenatal care, transportation, labor and delivery, sociodemographic data, social support, housing, birth complications, and immunization.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-21

Detroit, MI: Detroit Healthy Start Project
Medical History and Demographics

One-page form for recording medical history. Covers information on mother and father, history of medical problems, menstrual history, and past pregnancies.

Model(s): Enhanced Clinical Services

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-22

Detroit, MI: Detroit Healthy Start Project
Client Service Form

One-page form for recording client and provider information, visit information, problem addressed (housing, food, clothing, insurance, transportation, child care, education, health care, violence, employment, abuse, mental health, health problems, parenting), and type of information provided (prenatal, postpartum, infant, lead poisoning prevention, childhood diseases, emergency preparedness).

Model(s): Care Coordination/Case Management, Risk Prevention, Enhanced Clinical Services, Family Resource Center

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-23

Detroit, MI: Detroit Healthy Start Project
Obstetrical Care Schedule

One-page schedule of tests and screenings (medical, STDs, pap, rubella, sickle cell, urinalysis, ultrasound) to be completed at the appropriate weeks during pregnancy.

Model(s): Enhanced Clinical Services

Document Type: Protocols/Procedures

Unique Number: 22-1-24

Detroit, MI: Detroit Healthy Start Project
Maternity Care Guidelines

One-page chart of the tests and assessments that should be made during initial and trimester visits. Includes initiating a health history; physical and prenatal examinations; nutrition; nursing assessments; psychological, dental, and risk assessments; STDs; and plasma glucose and pap tests.

Model(s): Enhanced Clinical Services

Document Type: Protocols/Procedures

Unique Number: 22-1-25

Detroit, MI: Detroit Healthy Start Project
ICM Client/Family Intake Form (Integrated Case Management)

One-page form for logging client information (name, address, phone, referral source, birth date, Social Security number, ethnicity, whether receiving WIC) and choice or rejection of participation, as well as ineligibility.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-26

Detroit, MI: Detroit Healthy Start Project
ICM Case Closure Form (Integrated Case Management)

One-page form for recording client information and reason for closure.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-27

Detroit, MI: Detroit Healthy Start Project
Integration of the Detroit Health Department and Healthy Start Home and Community-Based MCH Programs

One-page chart shows relationships and differences between three types of community service agencies and their services.

Model(s): Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 22-1-28

Detroit, MI: Detroit Healthy Start Project
Client Enrollment

Two-page form for logging referral source information; client information; transportation (any disabilities that make it impossible to use a van service); pregnancy information; and advocacy information.

Model(s): Facilitating Services, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-29

Detroit, MI: Detroit Healthy Start Project
Detroit Healthy Start Project Organizational Chart

One-page organization chart of Detroit programs.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 22-1-30

Detroit, MI: Detroit Healthy Start Project
Detroit Healthy Start Consortium Year 07 Model

One-page model of how the consortium works in each neighborhood.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 22-1-31

Detroit, MI: Detroit Healthy Start Project
Detroit/Wayne County Healthy Baby Services

Photocopy of brochure cover and one-page client referral form.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 22-1-32

Detroit, MI: Detroit Healthy Start Project
Healthy Baby Services Service Sites

A six-page list of all Detroit area clinics and service sites.

Model(s): Outreach & Client Recruitment

Document Type: References/Resources

Unique Number: 22-1-33

Detroit, MI: Detroit Healthy Start Project
Healthy Start Alumni Club

Two-page description of the goals and objectives of the alumni club. The club was designed to help clients make a smooth transfer from home-based (staff) to peer-based (community) support.

Model(s): Family Resource Center, Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 22-1-34

Detroit, MI: Detroit Healthy Start Project
Happy, Healthy Babies

A short article (*Detroit Free Press*, September 29, 1994) about the lower infant mortality rate in Detroit and some background on two HS clients.

Model(s): Facilitating Services

Document Type: News Articles

Unique Number: 22-1-35

Detroit, MI: Detroit Healthy Start Project
Saving Lives

Short article (*Detroit News on Detroit*, January 5, 1995) highlights HS efforts and successes in Detroit.

Model(s): Facilitating Services

Document Type: News Articles

Unique Number: 22-1-36

Detroit, MI: Detroit Healthy Start Project
More Babies Surviving in Michigan

Five-page press release (June 23, 1995) from the office of the governor and the state health director. The release, which is based on data from the state registrar, shows a decline in the infant mortality rate.

Model(s): Consortium

Document Type: News Articles

Unique Number: 22-1-37

Detroit, MI: Detroit Healthy Start Project
Position Descriptions

Job descriptions with discrete tasks for project director, quality assurance coordinator, director of public health nurses, public health services administrator, healthy baby services director, and certified nurse midwife.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 22-1-38

Detroit, MI: Detroit Healthy Start Project
Hmong Resource Guide

This 18-page booklet in Hmong and English covers religious affiliations, cultural and social activities, education, emergency numbers, food supplement programs, Hmong restaurants, Hmong businesses, employment services, health care, dental care, insurance, and hospitals in Detroit.

Model(s): Facilitating Services

Document Type: References/Resources

Unique Number: 22-1-39

Detroit, MI: Detroit Healthy Start Project
I Am Hmong: Cultural Guide to Understanding Your Hmong Patient

Brochure for advocates and providers with Hmong clients who are pregnant. Briefly discusses the history of the Hmong people, presents some cultural views on childbirth, and contrasts Hmong and Western practices related to the prenatal period (prenatal exams), delivery, and the postpartum period. Produced by Wayne State University.

Model(s): Family Resource Center, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 22-1-40

Detroit, MI: Detroit Healthy Start Project
If You're Thinking About Becoming a Dad . . .

This colorful fold-out brochure illustrates a conversation between two young black men: a young father and a young man thinking about becoming a father. Recommends talking to the wife or girlfriend about the challenges and responsibilities. Recognizes the ensuing lack of sleep and free time, inability to finish education, and the need for money, food, clothing, transportation, housing, and good health of the parents before they begin. Last page lists Detroit area health and family planning services.

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 22-1-41

Detroit, MI: Detroit Healthy Start Project

If You're Already a Parent or Are Thinking About Becoming a Parent . . .

This colorful fold-out brochure illustrates a conversation between a young woman and her mother and one between her partner and his father. The young couple is thinking about having a baby. The mother tells her daughter about welfare reforms and the possible loss of present income, the need to work, the troubles that ensued when she couldn't finish her education, her daughter's poor health habits, and the need for the father to stay with her. The young man's father tells him about responsibility, waiting until after college, and having a good job. Gives list of things to think about and resources for help.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 22-1-42

Detroit, MI: Detroit Healthy Start Project

Do You Know Your Child's Future Depends on You . . .

This colorful fold-out brochure illustrates a conversation between a young woman and her partner. The young couple is thinking about having a baby. They discuss the need for money, the possibility of taking second jobs, being on their own, the need for transportation, leading a more modified life, and what their friends with children do. Ends with a list of things to think about and area resources for information.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 22-1-43

Detroit, MI: Detroit Healthy Start Project

Do You Know Who You're Sleeping with Could Be Your Next Child's Parent . . .

This colorful fold-out brochure illustrates a conversation between a young woman and her girlfriend. The young woman and her boyfriend are thinking about having a baby. Her girlfriend points out that she doesn't get along with her boyfriend very well and that he might not make a good father. Also discusses that life can be complete in other ways than having children. Brings up the possibility of raising a child alone and ends with a list of things to think about and area resources for information.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 22-1-44

Detroit, MI: Detroit Healthy Start Project

Do You Know What Being Healthy Means . . .

This colorful fold-out brochure illustrates a conversation between a young woman and her girlfriend. The young woman and her boyfriend are thinking about having a baby. The girlfriend points out that her friend doesn't eat well, has been on the pill, has school and work, and may not have the energy for a baby, and that her boyfriend smokes and drinks, all of which can affect the baby. Ends with a list of things to think about and area resources for information.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 22-1-45

Detroit, MI: Detroit Healthy Start Project

You and Your Newborn Baby

A 20-page booklet for a pregnant woman, to be filled in as the pregnancy continues. Has places for recording blood type, diseases the mother has had, medical history, medications, appointments, blood pressure, weight gain, growth of the fetus, urine checks, special tests, baby's birth information, and the mother's or baby's hospital stay. Also gives facts on fetal development.

Model(s): Risk Prevention, Training and Education, Care Coordination/Case Management

Document Type: Handouts/Gifts

Unique Number: 22-1-46

**Detroit, MI: Detroit Healthy Start Project
Alumni Club**

This two-page newsletter announces meetings and upcoming events scheduled for former clients and their children. Can be folded for mailing.

Model(s): Family Resource Center, Other

Document Type: Newsletters

Unique Number: 24-1-1

**Greenville, MS: Delta Futures—A Mississippi
Healthy Start Initiative (Inactive Healthy Start
Site)
Slide Descriptions**

List of slides available for Delta Futures program. The slides are not included. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 24-1-2

**Greenville, MS: Delta Futures—A Mississippi
Healthy Start Initiative (Inactive Healthy Start
Site)
Contract Compliance Regulation**

One page of instructions on data collection rights of Delta Futures in contracts with grantee and subgrantee agencies. Defines data collection standards, noncompliance status, and appeals process. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 24-1-3

**Greenville, MS: Delta Futures—A Mississippi
Healthy Start Initiative (Inactive Healthy Start
Site)
Evaluation and Data Collection Procedures**

One page on the responsibilities of grantee-projects personnel to attend data collection workshops and to turn in appropriate data on appropriate forms each month. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 24-1-4

**Greenville, MS: Delta Futures—A Mississippi
Healthy Start Initiative (Inactive Healthy Start
Site)
Progress Report Narrative**

Sheet with six questions for grantee agencies to answer: (1) what activities were initiated during the reporting period; (2) effectiveness of the activities in the areas being served; (3) problems; (4) program modifications; (5) how the consortium can help the agency with problems; and (6) suggestions for improving service delivery. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 24-1-5

**Greenville, MS: Delta Futures—A Mississippi
Healthy Start Initiative (Inactive Healthy Start
Site)
Table 1: Age; Number of Participants
Table 2: Race/Ethnicity; Number of Participants
Table 3: Pregnancy Status at Time of Entry to HS
Program; Number of Participants**

One-page form for grantee agencies to fill out with data on clients as the titles imply. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 24-1-6

**Greenville, MS: Delta Futures—A Mississippi Healthy Start Initiative (Inactive Healthy Start Initiative)
*Male Responsibility Program***

One-page form for grantee agencies to fill out on numbers of adult participants, adolescent participants, adult training, adolescent training, community awareness, tutoring, and counseling. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Adolescent Programs, Consortium, Facilitating Services, Training and Education, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 30-2-1

Trenton, NJ: Healthy Start for Essex County Ad House HS Family Resource Center for Pregnant Teens, Mothers, Their Infants and Families

Fold-out brochure describes Ad House, gives the address and phone number, and lists medical, children's, social, and free support services. Also briefly describes Ad Moms Prenatal Care, Ad Kids, STD prevention program, the P.L.E.A.S.E. Prevention Program, and Pregnant Teens/Teen Mothers program.

Model(s): Adolescent Programs, Care Coordination/Case Management, Family Resource Center, Outreach & Client Recruitment, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 30-2-2

Trenton, NJ: Healthy Start for Essex County Ad House, Inc. Annual Report: 1995–1996

Lists board of directors; staff; overview of programs (Ad House peer-led prevention, Adolescent Family Resource Center, Ad Kids Program of outreach and education for enrolling infants, P.L.E.A.S.E. Prevention Program for abandoned, neglected, and abused youth, Pregnant Teens/Teen Mother Program, and Project Second Chance for high school-aged mothers to finish school and learn job skills); highlights and accomplishments from the year; figures for program attendance and enrollment; and an annual budget for 1995 and 1996.

Model(s): Consortium, Outreach & Client Recruitment, Adolescent Programs

Document Type: Annual Reports

Unique Number: 30-2-3

Trenton, NJ: Healthy Start for Essex County For You and Your Baby's Health

A one-page flyer aimed at pregnant women in difficulties. Lists services and gives phone number and address.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 30-2-4

Trenton, NJ: Healthy Start for Essex County Every Child Deserves a Healthy Start

Open-up brochure with smaller pages for each subject. Discusses the history of HS and the formation of the family resource centers. Describes the home visiting program, the Ad House family resource center, child care services, case management, outreach and recruitment strategies, educational sessions, and prenatal services. Also presents Ad House background information.

Model(s): Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 30-2-5

**Trenton, NJ: Healthy Start for Essex County
*Healthy Start News (Summer/Fall 1996)***

This 10-page newsletter contains a progress report from the local project director, a review and evaluation of services in the county, an introduction to the HS staff, a pull-out page on health tips for you and your baby, comments from clients, and a short description of prenatal services. It also covers a fashion show, home visiting, support services, Virgin In Power (VIP) to encourage abstinence, Second Time Around (STA) to support grandparents, Man to Man to support young fathers, outreach, prevention programs, family violence intervention, and adolescent peer counseling.

Model(s): Outreach & Client Recruitment, Family Resource Center, Training and Education

Document Type: Newsletters

Unique Number: 30-2-6

**Trenton, NJ: Healthy Start for Essex County
*Communities Linking Together for a Healthy Start To:***

One-page flyer announces HS and its goals and programs. Gives phone numbers for four locations.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 30-2-7

**Trenton, NJ: Healthy Start for Essex County
*FRC's Client Satisfaction Survey for Maternity Services***

Three-page survey covers how the client learned of HS, what location she visited, how far into the pregnancy she was when she visited, conditions at the center, client's transportation, delivery specifics, pediatric services, overall rating of center service, and recommendations for improvement.

Model(s): Outreach & Client Recruitment, Family Resource Center, Consortium

Document Type: Questionnaires/Surveys

Unique Number: 30-2-8

**Trenton, NJ: Healthy Start for Essex County
*Family Resource Center Program Evaluation***

One page of figures from surveys in which clients rated the quality of service in transportation, medical and social services, prenatal education sessions, regular education sessions, breakfasts, laundry service, and gifts used as incentives.

Model(s): Consortium, Family Resource Center

Document Type: Reports

Unique Number: 30-2-9

**Trenton, NJ: Healthy Start for Essex County
*Ad-House FRC -- English and Spanish***

Flyer to hang on a doorknob; announces HS and its services. Gives a phone number but no address. One side is in English, the other in Spanish.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 32-2-1

**New York, NY: Healthy Start/NYC-MHRA, Inc.
*Sociodemographic Data***

Seven pages of charts show data from the New York City project area (Bedford, Central Harlem, and Mott Haven) from 1990 to 1994. Data include the following social and economic factors: percentage of live births by race and ethnicity, employment, marital status, Medicaid, and WIC enrollment; natality and infant mortality data; infant health indicators; maternal weight gain and interbirth interval; prenatal substance abuse; and infant mortality indicators.

Model(s): Consortium

Document Type: Reports

Unique Number: 32-2-2

**New York, NY: Healthy Start/NYC-MHRA, Inc.
*Project Area Organization Chart***

Organization charts for Project Area, Management and Operations Structure, central Harlem, New York City, Bronx Perinatal Consortium, and the Brooklyn Perinatal Network. Also includes a one-page map of the project area.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 32-2-3

New York, NY: Healthy Start/NYC-MHRA, Inc.
Operational By-Laws for the Project Healthy Start/NYC

Covers mission statement, name, purpose, guiding principles, the grantee, the consortium, management and governance committee, service areas, project area office, membership, subcommittees, amendments, and a list of persons sitting on the management and governance committee.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 32-2-4

New York, NY: Healthy Start/NYC-MHRA, Inc.
Partial List of Funding Possibilities Explored and RFPs Pursued
Project Area Consortium Roster
HS/NYC Perinatal System Linkages

This packet consists of several documents. The Partial List of Funding Possibilities Explored and RFPs Pursued is a five-page chart showing agency or source, funds, and status for each major donor. The Project Area Consortium Roster gives name and agency and specifies whether the person is a client, provider, government representative, consortium staff member, or other. The HS/NYC Perinatal System Linkages is a chart of all linked agencies, services they provide, and whether they share referrals or data or collaborate in another way.

Model(s): Consortium

Document Type: Reports

Unique Number: 32-2-5

New York, NY: Healthy Start/NYC-MHRA, Inc.
Memorandum of Understanding
General Linkage Agreement for Provision of Health (Medical and Social) Services and/or Referrals for Care

The one-page MOU covers links between the Northern Manhattan Perinatal Partnership and any other agency for the purpose of providing referrals for case management—including needs assessments, advocacy, referral for services, service planning, home visiting, and follow-up and aftercare. The General Linkage Agreement is between the Brooklyn Perinatal Network and the agency for making referrals to each other.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 32-2-6

New York, NY: Healthy Start/NYC-MHRA, Inc.
Partners in Promoting Healthy Babies and Families via Community Collaboration and Commitment

Brochure for a past conference to share successful strategies designed to reduce infant mortality, promote wellness, and forge the creation of dedicated public-private partnerships. Panels on outreach and Case Management, Male Involvement and Teen Services, Substance Abuse Prevention and Treatment, and Prenatal Care and Parenting Services.

Model(s): Consortium, Care Coordination/Case Management, Adolescent Programs, Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 32-2-7

New York, NY: Healthy Start/NYC-MHRA, Inc.
Healthy Start Bedford Fact Sheet

One-page flyer explains HS, its funding, and its purpose, and invites community members to participate in the consortium.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 32-2-8

New York, NY: Healthy Start/NYC-MHRA, Inc.
Mott Haven Healthy Start Program Resources

This is one page but looks as though it might be photocopies of two covers of different booklets. One is Mott Haven Healthy Start Program Resources, which lists clinics and centers and their phone numbers. The other is from Bronx Perinatal Consortium and the Mott Haven Healthy Start.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 32-2-9

New York, NY: Healthy Start/NYC-MHRA, Inc.
Darle A Su Bebe Un Comienzo Saludable (Give your baby a healthy start)

One-page flyer in Spanish is an announcement of HS services in northern Manhattan.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 32-2-10

New York, NY: Healthy Start/NYC-MHRA, Inc.
*Infant Mortality Still Plagues New York
Healthy Start/NYC to Outline Strategies*

Two articles from the January and March 1997 issues of the *Medical Herald.* The first is a report on a conference in New York City for current and interested consortia members concerning the goals and accomplishments of HS of New York City and what needs are as yet unaddressed. Contains photos and pertinent facts about infant mortality in New York City. The second describes the upcoming January 1997 conference as referenced in 32-2-6.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: News Articles

Unique Number: 32-2-11

New York, NY: Healthy Start/NYC-MHRA, Inc.
*Healthy Start Phase II, Project Area Office:
Position Descriptions*

A long packet of position descriptions from all the New York City area consortia. Includes the positions of project director, evaluation director, programmer/analysts, fiscal/contracts officer, research analyst, office administrator, case management specialist, MIS manager, consultant-consortium facilitator, assistant commissioner, medical specialist, supervising nutritionist, social worker, executive director, intake and assessment supervisor, field supervisor, intake and health workers, chief accountant, personnel director, senior community coordinator, managed care program administrator, and entitlements specialist.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 32-2-12

New York, NY: Healthy Start/NYC-MHRA, Inc.
*Case Reading Outline for Case Management
Services*

This is a worksheet for checking that all the required paperwork for a case has been completed. After recording the case ID number, the case reviewer can check the appropriate box when he/she finds each necessary document or signature. The worksheet also has space for written comments on the assessment, the service plan, progress notes, the extent of client self-sufficiency (i.e., whether training is reducing the client's need for service), discharge planning, and client satisfaction.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 32-2-13

New York, NY: Healthy Start/NYC-MHRA, Inc.
Healthy Start/NYC Case Management Elements

One-page description of the elements of comprehensive Medicaid case management. The activities include intake, assessment/reassessment, development of written service plan, implementation of service plan, monitoring of service plan, crisis intervention, and other activities to support closing.

Model(s): Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 32-2-14

New York, NY: Healthy Start/NYC-MHRA, Inc.
*Bronx Perinatal Consortium Program Monitoring
Tool for Mott Haven Healthy Start*

This is a packet of charts given by HS of New York City to the Bronx Perinatal Consortium for filing quarterly data on all the consortium's programs. It includes instructions for filling out the charts, and charts for logging client numbers and activities for in-house programs and subcontractor programs.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 32-2-15

New York, NY: Healthy Start/NYC-MHRA, Inc.
Case Management Agency Site Visit Tool

This is a worksheet for HS reviewers to use when they visit a HS grantee site. The document is divided into seven sections: staffing; case mix and work scope goals; MIS; quality assurance; supervision, training, and development; networking/collaboration; client eligibility and information; and sustainability.

Model(s): Care Coordination/Case Management, Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 32-2-16

New York, NY: Healthy Start/NYC-MHRA, Inc.
Case Management Agency Self Assessment Tool: DRAFT

This is a 12-page packet from HS of New York City for case management program administrators. The questions cover staff information; training needs assessment; caseload size and composition; programmatic issues (funding, client base); case activities and monitoring; services network (internal and external); identification of service gaps; and networking. The packet also includes a one-page form for an agency self-improvement plan.

Model(s): Care Coordination/Case Management, Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 32-2-17

New York, NY: Healthy Start/NYC-MHRA, Inc.
Sample MOU: Memorandum of Understanding Between Brooklyn Perinatal Network and _____

Four-page MOU covers data sharing, confidentiality, and issues surrounding software (NYMOMS).

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Contracts/Pledges

Unique Number: 32-2-18

New York, NY: Healthy Start/NYC-MHRA, Inc.
Memorandum of Understanding Between Bronx Perinatal Consortium, Inc., and _____

Sample MOU covers providing community-based, one-to-one, family-focused home visitation, outreach, and social health management services; participating in grantor's events; making referrals; administrative agreements; staff; claims; and modifications and amendments. There is an area for signatures.

Model(s): Consortium, Care Coordination/Case Management, Outreach & Client Recruitment, Family Resource Center, Facilitating Services, Enhanced Clinical Services, Adolescent Programs, Risk Prevention, Training and Education

Document Type: Contracts/Pledges

Unique Number: 32-2-19

New York, NY: Healthy Start/NYC-MHRA, Inc.
Healthy Start/NYC Training Basics Program -- Overview

This overview presents a brief outline of the basic courses offered to providers and clients by HS agencies in the HS New York City area. The outline offers a one-sentence description of classes on adolescent parenting, substance abuse, social services, maternal and child health, nutrition, stress management, and prenatal smoking cessation.

Model(s): Training and Education, Consortium, Outreach & Client Recruitment, Enhanced Clinical Services

Document Type: Curricula/Teaching Tools

Unique Number: 32-2-20

New York, NY: Healthy Start/NYC-MHRA, Inc.
Healthy Start/NYC Supervisor's Workshop II

This 24-page training guide for case management supervisors could easily be adapted to any site. It covers the supervisory role, major components of case management supervision, case planning, types of goals and objectives, service plans, implementation, reassessment, monitoring, sample cases, sample worksheets, and an evaluation for the workshop.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 32-2-21

New York, NY: Healthy Start/NYC-MHRA, Inc.
NYMOMS Services Planning Manual: DRAFT

Manual covers introduction; characteristics of case management and services planning; services planning worksheet (overview, instructions, completing the identification block, and completing the body of the form); notes; update form (overview and instructions); and attachments.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: User's Manuals

Unique Number: 32-2-22

New York, NY: Healthy Start/NYC-MHRA, Inc.
Case-Level Quality Assurance Tools

The first tool is a one-page form for weekly case reviews by supervisors, covering client data, issues discussed, and staff feedback and recommendations. The second tool is a two-page worksheet for case management utilization review. On it, the staff member checks "yes" or "no" for various items: Are certain forms completed in the proper timeframe? Are plans and goals documented? Is service being continued or terminated? Are assessments and reassessments available? Are other logs and plans prepared?

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 32-2-23

New York, NY: Healthy Start/NYC-MHRA, Inc.
NYMOMS Software (brochure)

Photocopy of a brochure that covers what NYMOMS is, why it was developed, its features, and case management applications. NYMOMS can export data that can be picked up by unrelated software, such as commercial word processing, database, spread sheet, and statistical packages. Can operate in a stand-alone or network environment.

Model(s): Care Coordination/Case Management, Consortium

Document Type: User's Manuals

Unique Number: 32-2-24

New York, NY: Healthy Start/NYC-MHRA, Inc.
NYMOMS Software—Overview

This is a 10-page description of the NYMOMS software. It covers background information, a description of screens, future screens, available reports, utilities, and training sessions.

Model(s): Care Coordination/Case Management, Consortium, Training and Education

Document Type: Program Descriptions

Unique Number: 32-2-25

New York, NY: Healthy Start/NYC-MHRA, Inc.
Flow Charts -- NYMOMS Data Quality Assurance Guidelines

Five pages of flowcharts illustrate how the data flow through the system, when forms are used, when forms are sent to data entry, when backups are made, and when reports are printed. Also shows when protocols must be developed and when to carry out quality assurance functions.

Model(s): Care Coordination/Case Management, Consortium, Training and Education

Document Type: User's Manuals

Unique Number: 32-2-26

New York, NY: Healthy Start/NYC-MHRA, Inc.
Data Entry Log

One-page log for recording that client and case information was put into the NYMOMS system.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 32-2-27

New York, NY: Healthy Start/NYC-MHRA, Inc.
NYMOMS Instructions for Case Count for Healthy Start Report

This 10-page document provides instructions on how to create a case count report and a client-specific report and how to print out these reports.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: User's Manuals

Unique Number: 32-2-28

New York, NY: Healthy Start/NYC-MHRA, Inc.
NYMOMS Revelation G

This 34-page document covers introduction; accounts; files; records; variable field lengths; multi-value fields; dictionaries; Revelation G programs, functions and commands; reporting expressions; special instructions; and other things to know (ID numbers, required fields).

Model(s): Care Coordination/Case Management

Document Type: User's Manuals

Unique Number: 32-2-29

New York, NY: Healthy Start/NYC-MHRA, Inc.
Activity Log Training: Bedford Healthy Start/BPN

A short training document for filling out the activity log for case management workers. Designed for recording, via codes, all the activities a case manager does with or for a client. Includes a list of service codes and a sample of a completed log.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 32-2-30

New York, NY: Healthy Start/NYC-MHRA, Inc.
NYMOMS Software Suggested Training

This is an outline of suggested training for NYMOMS. It is broken into sessions and lists what length the session should be, who should attend, and what should be covered for the MIS staff, data entry operators, case managers, and administrators.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 32-2-31

New York, NY: Healthy Start/NYC-MHRA, Inc.
Building Strong, Healthy Communities with Managed Care Services

Trifold brochure on colored paper describes the Bronx Perinatal Consortium, what it can do in the office and in the field, and what a managed care case management specialist is and gives an overview. Seems generally geared toward a managed care plan audience.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 32-2-32

New York, NY: Healthy Start/NYC-MHRA, Inc.
Bronx Perinatal Consortium, Inc. : Providing Building Blocks for Healthy Families . . .

This 4" x 8" flyer is in English on one side and in Spanish on the other. Briefly describes programs (Baby Luv, Community Health Workers, HERC resource center, Healthy Start, k.i.d.z., MothersCare, NY/NY Connect, PCAP) and gives phone numbers. Generally geared to the health care provider audience.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 32-2-33

New York, NY: Healthy Start/NYC-MHRA, Inc.
BPC: Bronx Perinatal Consortium

This is a 4" x 8" folder that holds small fold-out papers on the following subjects: health education resource center, community health worker program, prenatal care assistance program, MothersCare, NY/NY Connect, Bronx Perinatal Consortium, k.i.d.z. and Family Health Program, Healthy Start, BabyLuv, and Project NextStep. Each flyer lists the goals, services, cost, clients, location, and intake method.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 32-2-34

New York, NY: Healthy Start/NYC-MHRA, Inc.
Press Release

Press release from September 1996 announces a presentation on "The Importance of Prenatal to Three Years," hosted by the Northern Manhattan Perinatal Partnership. Residents were encouraged to attend presentations on "The Hows of Birthing" and "Raising a Healthy Child" and were invited to comment on their needs and concerns to the HS project director. The article describes the Northern Manhattan Perinatal Partnership and HS and mentions future meetings.

Model(s): Consortium

Document Type: News Articles

Unique Number: 32-2-36

New York, NY: Healthy Start/NYC-MHRA, Inc.
Am I My Sisters' or Brothers' Keeper?

This one-page flyer announces a 1-day Youth Unity Conference featuring workshops, food, celebrity guests, and entertainment.

Model(s): Adolescent Programs, Outreach & Client Recruitment, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 32-2-37

New York, NY: Healthy Start/NYC-MHRA, Inc.
Community Meeting

One-page flyer announcing an evening community meeting with guest speakers, giving community residents the opportunity to provide written or verbal input to the program and to learn about the program.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 32-2-38

New York, NY: Healthy Start/NYC-MHRA, Inc.
*Mayor Giuliani Announces Lowest Infant Death Rate in New York City's History
Children's Social Ills Must Be Addressed
Poverty Underlies Many Medical Problems
Uncommon Deeds*

Four news articles showcase HS, its accomplishments, and its funded programs.

Model(s): Consortium

Document Type: News Articles

Unique Number: 32-2-39

New York, NY: Healthy Start/NYC-MHRA, Inc.
Infant Mortality Deaths per 1,000 Live Births

Four charts of data from 1990 to 1995 for five areas of New York City.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 32-2-40

New York, NY: Healthy Start/NYC-MHRA, Inc.
Agenda: Case Management Presentation

Reduced-size photocopies of slides used for the New York City HS case management presentation. Covers health and social services in New York City, lessons learned, outreach strategies, quality assurance, and outcomes and indicators.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 32-2-41

New York, NY: Healthy Start/NYC-MHRA, Inc.
Healthy Start/NYC

This four-page report covers overview; problem (deepest poverty in the nation); reasons (mother's poor health care and nutrition, no care, no services available, lack of awareness, etc.); goals; impact; strategies; programs (needs assessment, coordinating structures and mechanisms, implementation, strengthening funded programs, sustaining the most successful endeavors); and examples (Bedford, Central Harlem, and Mott Haven).

Model(s): Consortium

Document Type: Reports

Unique Number: 32-2-42

New York, NY: Healthy Start/NYC-MHRA, Inc.
Programs

Four-page list of programs with a two-sentence description of each. Covers programs under the Bedford Healthy Start–Brooklyn Perinatal Network, Central Harlem Healthy Start–Northern Manhattan Perinatal Partnership, Mott Haven Healthy Start–Bronx Perinatal Consortium, Healthy Start New York City–New York City Department of Health, Bureau of Maternity Services and Family Planning, and Selected Healthy Start–New York City Projectwide initiatives. Describes 53 programs.

Model(s): Consortium, Adolescent Programs, Care Coordination/Case Management, Enhanced Clinical Services, Facilitating Services, Family Resource Center, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Program Descriptions

Unique Number: 32-2-43

New York, NY: Healthy Start/NYC-MHRA, Inc.
Summary of Services

This five-page report covers case management; prenatal care and family planning; pediatric care and parenting education; teen programs; substance abuse prevention and treatment; nutritional programs; gateway programs (reducing barriers to care); community development; local research and evaluation; public information and outreach; NYMOMS (a management information system); and accomplishments (38% drop in infant mortality, 29% drop in births to reported drug abusers, 21% drop in births less than 15 months apart, increase in WIC enrollees, 1,700 men served in mentoring programs, 5,700 clients served in education and on-the-job-training programs, etc.).

Model(s): Consortium, Outreach & Client Recruitment, Risk Prevention, Care Coordination/Case Management, Training and Education

Document Type: Reports

Unique Number: 32-2-44

New York, NY: Healthy Start/NYC-MHRA, Inc.
Accomplishments

One-page list of accomplishments of New York City Healthy Start. Includes figures on percentage of change in major factors and on the numbers of clients served in many categories.

Model(s): Consortium

Document Type: Reports

Unique Number: 32-2-45

New York, NY: Healthy Start/NYC-MHRA, Inc.
Consortium Model Lessons Learned

One-page list (covering eight points) on lessons learned. These lessons include the following: (1) Acknowledge obstacles up front. (2) Define roles and relationships with the recognition that they may need to be reevaluated and are subject to change as the program needs change. (3) Engage community participants on all levels at the outset; extra effort is needed to involve and sustain consumer participation.

Model(s): Consortium

Document Type: Reports

Unique Number: 32-2-46

New York, NY: Healthy Start/NYC-MHRA, Inc.
Reaching Out to the Corporate Community

This three-page report discusses why reducing infant mortality is so important; why Healthy Start is so important; prenatal care in the workplace (the bottom-line impact for the corporate/business community); and being part of the solution. The report lists some programs and services and discusses what types of sponsored activities are being sought from corporations and the media.

Model(s): Consortium

Document Type: Reports

Unique Number: 32-2-47

New York, NY: Healthy Start/NYC-MHRA, Inc.
Prenatal Smoking Cessation Training for Providers in Three Inner-City Neighborhoods

Two-page report discusses the problems related to smoking during pregnancy; gives an overview of New York City prenatal care providers in three neighborhoods (only 1 of the 11 providers has a smoking cessation program); and describes the program methodology for training health care providers to work with clients who smoke or who live with someone who smokes. Also presents data on the number of clients reached through the program, as well as its length and general cost.

Model(s): Enhanced Clinical Services, Training and Education, Risk Prevention

Document Type: Reports

Unique Number: 32-2-48

New York, NY: Healthy Start/NYC-MHRA, Inc.
The Five-Minute Guide to Smoking Cessation Resources

Ten-page guide includes lists of materials available from various centers in New York and across the country, a list of catalogs, an extensive bibliography, and a sign-up sheet for providers in the HS NYC area.

Model(s): Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: References/Resources

Unique Number: 32-2-49

New York, NY: Healthy Start/NYC-MHRA, Inc.
Every Child Deserves a Healthy Start [Folder]

Colorful folder includes one brochure; two newsletters; a business card; and a packet of flyers with information on infant mortality (vital statistics, economic factors, and risk factors), relevant *Healthy People 2000* objectives, and a glossary of terms. Can be used for corporate and media sponsors as well for client outreach.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 35-1-1

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Danger in the House: Keesha's Story

Teaching tool for use by outreach workers (or case managers) in helping clients recognize domestic violence. This tabletop flip chart of simple drawings on hard paper explains domestic violence via the cycle of violence: verbal, physical, sexual, and emotional abuse. The message is simple and direct.

Model(s): Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-2

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Teen to Teen: A Sexuality and Life Skills Teaching System for Teens

This teaching tool is designed for training Teen Peer Educators, as well as for parents and adult education trainers. Includes all necessary handouts and exams. Covers getting started (selecting peer educators, location, planning), using the curriculum, orientation, human sexuality, anatomy and physiology, human growth and development, reproductive health, values and decision-making, life options, sexual offenses in relationships, contraception, teen pregnancy, teen parenthood, communication, program development, program presentations, closing sessions, keeping it going, and additional resources. An index is included.

Model(s): Adolescent Programs, Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-3

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Streetwise to Sex-wise: Sexuality Education for High-Risk Youth

This curriculum provides an outline of topics to cover in sexuality training for teens. The curriculum includes the topics most important for high-risk youth; it does not include general health and physiology information (available elsewhere). Covers high-risk profiles, homosexuality issues, teen and child abuse survivors, juvenile sex offenders, pregnant teens and their parents, and creating group atmosphere. Each lesson contains objectives, rationale, materials list, procedure, situation worksheets for students, and fact sheets. Two series are presented, one for youth ages 9–14, the other for teens ages 14–19.

Model(s): Adolescent Programs, Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-4

Cleveland, OH: Cleveland Healthy Family/Healthy Start

A Matter of Balance: Personal Strategies for Alcohol and Other Drugs -- A Prevention Workbook

Workbook for teachers, with each session including information on the topic, a workbook (skills building) exercise, group exercises, and pages for writing personal reflections and remembrances to evaluate. Covers heredity, environment, psychoactive drugs, natural highs, environmental pressures, self-protection, halting the progression of substance use, overcoming denial, eating disorders, drug abuse, alcohol abuse, smoking, mental and emotional problems, asking for help. Includes illustrations, photos, and a bibliography.

Model(s): Adolescent Programs, Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-5

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Community Resource Guide

This is a local guide, listing all social services agencies in Cuyahoga County by zip code. Includes emergency help lines, shelters, frequently called numbers, emergency needs, family support services, financial assistance, health care services, housing services, mental health services, government help, safety, security, rights, skills development, substance abuse services, support groups, transportation, and an index of all services.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Family Resource Center, Facilitating Services, Training and Education, Other

Document Type: References/Resources

Unique Number: 35-1-6

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Infant Mortality Review Program

This packet includes a calendar of project presentations, an abstract of the program, a one-page description of the protocol, a flowchart of the review process, a flowchart of the workplan, a few short case summaries, a chart of interventions for reviewed cases, a one-page executive summary of recommendations, photocopies of slides with figures from the review, articles and appendices for handouts, and recommendations from the technical committee.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 35-1-7

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Infant Mortality Review -- Recommendations: 1993–1994

Chart lists IMR recommendations by year, along with categories on policy, program, and practice. Program developments stretch into 1996.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 35-1-8

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Infant Mortality Review Group: Implementation of Recommendation Monitoring Matrix 1996–1997

Four pages of recommendations with categories on implementation potential, activities, and progress. Includes 10 recommendations, who should implement them, and with what activities.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 35-1-9

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Infant Mortality Review

This is a packet of tools the infant mortality reviewer would need. It includes the protocols for determining preventability status, adequate-for-age immunizations, and appropriate-for-age educational attainment. Also includes a list of possible interventions and recommendations, proposed classifications for assigning cause of death, a confidentiality agreement for technical committee members, a data entry short form, and a 29-page audit checklist for ensuring that all pertinent records are received or reviewed.

Model(s): Consortium

Document Type: Questionnaires/Surveys

Unique Number: 35-1-10

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Healthy Family/Healthy Start Informational Session

Includes eight information pages (background, charts) for presentations on the Infant Mortality Review Group. Also includes an answer sheet on frequently asked questions about the consortium; descriptions of the steering committee, executive councils, and participant councils; a committee flowchart; a prenatal care record for participants; a page to describe information sessions; and an outreach referral form.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 35-1-11

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Quarterly Evaluation Report

Final quarter of year 5 report. Includes charts to illustrate the data. Report discusses enrollment of pregnant women and mothers of infants; infant death rate (defined here as the rate among residents currently in the HS area) and infant mortality rate (rate among residents outside the HS area or among infants who were born inside the HS area but who left the area); low birthweight and very low birthweight; graduation from HS and termination from the program; anticipated barriers; and recommendations.

Model(s): Consortium

Document Type: Reports

Unique Number: 35-1-12

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Termination Statistics

Reporting formats to be used by the consortium in totaling contractors' monthly reports for the purpose of program and contract monitoring. Includes sections for data on terminations, contacts, average number of clients per worker, monthly enrollment and termination figures, outreach worker statistics, number of high- (medium- and low-) risk enrollments, and referrals given and received.

Model(s): Outreach & Client Recruitment, Consortium, Care Coordination/Case Management

Document Type: Reports

Unique Number: 35-1-13

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Management Summary Report

A packet of computer-generated report formats without data. Would include data on enrollment, terminations, reactivations, and active case counts, divided into race and ethnicity categories.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Reports

Unique Number: 35-1-14

Cleveland, OH: Cleveland Healthy Family/Healthy Start

HF/HS High Risk Project Inservices for _____ 19__

Log for the consortium files. Covers correction center sites, rehabilitation and treatment sites, and shelter sites. Includes sections for recording the number of in-service (training) sessions held at each site and the number of people in attendance, plus totals for 1 month.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Consortium, Enhanced Clinical Services, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 35-1-15

Cleveland, OH: Cleveland Healthy Family/Healthy Start

High-Risk Project Monthly Report Form

Blank form (and a form with one example filled in) for a monthly report on figures only. Used for recording figures for all sites in the consortium. Includes sections for listing site name, code, number of enrollments, number of individuals in counseling, and number of referrals. Also includes a section for infants enrolled.

Model(s): Care Coordination/Case Management, Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 35-1-16

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Data Quality Inservice

Monthly figures from October 1996 for all HS sites in Cleveland. Includes data on number of contacts (face to face and other); terminations categorized by reason for termination; other totals; and management information.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: References/Resources

Unique Number: 35-1-17

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Data Collection In-Service

This is a packet of step-by-step instructions on how to generate reports, and example reports.

Model(s): Training and Education, Care Coordination/Case Management

Document Type: User's Manuals

Unique Number: 35-1-18

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Results of the Youth Risk Behavior Study

Forty-one pages of graphed and raw data from the Youth Risk Behavior Survey, administered to 9th through 12th graders at 20 schools in the Cleveland area. The survey covered tobacco use, alcohol and other drug use, sexual behaviors, unhealthy diet, physical inactivity, and behaviors associated with intentional and unintentional injuries.

Model(s): Risk Prevention

Document Type: Reports

Unique Number: 35-1-19

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Reporting Forms Used by the Cleveland Public Schools: Healthy Family/Healthy Start School Outreach Project

Forms, schedules, and reports for school outreach workers. Includes monthly report form for logging enrollments of student mothers and fathers by school; monthly report for logging sessions and number of participants in routine program activities at one site; monthly report for logging total sessions and number of participants in routine program activities at all participating schools; weekly schedule form for workers; sign-in and sign-out sheet; after-hours contact form; student evaluation form; and weekly report of activities by the prevention specialist.

Model(s): Outreach & Client Recruitment, Training and Education, Adolescent Programs

Document Type: Forms/Tools/Worksheets

Unique Number: 35-1-20

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Brochures and Fliers Used by the Cleveland Public Schools -- Healthy Family/Healthy Start School Outreach Project

Flyers on "Parent-to-Parent Drug Prevention Workshop," "Standing at the Crossroads: A Health Summit for Youth" (including a risk-behavior survey), and "Straight Talk--Straight Walk: The Real Facts of Life." Also includes a one-page flyer about prevention specialists who are available for counseling through the school outreach program.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 35-1-21

Cleveland, OH: Cleveland Healthy Family/Healthy Start

*Your Baby Deserves a Healthy Start
Your Baby's Health Is in Your Hands*

Handouts on HS in Spanish and English. The first handout, a 3" x 8" card, gives the phone number for HS, and the flip side describes how outreach workers can help and gives a few tips for a healthy baby. The second handout, an 8" x 10" page, gives the HS phone number and describes the program, while the flip side lists community outreach sites, with addresses, phone numbers, and contact names.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 35-1-22

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Outdoor, Transit and Poster Displays

Four posters. One page shows posters (in reduced size) used for billboards, bus cards, bus sideboards, and counter and window display. One window-size poster in Spanish gives phone number for HS. One full-size window poster (one version each in Spanish and English) is for advertising a Sunday seminar. This poster has an area to write in the topic, date, time and place, and the phone number to call for more information.

Model(s): Outreach & Client Recruitment, Z - Other, Enhanced Clinical Services

Document Type: Posters

Unique Number: 35-1-23

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Healthy Family/Healthy Start

Describes the Healthy Family and Healthy Start initiatives at the Cuyahoga County Corrections Center and in Cleveland. Describes the role of health educators and explains how to get counseling with one. Also includes a list of do's and don't's for mothers-to-be.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 35-1-24

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Nobody's Fool Again

This packet contains photocopies of the covers of booklets distributed to teens. Booklets cover teen pregnancy, STDs, healthy pregnancies, getting along in school, AIDS, drugs, self-esteem, decision-making, academic survival skills, test taking, time management, interpersonal skills, stress management, assertiveness, the law, divorce, attitudes, depression, staying in school, and puberty.

Model(s): Outreach & Client Recruitment, Adolescent Programs, Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-25

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Men's Focus Group Materials

Materials used in a 1-day presentation and workshop. Includes photocopies of overheads and fact sheets. Includes a one-page list of common manhood mandates (all negative, in order to contrast with the positive ones that follow). Percentage figures on crime and social difficulties experienced by children in one-parent families.

Model(s): Family Resource Center, Training and Education, Risk Prevention

Document Type: Presentation Materials

Unique Number: 35-1-26

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Supporting Smoke-Free Babies Workshop

Curriculum and handouts for 1-day seminar to educate outreach workers regarding the effects of smoking on the unborn child. Packet includes five brochures on the following topics: secondhand smoke; nicotine addiction and cigarettes; smoking and pregnancy; facts on cigarette smoking; and smoking and health. Materials also include a program outline, agenda, public health information about low birthweight, an evaluation form, and an attendance sheet.

Model(s): Training and Education, Risk Prevention

Document Type: Presentation Materials

Unique Number: 35-1-27

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Training for Cluster Supervisors

Training for Outreach Staff

Community Organizing Training Model

This seven-page packet includes outlines only (not course materials).

Model(s): Training and Education, Outreach & Client Recruitment, Consortium

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-28

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Mary Crest Tentative Curriculum

Three-page packet to be given to clients. Includes the initial intake assessment form (completed by clients to identify their future plans and their need for help), a list of reasons for conducting training, and a list of suggested topics for teen training. Clients are asked to check the topics they are interested in discussing.

Model(s): Outreach & Client Recruitment, Training and Education, Enhanced Clinical Services

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-29

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Detention Center Tentative Curriculum

Two-page packet to be given to clients. Includes a list of reasons for conducting training and a list of suggested topics for teen training. Clients are asked to check the topics they are interested in discussing.

Model(s): Outreach & Client Recruitment, Risk Prevention, Training and Education, Adolescent Programs

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-30

Cleveland, OH: Cleveland Healthy Family/Healthy Start

In-service for Correction Officers, Medical Staff, etc. . . .

This four-page packet includes a list of factors that make a pregnancy high risk (obstetric history, psychological factors, medical factors, and obstetric factors); danger signs during pregnancy; and a list of 10 suggested topics for the corrections staff to teach.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Enhanced Clinical Services, Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-31

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Policies & Procedures Manual for Grantee and Subcontractors

Developed by the grantee for use by all HF/HS contractors. Many policies are specific to conducting outreach services and referrals. Includes specific language explaining that funds may not be used to lobby Congress or for influence peddling.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Policies

Unique Number: 35-1-32

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Referral Information Sheet

Two pages of information on who should make a referral, why and how, and what to do when you receive a referral. Also includes a one-page form from the Cuyahoga County Department of Children and Family Services.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 35-1-33

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Release of Information

A one-page, multicopy form for a prospective client to authorize the sheriff's department to release his/her name to HS and related services. Not an agreement to enter the program.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 35-1-34

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Outreach Enrollment Packet

Contains forms for informed consent; mother, infant, and father-partner enrollment; risk assessment; and termination. Also includes contact log and a two-page action plan form.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 35-1-35

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Risk Assessment Tool

A one-page worksheet for outreach workers to use to determine a woman's risk level. Includes questions on substance abuse, prenatal care, domestic abuse, transportation or child care difficulties, children in foster care, whether the woman is the mother of an infant, support from partner or family, whether the woman is younger than 17, emotional distress, mental health problems, previous loss of child, and medical problems. Provides an area for comments.

Model(s): Risk Prevention

Document Type: Questionnaires/Surveys

Unique Number: 35-1-36

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Infant Death/Miscarriage Report

This four-page form covers reporting agency information, child and parent identification, provider information, narrative sections for birth information, cause of miscarriage or death, HS enrollment information, referrals, and next steps to be taken.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 35-1-37

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Outreach Worker Survey Identifying Service System Issues

A two-page survey designed to gather information from outreach workers on patient care at area clinics. Geared toward whether clinics make clients feel welcome, cleanliness of clinics, long or short waiting times, and needs that are met and unmet by the clinics.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Questionnaires/Surveys

Unique Number: 35-1-38

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Case Management Services

One-page protocol on what should be included in outreach, environmental support, and targeted case management activities.

Model(s): Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 35-1-39

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Initial Intake Assessment Form

A form for the prospective client to fill out. Asks for personal identification information and asks what are your concerns, what are your goals, and how will the HS program be helpful to you?

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 35-1-40

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Peer Mentoring Materials -- Group Session Survey

A monthly survey for clients, geared toward assessing the client's concerns and feelings about participating in group training. Questions are the following: Has this program been helpful? Do you feel comfortable sharing your feelings and concerns with others in a group? Are your concerns being met? What suggestions or requests do you have for improving the program, topics, and/or speakers?

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Training and Education

Document Type: Questionnaires/Surveys

Unique Number: 35-1-41

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Inservice Evaluation

This one-page questionnaire asks the clients what they liked most or least about the inservice, how to make it better, what they learned, and what topics they would like to have in a workshop.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Training and Education

Document Type: Questionnaires/Surveys

Unique Number: 35-1-42

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Quarterly In-Service Substance Abuse & Its Effect on Pregnancy & the Unborn -- February 18–27 1997

Used to educate outreach workers regarding the effects of drugs on the unborn child. Packet includes two brochures ("Making the Right Choices: The Facts About Drugs and Pregnancy," and "Alcohol and Pregnancy: Making the Right Choice"), as well as the following materials: "Physiological Effects of Substance Abuse on the Pregnant Woman and the Unborn"; "NIDA [National Institute on Drug Abuse] Notes—January/February 1995"; and "Network News: Important Facts About Medicaid and Managed Care Newsletter." Also includes an evaluation form, an attendance list, a worksheet on roleplaying, worksheets describing programs for pregnant women and new mothers, and a brochure on Medicaid eligibility.

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: Presentation Materials

Unique Number: 35-1-43

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Quality Assurance Client Satisfaction Survey

This is a lengthy report covering the scope and methodology for conducting the survey, which was designed to provide current and potential project participants with a means of affecting positive change by soliciting their opinions on the quality of service offered by the project. Interviews of project participants were conducted through neighborhood consortia by volunteer interviewers; and by enrollment specialists and office managers at sites. The report includes the questions which were asked and gives findings along with actual quotes from the interviews.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Reports

Unique Number: 35-1-44

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Sex Can Wait: An abstinence-based sexuality curriculum for upper elementary school

This training guide can be used to develop sex education courses that promote the concept of abstinence. Broad subjects covered by the course include knowing oneself, relating to others, and planning for the future. Specific topics include self-concept, and self-esteem, puberty, values and decision making, communication, one's sexual self, and goal setting and life planning. The guide also contains a glossary and a bibliography. Versions of this curriculum are also available for middle schools and high schools.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-45

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Sex Can Wait: An abstinence-based sexuality curriculum for high school

This curriculum can be used to develop high school sex education courses that rely on the concept of abstinence. Broad subjects covered by the course include knowing oneself, understanding sexuality, relating to others, and planning one's future. Within these subjects, the curriculum covers specific topics such as values, decision making (including sexual decision making), self-esteem, gender roles, reproductive anatomy and physiology, sexually transmitted diseases, parental readiness, communication, relationships, goal setting, and life planning. Each module contains suggestions for the teacher, objectives, examples of learning activities, and samples of transparencies and handouts. The guide also contains a glossary and a bibliography. Versions of this curriculum are also available for upper elementary and middle schools. A booklet of activities for grades 7 through 12 is sold separately.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-46

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Educator's guide to HIV/AIDS and other STD's

This guide is designed to help educators effectively teach classes on sexually transmitted diseases, including HIV. Basic information is presented in the form of a teacher key with corresponding student activity worksheets, which are ready for use as handouts or overhead transparencies. A pre/post questionnaire for students is included to measure students' knowledge, beliefs, and attitudes about sexually transmitted diseases.

Model(s): Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-47

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Reducing the risk: Building skills to prevent pregnancy, STD, and HIV (3rd edition)

This curriculum and workbook are designed to influence the sexual behaviors of adolescents by helping them build effective decision-making and interpersonal skills. The curriculum is designed to be integrated into comprehensive family life or health education programs. It emphasizes that high school students should either abstain from sex or avoid having unprotected sex through the consistent and effective use of contraception. The materials contain 17 interactive class sessions, each with detailed steps for leading an activity, student worksheets and handouts, role play scripts, teacher references, and homework assignments.

Model(s): Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 35-1-58

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Healthy Family/Healthy Start School Program Curriculum

This is a six-page document listing the goals and philosophy of the program and outlining the contents of each of four units: 1. personal development, 2. human growth and development, 3. healthy living, and 4. family life. Last page lists resources for lessons on the topics given in the outline.

Model(s): Adolescent Programs, Outreach & Client Recruitment, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 37-1-1

Portland, OR: Healthy Birth Initiative
Opening Doors

One-page flyer describes the new Medicaid transition and explains how Opening Doors, an HS maternity outreach program, can help clients and providers. Lists services and achievements.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 38-1-1

Philadelphia, PA: Philadelphia Healthy Start Training Program for Maternal and Child Health (MCH): An Integrated Approach to Prenatal and Postpartum Care

Includes 23 session outlines for training, and some forms. Covers courtesy and building relationships; culture; case finding; assessments; use of health and social service resources; problem solving; health promotion; anatomy, physiology, and conception; changes for mother and fetus during pregnancy; how parental health habits affect fetal development; preparation for labor and delivery; postpartum and newborn care; child development; child safety; child health; behavior, discipline, abuse, neglect, and violence; substance abuse in the family; avoiding HIV and other STDs; and stress management.

Model(s): Training and Education, Care Coordination/Case Management, Outreach & Client Recruitment, Family Resource Center

Document Type: Curricula/Teaching Tools

Unique Number: 38-1-2

Philadelphia, PA: Philadelphia Healthy Start Improving Our Birth Outcomes

This contains 19 pages of questions for the interviewer to ask and 20 pages of computerized answers. Includes sections for parental and child identification, things to talk about before beginning the interview, release form, questions about the infant's death, prenatal social circumstances, prenatal care and physical condition of the mother, substance abuse, labor and delivery, household income and insurance, education, and family circumstances (for adolescents).

Model(s): Consortium

Document Type: Questionnaires/Surveys

Unique Number: 38-1-3

Philadelphia, PA: Philadelphia Healthy Start Provider Agreement

This 10-page contract with attachments provides examples of a work statement, forms and report guidelines for submitting program reports, a submission schedule, a budget request form, and an insurance certificate.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 38-1-4

**Philadelphia, PA: Philadelphia Healthy Start
*Fiscal Monitoring Spreadsheet***

Two-page form for registering monthly and annual figures for personnel services, operating expenses, fixed assets, and salaries.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 38-1-5

**Philadelphia, PA: Philadelphia Healthy Start
*Budget Justification for Public Information Division***

Work statements for overall budget of the Information Division, HS consortium, public awareness activities for HS, Philadelphia Black Women's Health Project, Asian Outreach, and Project Thrive (Teen Health-Related Issues Video Education).

Model(s): Other, Consortium

Document Type: Proposals/Budgets

Unique Number: 38-1-6

**Philadelphia, PA: Philadelphia Healthy Start
*MCH Funded Outreach Programs: A Blueprint for Program Development and Implementation, March 1997***

This 28-page document for contractors covers the required scope of activities, implementation guidelines, documentation steps, operational and administrative guidelines, and data collection and reporting procedures. Appendices cover key performance indicators and data elements, data collection forms, and guidelines for staff training and supervision.

Model(s): Outreach & Client Recruitment, Consortium, Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 38-1-7

**Philadelphia, PA: Philadelphia Healthy Start
*Staff Guidelines for Contract Process***

This 16-page document covers contract development, confirmation, payment and invoices, program implementation, reporting, MIS reporting, data collection, and attachments.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 38-1-8

**Philadelphia, PA: Philadelphia Healthy Start
*Health Check #1, Health Check #2, Health Check #4, Health Check #5, #Health Check #6, Health Check #7, Health Check #8***

These are one-page flyers on preventing preterm births (Health Check #1); SIDS (#2); when to call your doctor (#4); the danger of house fires (#5); smoking during pregnancy (#6); immunization (#7); and "Prenatal Care: What's the Big Deal?" (#8).

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 38-1-9

**Philadelphia, PA: Philadelphia Healthy Start
*The Hospital of University of Pennsylvania Healthy Start Acuity Levels***

Four-page document covers procedures for assessment, intervention, and documentation at five levels of client need.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 38-1-10

**Philadelphia, PA: Philadelphia Healthy Start
*Office of Maternal and Child Health (Philadelphia Department of Public Health)***

This fold-out brochure briefly describes outreach, education and referral efforts, home visiting, health education materials available, school-based child health outreach, lead poisoning prevention, supervised play programs, special projects, and clinical and counseling services. It also lists MCH providers in the area.

Model(s): Outreach & Client Recruitment, Training and Education, Family Resource Center, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 38-1-11

Philadelphia, PA: Philadelphia Healthy Start Consortium News, April 1996

Six-page newsletter covers recent meetings, local projects, retreats, and announcements. Can be folded for mailing.

Model(s): Consortium

Document Type: Newsletters

Unique Number: 38-1-12

Philadelphia, PA: Philadelphia Healthy Start Healthy Start News (Summer 1996)

Four-page newsletter covers the director's initiative to hold a fundraiser and thank-you banquet for consortium members; notes on new providers' meetings with funders; launching of a special kids network, which is a statewide referral system and hotline for families of children with special health care needs; and the lead-poisoning program, which recently added a segment on fire safety education. Also has a photo of the poster for "Being a Father, Being There."

Model(s): Consortium, Enhanced Clinical Services, Family Resource Center, Risk Prevention, Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 38-1-13

Philadelphia, PA: Philadelphia Healthy Start Healthy Foods Seek -- and -- Find

A one-page word search puzzle (a handout for finding a list of healthy foods hidden in a jumble of letters). Also contains a one-page crossword puzzle on Healthy Start.

Model(s): Family Resource Center, Outreach & Client Recruitment, Training and Education

Document Type: Handouts/Gifts

Unique Number: 38-1-14

Philadelphia, PA: Philadelphia Healthy Start MCH-Funded Outreach Programs: A Blueprint for Program Development and Implementation, October 1996

This 19-page document for contractors covers the required scope of activities, implementation guidelines, documentation steps, operational and administrative guidelines, and data collection and reporting procedures. Appendices cover key performance indicators and data elements, data collection forms, and guidelines for staff training and supervision.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Protocols/Procedures

Unique Number: 38-1-15

Philadelphia, PA: Philadelphia Healthy Start MCH-Funded Home Visiting Programs: A Blueprint for Program Development and Implementation

This 39-page document for contractors covers the required scope of activities, implementation guidelines, documentation steps, administrative procedures and practices, and data collection and reporting procedures. Appendices cover required data elements and coding and required data reporting forms.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 38-1-16

Philadelphia, PA: Philadelphia Healthy Start
Getting Healthy Start Started: The History, Organizational Evolution and Lessons of the Philadelphia Experience

This 22-page report covers introduction; background; class; race; politics; local advocacy efforts; inroads into the city bureaucracy; the HS initiative; the federal decisions (what do we want to do? how would it be funded? who would be funded? what projects would be selected?); Philadelphia's decisions (whose grant is it? north or west Philadelphia? what must be done? the ongoing tensions); waiting; the planning year; processing paper; initiation of operations; the evaluation; the work that remains (sustaining the development process, preserving the success stories, adding key elements); and discussion (risk, ownership, impact, sustaining funding, sustaining vision throughout the evolution of new structures, overcoming racial divisions and distrust); conclusion; and references.

Model(s): Consortium

Document Type: Reports

Unique Number: 38-2-1

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start
Healthy Start Inc. Community/Public/Private Partnership: Role of a Non-Profit in County Government

This 13-page report discusses the Allegheny County HS areas, statistical information, consortium building, and the committees and board of directors for the consortium.

Model(s): Consortium

Document Type: Reports

Unique Number: 38-2-2

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start
Guidebook to Community Health Assessment in Allegheny County

This 36-page document is a guide for producing a community health assessment. Includes an introduction, defining the task, collecting and organizing data, choosing health priorities, developing a plan, and appendices of statistics from Allegheny County, Pittsburgh, and the state of Pennsylvania.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 38-2-3

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start
Establishing Community Consortium for Healthy Start

This presentation was given at the 1992 Annual Meeting of the American Public Health Association. The eight-page report is followed by eight pages of statistics from Allegheny County. Discusses the six-area consortia for HS in Pittsburgh and in Allegheny County.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 38-2-4

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start
Bylaws of Healthy Start, Incorporated

Provides information about Healthy Start Inc., including Name, Purpose and Powers, Membership, Board of Directors, Officers, Duties of Officers, Meetings, Operations, Indemnification, Amendment of Articles of Incorporation or Bylaws, and Composition of Healthy Start, Inc., Board of Directors (what professions are represented on the Board).

Model(s): Consortium

Document Type: Bylaws

Unique Number: 38-2-5

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start
Regional Consortium Policy and Operating Procedures

Includes mission statement of the Pittsburgh/Allegheny Regional Consortium; membership description; members' professions; vacancies and removal; officers (elections, term of office, vacancy of office, removal, duties); meetings; conflict of interest; project area consortium; and amendments.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 38-2-6

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Policy on Conflicts of Interest and Conflict of Interest Statement

One-page policy statement of conflict of interest as it applies to board members of the consortium. Also includes a one-page form for declaring areas of potential conflict of interest, to be signed and dated by the officer and returned to the chairman of the board.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 38-2-7

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Conflicts of Interest Policy (Regional Consortia)

Statement saying that each member of the regional consortia has to provide a list of all other organizations in which he or she is a member, officer, director, owner, shareholder, or employee and with which HS, Inc., may enter a business relationship or transaction that will cause a conflict of interest. Includes a form for the member to sign and date.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 38-2-8

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Consortia Orientation Manual

This 27-page, 5" x 8" booklet (1st Ed.) includes information about the HS Initiative, targeted communities, regional consortia, roles of the members and officers, addresses, and useful definitions.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 38-2-9

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Consortia Holiday Thank You Letter and Pocket Calendar

Pocketbook calendars to be given as gifts from the consortium to contractors.

Model(s): Consortium

Document Type: Handouts/Gifts

Unique Number: 38-2-10

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Standards and Protocols

Includes core teams' guide for case management items (home visiting, case Presentation, Case Plan Development); Records Management (Charting and File Management, Documentation in a Core Team Chart, Filing a Core Team Chart, Closing a Core Team Chart, Transferring a Core Team Chart); Relationship of Core Team to Specialty Teams; Delivery of Service (Home Visit Enrollment, Crisis Intervention, Service, Social Work, and Nursing); Specialty Teams (MIS and SST [Healthy Start Specialty Team]); Continuous Quality Improvement (Chart Review, Data Input Log, HS Checklist, Monthly Report, Quarterly Report, Review of Enrollment); General Program Protocol (Confidentiality, Participant Relations, Community and Media Relations, Staff Relations); Attachments (Participant/Programmatic Forms); and Addendum (Agency/Internal Forms).

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 38-2-11

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Letter of Agreement

Two-page standard sample contract for training services. Covers participating parties, period of contract, and specifics of training (name of trainer, fees and expenses, dates, address, phone, additional terms). Includes sections on fees and expenses, rights and responsibilities, training materials ownership, and signature area.

Model(s): Consortium, Training and Education

Document Type: Contracts/Pledges

Unique Number: 38-2-12

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Agreement

Three-page document from Pittsburgh–Allegheny County HS is a standard sample contract for services. Leaves room for adding specific contractor responsibilities. Covers period of contract, price, and some legal caveats. Area for signatures on last page.

Model(s): Care Coordination/Case Management, Consortium, Enhanced Clinical Services, Facilitating Services, Family Resource Center, Training and Education

Document Type: Contracts/Pledges

Unique Number: 38-2-13

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Authorization to Release Information

One-page form for consent to release information, records, or document for the client or his/her child or family. Also includes one-page form on consent to refer, schedule, and/or receive services. Revised 9/96.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 38-2-14

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Maternal/Prenatal Quality Assurance

One-page sample logs for recording client service use for maternal prenatal visits, maternal postpartum visits, service utilization, inventory control, infant’s birth, infant’s first pediatric visit, and infant at 1-year visit.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 38-2-15

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Participant/Guardian Information Form (Quality Assurance)

One-page log for recording adolescent visits. Includes columns for recording name of participant and guardian, completed prenatal visits, ante natal assessments, EDD, postpartum visits, social service, nursing risk, infant name, date of birth, and well-baby assessment.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 38-2-16

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Community/Consortia Relations

Two-page survey for the core team managers. Covers who represents the team at consortium meetings, how these representatives routinely communicate with the consortium, how the core team assists the consortium in achieving its goals, the procedures for making referrals, and community liaison.

Model(s): Consortium

Document Type: Questionnaires/Surveys

Unique Number: 38-2-17

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Personnel/Administration

Staff roster for recording that appropriate papers have been completed for all personnel actions, leave, job descriptions, evaluations, and training sessions completed.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 38-2-18

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Healthy Start Employee Survey

Two-page survey of employees to determine attitudes and feelings about policies and procedures, training, orientation, least enjoyable aspect of the job, what would make the job more satisfying, and other topics.

Model(s): Care Coordination/Case Management, Other, Consortium

Document Type: Personnel Tools

Unique Number: 38-2-19

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Employee Handbook

Dated September 1994. Provides information about employment with HS, including benefits, policies and procedures, general administrative policies and procedures, and organization (service area consortia, project area consortium, board of directors, and central staff).

Model(s): Consortium

Document Type: Curricula/Teaching Tools

Unique Number: 38-2-20

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

1995 Educational Seminars for Staff Development

Provides a description of all of the staff development seminars, including psychology of oppression, cultural sensitivity in the workplace, effective communications, collaboration, team building, conflict management, and ways to create high-performance work groups.

Model(s): Consortium, Training and Education

Document Type: Personnel Tools

Unique Number: 38-2-21

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Special Initiative Core Team Events

This schedule lists the training seminars, health education seminars, and Family Health Council events available through Pittsburgh HS during spring 1995.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 38-2-22

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Healthy Start House Employee Operations Manual

This 31-page document covers all aspects of employee operations, including program information, intake, home visits, discharge of clients, activity logs, medical logs, housing and meal vouchers, confidentiality, security, dress code, petty cash, van use, and volunteers.

Model(s): Enhanced Clinical Services, Care Coordination/Case Management, Training and Education, Consortium

Document Type: Personnel Tools

Unique Number: 38-2-23

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

*Healthy Babies . . . Improving Pregnancy
Outcomes: The Findings and Recommendations of
the Infant Mortality Review Project*

This report (February 1997) contains a brief introduction to the review and the process, and presents statistics and recommendations on preterm labor, maternal infections, unintended pregnancies, insufficient prenatal care, smoking, illicit substance use, SIDS, and continuum of care. Also covers implemented and planned actions.

Model(s): Risk Prevention, Consortium

Document Type: Reports

Unique Number: 38-2-24

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Healing Hearts

A tri-fold page of information on Healing Hearts, an infant death support service. Includes information on how the program began and what it does, counseling and support via telephone calls or home visits, monthly area support meetings for grieving parents, and a sibling support service for the surviving children and their parents. Includes a tear-off and mail-in form to request more information.

Model(s): Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 38-2-25

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat, January 1995, Factsheet

Four-page newsletter from the Allegheny County Health Department, Bureau of Policy Development and Assessment. Covers facts and general information on infant mortality in Allegheny County.

Model(s): Consortium

Document Type: Newsletters

Unique Number: 38-2-26

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat, February 1995, Factsheet

Four-page newsletter from the Allegheny County Health Department, Bureau of Policy Development and Assessment. Discusses the topic "A Healthy Start Assessment." Gives a brief description of HS, followed by county statistics and what they mean for HS and the county.

Model(s): Consortium

Document Type: Newsletters

Unique Number: 38-2-27

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat, March 1995, Factsheet

Four-page newsletter from the Allegheny County Health Department, Bureau of Policy Development and Assessment. Discusses the topic "Healthy Start and the Infant Mortality Review Project." Briefly describes each and then goes into the statistics and findings of the review. One page is devoted to the recommendations and what HS plans to do to implement them.

Model(s): Consortium

Document Type: Newsletters

Unique Number: 38-2-28

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat, November 1995, Factsheet

Four-page newsletter from the Allegheny County Health Department, Bureau of Policy Development and Assessment. Discusses the topic "Smoking and Pregnancy." Using statistics from 1990 to 1994 in Allegheny County, the issue covers who's at risk, what the risks are, changes over time, how the county compares to the nation, and what steps to take in the future.

Model(s): Consortium

Document Type: Newsletters

Unique Number: 38-2-29

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat: January 1996 Factsheet

This four-page newsletter from the Allegheny County Health Department, Bureau of Policy Development and Assessment, discusses drinking and pregnancy. It covers who's at risk, what the risks are, changes over time, how the county compares with the nation, and what steps to take in the future.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Newsletters

Unique Number: 38-2-30

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

News Release

Packet of four articles from the Allegheny Health Department and Pittsburgh newspapers cover HS and the IMR, with plenty of statistics.

Model(s): Consortium

Document Type: News Articles

Unique Number: 38-2-31

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Healthy Start 1995–1996 Project Highlights

This 18-page report covers program highlights for the IMR, management and governance, consortium and collaboration, public information, public education, MIS, and evaluation. Includes IMR data, map of the consortia areas, and a list of grant recipients.

Model(s): Consortium

Document Type: Reports

Unique Number: 38-2-32

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Special Populations at Risk: Women in Prison -- A Public Health Initiative

Presented at the 122nd annual American Public Health Association meeting, this report presents a brief introduction and summary, covers needs assessment and service plan, and lists provider partners.

Model(s): Risk Prevention, Consortium

Document Type: Reports

Unique Number: 38-2-33

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

National Black Child Development Institute 1995 Annual Conference

Photocopies of slides cover HS project sites across the United States, goals, maternal and infant care continuum, principles, what makes HS unique, and special components. Also includes a map of the Allegheny area projects and a flowchart of area consortia. Text includes the plan for year 5, some history, a list of goals compared with the baseline and year 4, one page on the IMR, and two pages of statistics.

Model(s): Consortium, Facilitating Services

Document Type: Presentation Materials

Unique Number: 38-2-34

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

A New Model for Primary Care Service Integration and Delivery

A handout to accompany the presentation of the topic to the fourth annual conference on social marketing in public health (1994). Contains an overview and selected facts on community needs, along with seven pages of dense data. Also reviews the results of a survey on client perception of service changes and discusses implementation issues in creating a combined services partnership.

Model(s): Consortium

Document Type: Handouts/Gifts

Unique Number: 38-2-35

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

A New Model for Primary Care Service Integration & Delivery

This handout accompanied a presentation at the 21st Annual International Health Conference (1994). The document contains an overview and selected facts on community needs, along with seven pages of data. Includes a review of survey results on client perceptions of service changes, as well as implementation issues involved in creating a combined services partnership. The model's goals and a summary are also included.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 38-2-36

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Women and Chronic Disease: 25-Year Trends for Allegheny County, Pennsylvania 1970–1995

This 47-page report covers several categories for each disease reviewed: how common it is among women, what it is, who's at risk, racial differences, changes over time, risk factors, and uncontrollable factors. Diseases reviewed include heart disease, breast cancer, colorectal cancer, lung cancer, stroke, chronic obstructive pulmonary disease, and diabetes. The report also discusses the overarching factors of poverty, exercise and physical inactivity, women's health issues, hormone replacement therapy, health communications, and recommendations, and it presents technical notes and a bibliography.

Model(s): Risk Prevention, Training and Education, Consortium, Enhanced Clinical Services

Document Type: Reports

Unique Number: 38-2-37

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Providing the Key to Your Transportation

Foldout page provides information on Healthy Start; a list of transportation destinations (education, family planning, food bank, meetings, medical appointments, WIC appointments); how to schedule a ride; what to expect during the ride; multiple stops; assistance; transporting children; cancellations; and when to call the transportation office.

Model(s): Facilitating Services, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-2-38

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Access Transportation Procedure

One-page flowchart of who does what to get transportation for a client. One-page flowchart of how many trips a client can be given for various types of services (medical appointments, WIC, and grocery shopping).

Model(s): Facilitating Services

Document Type: Charts/Graphs

Unique Number: 38-2-39

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Healthy Start Telephone Survey Findings

A report of findings from the 1992, 1994, and 1995 telephone surveys of six HS communities in Pittsburgh and Allegheny County. Discusses key findings and selected risk factors, presents a summary, and provides 12 pages of charted data.

Model(s): Consortium

Document Type: Questionnaires/Surveys

Unique Number: 38-2-40

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Preliminary Review of Selected Data as Compiled by WIC Program of Allegheny County, PA

This report includes a 2-page discussion of the program and of identified trends and provides 19 pages of charted data.

Model(s): Consortium

Document Type: Reports

Unique Number: 38-2-41

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Community Postpartum Care Needs Assessment and Systems Development for Low-Income Families

This paper was presented at the 1994 Annual Meeting of the American Public Health Association. Findings indicated that decreased length of hospital stay for childbirth, infant morbidities, repeat adolescent pregnancies, and high no-show rates for postpartum visits among disadvantaged populations suggest barriers to continuity of maternity care.

Recommendations include earlier postpartum visits, community care sites and home visiting, coordinated postpartum and infant care, and increased postpartum psychosocial and environmental services. The paper includes data and a bibliography.

Model(s): Consortium, Family Resource Center, Facilitating Services, Enhanced Clinical Services, Care Coordination/Case Management, Adolescent Programs

Document Type: Publications

Unique Number: 38-2-42

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Participant Satisfaction Comment Card

This small fold-out and mail-in survey asks the client about the service provider, what was most and least helpful, whether the client would recommend the service to a friend, and how the client's needs could be better served. Also includes a space for comments.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 38-2-43

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Shared Family Health Services Data Base Survey

This report contains an introduction, a summary, a tally of questions and answers, survey charts, and appendices concerning the creation of a shared database to ensure continuity of care between the various agencies in the county.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 38-2-44

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Maternal and Child Health Home Visiting Survey

This report includes an introduction, an analysis, a tally of questions and answers, survey charts, and appendices. It concerns closing gaps in service through home visits in order to ensure continuity of care between the various agencies in the county.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 38-2-45

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Postpartum Survey

This is a 38-page HS postpartum questionnaire. It contains questions for telephone interviewers who were conducting a study of new mothers and their children. Sections include interviewee's residential location; prenatal care; problems with getting prenatal care; labor, delivery, and postpartum care; problems with getting labor, delivery, and postpartum care; insurance; HS services received from Allegheny County agencies and/or HS; referrals; family involvement; health education; case management and home visits; family planning; other life factors; and demographics.

Model(s): Consortium, Care Coordination/Case Management, Other

Document Type: Questionnaires/Surveys

Unique Number: 38-2-46

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Give Your Baby a Healthy Start

Tri-fold multicolor handout lists HS services, describes who's eligible, and gives phone numbers and addresses below a map of the area.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-2-47

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Helping with Your Child Care Needs

Describes what drop-in child care the HS program can offer clients attending educational sessions or medical appointments.

Model(s): Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 38-2-48

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

A Healthy Start Makes the Difference

Tri-fold multicolor handout describes HS, lists HS services and who's eligible, and gives phone numbers and addresses.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-2-49

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Back to Sleep: Reducing the Risk of Sudden Infant Death Syndrome -- What You Can Do

Published by the Sudden Infant Death Syndrome Alliance, this tri-fold handout describes SIDS and provides helpful hints for bedding, temperature, smoke-free homes, doctor and clinic visits, prenatal care, and breastfeeding. Also has drawings of recommended sleep positions.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-50

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Guidebook for Healthy Mothers, Children, Families

Health-related references listed in one book. Covers child health clinics, dental health, family health services, home-based support, family planning, family support, grief support, health and safety programs, hospitals, community medical centers, WIC, and other useful resources. Also includes important health tips for you and your baby, and fact sheets on breastfeeding, why you should never shake a baby, drugs and your baby, and childhood immunizations.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment, Risk Prevention

Document Type: References/Resources

Unique Number: 38-2-51

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Your Lucky Numbers: A Phonebook for Health Care, Child Care, Education and Counseling Services

Loose pages in a plastic cover give help-line phone numbers, office locations, maps, core team locations, family planning clinics, WIC, STD clinics, child health clinics, immunization clinics, health and safety programs, and dental services.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 38-2-52

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Your Baby Needs Time to Grow

This fold-out brochure defines premature birth, lists warning signs of infection and warning signs of premature labor, and gives tips on how to prevent prematurity.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-53

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Passport to Health

This packet includes a small booklet to be stamped and a few notes explaining the program. Every time a client attends an education seminar or a class approved by HS, keeps a doctor's appointment, or keeps a child's immunization appointment, the book is stamped. When the book is filled, the client receives a gift certificate. This is like "Green Stamps" for inducing clients to keep up with the HS program.

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 38-2-54

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

How to Handle Emergencies

Includes information about weather emergencies, fires, burns, dog bites, chemical poisonings, nuclear accidents, cuts and bruises, eye injuries, slips and falls, broken bones, head and neck injuries, choking, heart attack, drowning, and food poisoning.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-55

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

*Family Planning for a Healthy Start
Working Together to Reduce Infant Mortality in
Pittsburgh/Allegheny County*

This 16-page booklet lists reasons why family planning is an important part of having healthy babies. Covers HS program information, the importance of family planning, clinic services, community education, peer networks (Girlfriends), community outreach program, contraceptive subsidy, condom distribution, Duquesne School Initiative, INFO DYNAMO (public health spots for radio and TV), Healthy Start House for mothers and newborns, and future plans for the program.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment

Document Type: References/Resources

Unique Number: 38-2-56

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Signs of Preterm Labor

A plastic 8" x 10" page with attached wipe-off marker pen. Lists signs of preterm labor and has HS Help Line phone number. Gives space for writing messages and has magnets on the back for mounting on the refrigerator.

Model(s): Risk Prevention, Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 38-2-57

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

*Infant Mortality . . . Inadequate Medical Care . . .
Low Birthweight . . . Babies Dying: It Doesn't
Have to Happen to You!*

Yellow and black, four-page, 8 1/2" x 11" fold-out brochure describes the HS core team in Pittsburgh. Includes one paragraph each on outreach workers, nursing staff, social workers, and additional services. Also describes the core team process and initial contact. Windows with information on cigarette smoking, inadequate nutrition, STDs, and substance abuse are interspersed between windows with real-life scenarios on youth attitudes about life and pregnancy.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-58

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Being the Best I Can Be Teen Forum

This one page-flier advertises a teen forum. Discussion topics include Self-Worth, Male/Female Relationships, Opportunities Beyond High School, Decision-Making/Peer Pressure, Health Education for Teens, and the Importance of Education.

Model(s): Adolescent Programs, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 38-2-59

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

African American Women in Recovery

This is a fold-out brochure advertising a workshop series for African-American women in recovery. Topics of discussion include self-esteem Issues Connected with Addiction, Siblings of addiction, How to Develop Healthy Relationships in Recovery, and Effective Parenting for prevention. Designed to be mailed out.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-60

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

African American Women and Men in Recovery

This fold-out brochure advertises a workshop for black men and women with the following topics: black men and women coming together to build strong families and communities, understanding our children and ourselves, understanding the black family and its strengths and values, and black men working. Flyer is ready for mailing.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-61

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Healthy Start Family Focus Series I-III

This multicolored flyer announces a series of three 1-day seminars for HS. Topics include the HS mission, planting a seed that will grow from generation to generation, infant mortality and its total impact, the HS agenda, fathering and family development, and black parenting. Also provides a tear-away bookmark reminder.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 38-2-62

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Kungana (To Come Together): "Sharing the Power of the Spirit"
Healthy Start, Inc., Annual Conference (1995)

This brochure includes the conference agenda and a brief introduction to HS across the country. Well-known speakers addressed the following topics: The Power of the Spirit (the Reverend June Gatlin), Tapping the Power Within (Iyana Vanzant, author and attorney), and Extending the Splendor (Wade Nobles, Executive Director of the Institute for the Advanced Study of Black Family Life and Culture, Inc.). Luncheon speaker was Della Crews of WPXI-TV.

Model(s): Consortium, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 38-2-63

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

The Healthy Start Relationship Series I-IV

This brochure announces the Relationship Series: Nurturing the Seed...Building Your Child's Self-Esteem. The series includes four 1-day seminars covering the HS mission, building a child's self-esteem, enhancing the duality of the feminine and the masculine, examining the way men are treating women today and the way women are reacting, the impact of images on the black family unit, the beliefs behind the images, the building blocks of self-esteem, what black women want from black men and what black men want from black women, why nurture the seed, and a wrap-up with TV personalities Ruby Dee and Ossie Davis.

Model(s): Consortium, Training and Education, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-2-64

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Addresses 'n Phones: HS Plastic Bags

Plastic bags have the HS logo and phone number. Address books are purse size in hot pink with the HS logo and phone number on the front.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 38-2-65

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Sharing Our Vision

This green, blue, and white 13-page booklet introduces HS, its mission, some innovative approaches to reducing infant mortality, and creative outreach programs in Pittsburgh, including neighborhood canvassing, baby showers, laundromat days, participant overnight retreats, public information programs, training seminars, the Girlfriends program, and the Passport to Health program. Also covers special initiatives, including jail, school, and male initiatives. Discusses primary care collaborative, AmeriCorps, and WIC. Includes many photos of children, posters, and billboards.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Newsletters

Unique Number: 38-2-66

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Viewpoint

This eight-page newsletter includes a message from the director on the progress of the first 5 years of HS and a look at the next year, a guide for expectant fathers, statistics on infant death rates in the HS area, a summary of the IMR, information on state welfare reform actions, news on the reduction of gonorrhea in the county, a guide for keeping babies and children from lead poisoning, information on how to identify preterm labor, and a short paragraph on SIDS.

Model(s): Family Resource Center, Enhanced Clinical Services, Care Coordination/Case Management, Consortium, Training and Education, Risk Prevention

Document Type: Newsletters

Unique Number: 38-2-67

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Women Talk: Participant Newsletter (January 1997)

This four-page newsletter focuses on the needs and concerns of clients. This issue provides information about birth defects, spina bifida, folic acid, and how to take care of your baby. It also includes an article about one client who delivered a healthy baby against steep odds. Can be folded for mailing.

Model(s): Outreach & Client Recruitment, Risk Prevention, Family Resource Center, Training and Education

Document Type: Newsletters

Unique Number: 38-2-68

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Women Talk: Participant Newsletter (March 1997)

This four-page newsletter focuses on the needs and concerns of clients. This issue provides information about women's need to nurture themselves, colic, babies and car seats, SIDS, and tips for pregnancy and taking care of infants. Can be folded for mailing.

Model(s): Family Resource Center, Training and Education, Outreach & Client Recruitment, Risk Prevention

Document Type: Newsletters

Unique Number: 38-2-69

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Family Ties (Spring 1995)

This eight-page, three-color newsletter has articles on HS; its first annual meeting; the "Sturdy Bridges" program to empower individuals and communities of women; breastfeeding; bottle feeding; immunization (including a schedule for child immunizations); what serious diseases can do to a child; the cable TV HS *Show with Della Crews*; health education in the community; and the Passport to Health program.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Newsletters

Unique Number: 38-2-70

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Family Ties (Winter 1994)

This eight-page, three-color newsletter has articles on HS, figures on lowering the infant mortality rate in the HS areas, do's and don'ts for mothers-to-be and new parents, one client's struggle against great odds to deliver a healthy baby, STDs, and the challenge for the future. Also contains announcements of upcoming events. Flyer can be folded for mailing.

Model(s): Family Resource Center, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Newsletters

Unique Number: 38-2-71

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

A Report Card

This one-page article focuses on the enthusiastic support of WXPI-TV (Channel 11 in Pittsburgh) for HS and its projects. Announces that the station, in partnership with HS, will have new programs and public service announcements to reach the HS area communities.

Model(s): Outreach & Client Recruitment, Other

Document Type: News Articles

Unique Number: 38-2-72

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Healthy Start House Aims to Reduce Infant Mortality

This article explains how the HS house was funded, renovated, and opened to provide temporary accommodations for pregnant women, including services such as needed bed rest before and after delivery, residential care, pre-delivery classes, and support. The average stay is one week.

Model(s): Enhanced Clinical Services, Risk Prevention, Family Resource Center

Document Type: News Articles

Unique Number: 38-2-73

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Address Index for Healthy Start Services Areas

This is a master list of all areas covered by HS. It lists all streets and house numbers within each census tract that is covered by HS.

Model(s): Outreach & Client Recruitment

Document Type: References/Resources

Unique Number: 38-2-74

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Family Health Resource Directory

This 90-page document provides HS staff members and clients with a directory of health-related resources as well as a description of all the programs available at all the community HS sites and how to sign up for them. Also includes fact sheets on breastfeeding, immunizations, substance abuse during pregnancy, infant mortality, why you should never shake a baby, preterm labor, SIDS, and STDs.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment, Risk Prevention, Training and Education, Enhanced Clinical Services, Family Resource Center

Document Type: References/Resources

Unique Number: 38-2-75

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Update, Fall 1997 and Spring, 1998

The six-page Fall newsletter includes a letter from the director and articles on state expansion of CHIP, home visiting for chemically dependent mothers, regional baby showers, successes of outreach and case management, and the trends in fetal alcohol syndrome. Also includes a calendar of events. The Spring '98 issue includes articles on: HS project hailed as a national model, director's notes, infant immunizations, visits to HS by delegations from Bangladesh and Kyrgyzstan, the male initiative program and a calendar of events.

Model(s): Outreach & Client Recruitment, Risk Prevention, Consortium

Document Type: Newsletters

Unique Number: 38-2-76

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Consortia Orientation Manual: December 1997

This 27-page, 5" x 8" booklet (2nd Ed.) includes information about infant mortality, the HS Initiative, targeted communities, regional consortia, addresses, and useful definitions.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 38-2-77

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Service Provider Statistical Data Procedures Manual

This is an 11-page manual for service providers. It includes a glossary of terms and requirements for participation in HS, procedures for enrolling participants in the case management program, instructions for filling out the one-page intake form and a copy of the form, instructions for filling out the quarterly program report and a copy of the report form, and a map of the HS areas.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 38-2-78

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Checklist Review Team Site Visit

Three-page form lists people to interview, what to review, and what to discuss on a site visit. Provides a page for recording some figures about the site (date of visit, how many are served, etc.) and one page for writing comments on changes in personnel, problems and barriers experienced by the provider, contractual issues, recommended resolutions, and what, if any, technical assistance is required.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services, Adolescent Programs

Document Type: Forms/Tools/Worksheets

Unique Number: 38-2-79

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Healthy Start, Inc., Budget

One-page form for recording monthly expenditures. Covers annual budgeted amounts, account numbers, monthly expenditures for numerous categories, year-to-date expenditures, and remaining balance. Line items include salaries, fringe benefits, schools, peer networkers, clinic services, staff and client travel, consumer participation, rent, utilities, telephone, postage, office supplies, contraceptive subsidy, community education, printing and copying, speakers' fees, consultant services, books and periodicals, child care, registration fees, outreach, promotions, equipment, training, incentives, and other indirect costs.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 38-2-80

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Quarterly Program Report

Four-page form asks for information from the provider. Covers provider information, area served, target population, number of participants in various categories, total number of participants, total number of pregnant participants, which objectives of HS are met by the provider, type(s) of service provided, major achievements of the provider, significant activities and participation in events, public information, and problem areas. Third and fourth pages ask for number of participants referred to and from other agencies.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Forms/Tools/Worksheets

Unique Number: 38-2-81

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Agreement

A seven-page contract for services. Covers reasons for the cooperative effort between HS and the contractor; scope of services (to be attached by the consortium); duties of the contractor in promoting the goals of the program; meetings; compensation; costs (overspending); method of payment; monitoring; evaluation; federal funds; insurance; fiscal policies; interruption, postponement, or termination of the contract; assurances and certificates; and terms of the agreement. Provides a signature area.

Model(s): Consortium, Enhanced Clinical Services, Care Coordination/Case Management, Adolescent Programs, Risk Prevention, Outreach & Client Recruitment, Family Resource Center, Facilitating Services, Training and Education, Other

Document Type: Contracts/Pledges

Unique Number: 38-2-82

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Specialty Application (Phase II) Data Sheet

Six-page packet includes one page for identification information on applicants; submission guidelines; a chart for filling in a proposed timeline for contract activities (over a 7-month period); a line-item budget for the same 7-month period; one page for written descriptions or explanations of the line items; and one page for notes on monitoring, evaluating, mentoring, and reporting. Focuses on community education and adolescent health contractors.

Model(s): Consortium, Training and Education, Adolescent Programs

Document Type: Proposals/Budgets

Unique Number: 38-2-83

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Continuous Quality Improvement (Quality Assurance Plan) for Data Management Systems

Three-page flowchart demonstrates the flow from assessment to analysis of findings and results, to implementation of corrective action, and to reassessment to determine if corrective action has been effective.

Model(s): Consortium, Other

Document Type: Charts/Graphs

Unique Number: 38-2-84

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Healthy Start Service Area Organization

Three-page packet has a one-page diagram of the regional consortia and their relation to the various management teams, a one-page map of the project areas, and a one-page flowchart of the Pittsburgh HS System Network.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 38-2-85

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Proposed Plan for Service Utilization

Three-page packet includes information about the IMR, the HS Initiative IMR findings and recommendations, and three (selected) objectives: (1) reduce the rate of LBW infants born to case-managed women by 3% by the end of August 1999; (2) reduce the number of case-managed infants hospitalized prior to their first birthday to 10% by the end of August 1999; and (3) reduce the number of case-managed women who experience a repeat pregnancy within one year of birth to less than 14%. Each objective includes the budget period, outcome performance indicators, and interim indicators.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 38-2-86

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Employee Management Audit Forms

This three-page packet has audit forms for recording identifying information about each employee (name, discipline, region, date of hire, and current level and status) and for recording that each employee has been properly interviewed at entry and exit and has received manuals and training in appropriate courses (for internal use and client or outreach training).

Model(s): Consortium, Care Coordination/Case Management, Training and Education

Document Type: Personnel Tools

Unique Number: 38-2-87

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Healthy Start Phase II Mission Statement

One page presents the mission statement and goals of the Pittsburgh Healthy Start Initiative: "To create and coordinate a comprehensive service delivery system that will make accessible all preconceptional, pregnancy, and parenting services that will ensure that infants are born healthy into homes where they will be nurtured and valued. These services will be targeted toward reducing social, physical, emotional, and psychological risk factors, as well as enhancing community and individual sensitivity and commitment to the quality of life." Followed by five goals.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 38-2-88

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Healthy Start Help Line Call Log

One-page log for recording information about helpline calls. Covers date and time, caller information, referral (if appropriate), and name of person who took the call. Space is also provided to answer the following questions: Can follow-up calls be made? Can a core team member contact the caller? How did the caller hear about the helpline?

Model(s): Consortium, Enhanced Clinical Services

Document Type: Forms/Tools/Worksheets

Unique Number: 38-2-89

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Case Management

This 17-page packet includes the goal of case management; definitions; steps of case management; evaluation of the case management practice; approaches to case management practice; a schematic model of case management intervention (flowchart); a list of the core teams and each team's staff; a one-page list of principles for delivering family-centered, home-based services; a fact sheet about the family being visited; a participant intake form; a maternal health record; a risk-assessment form; a prenatal progress record; an ante natal assessment; a progress notes form; a prenatal appointment schedule (for the case manager's files); a form giving the format for case review; and a plan of care form. Forms are one page each.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Protocols/Procedures

Unique Number: 38-2-90

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Dear Friend:

A 4" x 8" card to hang on a doorknob to say that the outreach worker stopped by: "Sorry we missed you today. Please call the number below so that we can reschedule a visit. Hope to hear from you soon!" Gives the phone number and provides a line for the outreach worker to write his or her name.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-2-91

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Sample Personal Check List of Interests and Needs

One-page list, adapted from Norfolk State University's Resource Mothers Program. Asks client to check off areas in which he/she would like information or education. Covers taking care of oneself, eating right, smoking, taking care of baby, and other areas (where to get baby supplies; where to get help with alcohol, drugs, or abuse in the family; GED information; attending childbirth classes).

Model(s): Care Coordination/Case Management, Training and Education, Family Resource Center, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 38-2-92

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Making Referrals

Two-page protocol on what a referral is; reasons for making one; and some suggestions for going about it (don't be afraid to say "I don't know, but I'll find out"; ask your supervisor if you have questions; talk to the client about why you think a referral is beneficial; help the client cope with the change; be as specific as possible in making a referral [to one person at one agency]; be sure the client has all the necessary information; and be sure to follow up).

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Protocols/Procedures

Unique Number: 40-3-1

Florence, SC: Pee Dee Healthy Start

Pee Dee Healthy Start

This is a short packet of news articles and flyers announcing the HS grant for the Pee Dee region and asking interested parties to attend local meetings to learn about and discuss what HS should be in their communities.

Model(s): Consortium

Document Type: Proceedings for Meetings

Unique Number: 40-3-2

Florence, SC: Pee Dee Healthy Start
Comprehensive Needs Assessment

This 23-page report includes plenty of charted data to demonstrate the need for HS funding in the Pee Dee region. Also includes data from surveys filled out by local hospitals and private providers.

Model(s): Consortium

Document Type: Reports

Unique Number: 40-3-3

Florence, SC: Pee Dee Healthy Start
Proposal Review and Rating

This is a packet of instructions and forms for grading proposals received in response to RFPs. Covers general instructions, worksheets, review and rating guidelines, criteria, assigning points (rating through a point system), and a worksheet for tabulating all the points.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 40-3-4

Florence, SC: Pee Dee Healthy Start
Request Overview

This report summarizes the review and decision process for development of a local HS MIS program in the Pee Dee HS. Offers charts of sample data that would be collected from each of the six counties and from state agencies and then collated for HS.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 40-3-5

Florence, SC: Pee Dee Healthy Start

Request for Proposals: Teen Life Centers

Packet includes the RFP for teen life centers, an announcement (news article) about the RFP, a copy of the proposal review and rating document, and the notice of awards. The RFP covers the purpose, background, description of a teen life center; eligibility; total number of awards; terms and conditions of support; non-supplantation of funds; amount and length of award; reporting requirements; application process proposal rating; application structure and content; county coordinators; Rural Outreach, Advocacy, and Direct Service (ROADS) model; resource mothers; Healthy Start needs assessment; and MIS report.

Model(s): Adolescent Programs, Consortium, Facilitating Services, Risk Prevention, Outreach & Client Recruitment

Document Type: Requests for Proposals

Unique Number: 40-3-6

Florence, SC: Pee Dee Healthy Start

Request for Proposals: ROADS Teams

Packet includes the RFP for Rural Outreach, Advocacy, and Direct Service (ROADS) home visitation vans, an announcement (news article) about the RFP, and the notice of awards. The RFP covers the purpose, background, description of ROADS team case management, eligibility, total number of awards, terms and conditions of support, non-supplantation of funds, amount and length of award, reporting requirements, application process proposal rating, application structure and content, county coordinators, ROADS model, resource mothers, high-risk channeling project, targeted at-risk case management, Healthy Start needs assessment, and the MIS report.

Model(s): Consortium, Outreach & Client Recruitment, Risk Prevention, Care Coordination/Case Management

Document Type: Requests for Proposals

Unique Number: 40-3-7

Florence, SC: Pee Dee Healthy Start

An Exploration of Transportation Services Expansion for the Six Healthy Start Counties: Focus Groups

This three-page report discusses the methods and procedures the consortium used to explore the expansion of transportation services in the Pee Dee region: The consortium called and wrote letters to all the independent transportation providers in the area and asked them to attend a meeting. At the meeting, the consortium described HS, what kind of services it needed, and for whom, and asked transportation providers to send in proposals.

Model(s): Facilitating Services

Document Type: Reports

Unique Number: 40-3-8

Florence, SC: Pee Dee Healthy Start

Kicks Kount

This bookmark-size flyer gives eight steps on how and why to count baby's kicks. The flip side gives seven signs of preterm labor and the HS phone number.

Model(s): Risk Prevention, Outreach & Client Recruitment, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 40-3-9

Florence, SC: Pee Dee Healthy Start

Pee Dee Region Interfaith Initiatives

This fold-out flyer discusses the need and role of church groups in helping people. It lists all the church-affiliated HS projects in the six Pee Dee counties and gives the HS phone number as the number to call for more information.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 40-3-10

Florence, SC: Pee Dee Healthy Start
Women's Services

This fold-out flyer asks the reader questions about concerns and problems in life and then encourages women readers to call for help in a variety of areas. Lists all the counseling services available and gives the phone number for the HS Drug Information Access Line.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 40-3-11

Florence, SC: Pee Dee Healthy Start
Healthy Start ROADS Teams

This 3" x 8" flyer lists services and referrals available through Healthy Start. Lists pregnancy counseling; alcohol, tobacco, and other drug counseling; and WIC and Medicaid enrollment. All free and confidential. Gives HS phone number.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 40-3-12

Florence, SC: Pee Dee Healthy Start
Healthy Start (Newsletter, Spring 1995)

Six-page newsletter. Contains articles on the HS volunteers' role in strategic planning; a nationally broadcast news show that includes footage of interviews of the Rural Outreach, Advocacy, and Direct Service (ROADS) team; the School Health Initiative; HS economic investment support for the Pee Dee region; a teen-produced TV spot on teen suicide, which received top honors in the America's Mercury Awards competition; the new HS book on immunizations, which is sent home with every new parent in the state and has helped South Carolina become the nation's leader in the percentage of childhood population receiving immunizations; and other articles on HS projects.

Model(s): Consortium, Care Coordination/Case Management, Other, Outreach & Client Recruitment

Document Type: Newsletters

Unique Number: 40-3-13

Florence, SC: Pee Dee Healthy Start
United Way of South Carolina

This 12-page booklet discusses the projects of United Way, which is working with HS for the Pee Dee region. It includes the usual information on corporate funders and partners and then covers the HS project; members of the consortia; the Kids Count report to enhance children's programs in the state; the partnership for contribution to Eldercare; the LINC project, which helps bring at-risk youth together with elderly citizens to work on home repair projects, literacy programs, adult mentoring, and gardening projects; and the housing partnership, which provides funding for low-income housing after the devastation of Hurricane Hugo.

Model(s): Consortium, Adolescent Programs, Outreach & Client Recruitment, Training and Education, Other

Document Type: Brochures/Pamphlets

Unique Number: 40-3-14

Florence, SC: Pee Dee Healthy Start
Healthy Start Projects

One-page flyer, one side in English and the other in Spanish, introduces Healthy Start and the Rural Outreach, Advocacy, and Direct Service (ROADS) teams, Teen Life Centers, interfaith initiatives, economic development plans, infant death review, and other regional projects.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 41-1-1

Aberdeen, SD: Northern Plains Healthy Start
Fetal Mortality Review Register: Prenatal Information

Two-page form asks whether the woman was an HS client; asks for identifying information; asks questions about prenatal care, fetal information, and cause of death; asks whether a maternal interview was conducted and, if so, by whom and for what agencies; and asks other questions. Has an area for signatures.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-2

**Aberdeen, SD: Northern Plains Healthy Start
Infant Mortality Review Register: Infant Information**

Two-page form asks whether the infant or mother was an HS client; asks for identifying information; asks questions about postpartum care, infant care, and cause of death; asks whether a maternal interview was conducted and, if so, by whom and for what agencies; and asks other questions. Has an area for signatures.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-3

**Aberdeen, SD: Northern Plains Healthy Start
Confidentiality Statement**

One-page form that binds the signer to adhere to tribal and HS policies on confidentiality. To be signed by a staff member, the instructor, and a witness.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-4

**Aberdeen, SD: Northern Plains Healthy Start
Monthly Report**

An eight-page form to be filled out by each site. Includes areas for logging information on the numbers of existing and new clients and infant clients in various categories; prenatal clients; postpartum clients; support persons (spouses, partners, family); teenagers; site transportation; mileage; health education activities; psychosocial development activities; community development; classes; coordination with other agencies; and total number of births, deaths, cases, and IMR cases.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-5

**Aberdeen, SD: Northern Plains Healthy Start
Chart Audit**

Two-page form for logging audit information on all types of charts used in case management (e.g., Were the charts in the files? Were the charts properly filled out?). Contains spaces for noting areas of excellence, areas in which improvements are needed, and comments and recommendations. Must be signed and dated.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-6

**Aberdeen, SD: Northern Plains Healthy Start
Site Mileage Log**

One-page log for daily vehicle and mileage information.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-7

**Aberdeen, SD: Northern Plains Healthy Start
Incentive Log**

One-page form for logging the giving out of gifts (incentives). Has columns for date, client signature, type of incentive, and total points cashed in.

Model(s): Other, Family Resource Center

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-8

**Aberdeen, SD: Northern Plains Healthy Start
Referral Log**

One-page log has columns for date, client identification, place to which client is referred, referral source, reason for referral, date that follow-up is completed, and staff initials.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-9

**Aberdeen, SD: Northern Plains Healthy Start
Activities/Service Attendance Sheet**

Group session log has column for participant's signature and address under the headings for a specific topic and date.

Model(s): Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-10

**Aberdeen, SD: Northern Plains Healthy Start
Master Client Information**

One-page form for client identification information, directions for contacting the client, race, marital status, Medicaid information, primary medical provider, primary care giver, primary HS case manager, outreach worker, date entered into HS program, comments, and other MIS data.

Model(s): Consortium, Care Coordination/Case Management, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-11

**Aberdeen, SD: Northern Plains Healthy Start
Encounter Form**

Two-page form is for logging whatever occurred during a client visit. Includes areas for client identification, client status, type of contact, administrative procedures performed, type of counseling, health education, psychosocial and individual services rendered, counseling (lists many categories), referrals (with a note to check all that apply), maternal and postpartum referrals, infant referrals, facilitating and other support services, information on the client's support person and incentive information, time spent for the encounter (including travel time), and MIS data.

Model(s): Care Coordination/Case Management, Family Resource Center, Outreach & Client Recruitment, Adolescent Programs, Facilitating Services, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-12

**Aberdeen, SD: Northern Plains Healthy Start
Informed Consent**

One-page form is a non-binding agreement to enroll in HS. Lists educational activities, home visiting (mandatory visits), data collection, and transportation services to which the prospective client is agreeing. Also notes that the information provided will remain confidential, that the client must authorize HS's receipt of medical information on the client and his/her children, that referrals might be made, that the client agrees to actively participate in the activities listed above, and that the client may exit the program at any time. There is an area for applicable signatures.

Model(s): Consortium, Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Consent Forms

Unique Number: 41-1-13

**Aberdeen, SD: Northern Plains Healthy Start
Release of Information**

This one-page form is to be signed by the client and a witness and gives permission for an agency to release appropriate personal and medical information to another agency.

Model(s): Care Coordination/Case Management, Enhanced Clinical Services, Family Resource Center

Document Type: Consent Forms

Unique Number: 41-1-14

**Aberdeen, SD: Northern Plains Healthy Start
Screening Report**

One-page form for information on client identification, race/ethnicity, tribal affiliation, marital status, referral information, referral source, parent and guardian information, concerns and outcomes of screening or risk assessment, recommendations, recommendation of targeted or minimal case management, follow-up appointment schedule, name and ID number of staff member who filled out the form, and MIS data.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-15

**Aberdeen, SD: Northern Plains Healthy Start
Case Service Plan**

Two-page form for client name and ID number with columns for recording expected outcomes (goals of the case management plan); steps, outcomes, or actions to be taken; completion data; and completed by whom (which staff member gives the instruction or fills out a form). Second page has columns for initials of the client and the staff reviewer for five reviews of the plan, an area for a written summary, and a signature area to indicate that the client and the case manager agree on the plan and will work together to achieve it.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-17

**Aberdeen, SD: Northern Plains Healthy Start
Case Management Narrative Contact**

One-page form for recording date of contact, description of contact, and staff member's initials. Also has area for date and type of follow-up contact.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-18

**Aberdeen, SD: Northern Plains Healthy Start
Receipt of Services**

Non-binding agreement between the client and HS, which acknowledges receipt of services and ensures the client's agreement to participate in activities or services to reduce infant mortality in the area.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 41-1-19

**Aberdeen, SD: Northern Plains Healthy Start
Prenatal forms**

Packet of 20 forms that cover prenatal intake, risk assessment, medical information, psychosocial information, home environment assessment, contacts (visits) at < 4 weeks (as well as at < 8, 12, 16, 20, 24, 28, 32, 36, and 40 weeks), infant to 12-month contact (in the event of birth), prenatal case management summary, maternal medical summary, and prenatal planning for delivery.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-20

**Aberdeen, SD: Northern Plains Healthy Start
Postpartum Risk Assessment**

Packet of forms includes a two-page postpartum risk assessment, a first-contact form (when infant is less than 2 weeks old), and a 6-week contact form.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-22

**Aberdeen, SD: Northern Plains Healthy Start
Northern Plains Healthy Start: Every Baby
Deserves a Healthy Start**

Fold-out brochure describes HS, who may participate, what services are provided, address, and staff members. The back page lists project objectives for the Rapid City HS.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 41-1-23

Aberdeen, SD: Northern Plains Healthy Start
Diary of a Teen Mother

This four-page brochure introduces the Diary of a Teen Mother, a traveling photo exhibit. This is an exhibit of letters by and photos of teen mothers and shows how having a baby changed their lives. Also gives many facts about teen pregnancy, encouraging young viewers not to get pregnant and encouraging older viewers to pass along the message to daughters and relatives. The back page discusses HS and the exhibit.

Model(s): Adolescent Programs, Risk Prevention, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 41-1-24

Aberdeen, SD: Northern Plains Healthy Start
The Dream Catcher (March 1997)

This six-page newsletter (March 1997) contains articles on Project Takoja ("Grandchild"), adolescent programs, education and culture in the family, what makes a successful pregnant teen program, car-seat safety for children, crack and cocaine, facts about drug-exposed children, and helping crack-exposed infants.

Model(s): Adolescent Programs, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Newsletters

Unique Number: 41-1-25

Aberdeen, SD: Northern Plains Healthy Start
The Dream Catcher (August 1997)

This six-page newsletter (August 1997) has articles on folic acid and its role in the prevention of neural tube defects, how regular visits help ensure a "well child," recommendations for reducing infant mortality in Aberdeen, how to take care of infants with a fever, annual training conference coverage, the cycles of violence and nonviolence, and child safety issues (cribs and air bags).

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment, Other

Document Type: Newsletters

Unique Number: 43-1-1

Dallas, TX: Dallas Healthy Start
Dallas Healthy Start

This is a fold-out brochure with very nice black-and-white photos. Presents a mission statement and discusses what HS is, what areas of Dallas have the highest infant mortality rates, what causes infant mortality, transportation services, reaching the community, teen programs, how to be involved in the consortium, and how to be involved in the community. Lists the services provided by HS. Can be mailed. (There are two brochures that have the same information but different photos.)

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 43-1-2

Dallas, TX: Dallas Healthy Start
Every Child Deserves a Healthy Start

This brief video [run time 5:49] describes the Dallas Healthy Start site. Included is one page of information on the video public relations firm that made the film, which was produced in April 1997.

Model(s): Other, Consortium

Document Type: Videotapes

Unique Number: 43-1-3

Dallas, TX: Dallas Healthy Start
Dallas Healthy Start Fact Sheet

One-page fact sheet of national and local Dallas birth outcome figures. One-page map of the HS consortium area.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 43-1-4

Dallas, TX: Dallas Healthy Start

Dallas Outreach

This four-page document describes Dallas HS, its targeted population, and its client advocate program. Dallas HS provides preventive education and primary medical screening services at two locations. The client advocates do outreach and recruitment. All clients are referred to other agencies in Dallas. These presentation materials include a one-page description of the outreach program, a photocopy of a slide on the client advocate position description, and one page listing the major steps in implementing an outreach and client recruitment program.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Presentation Materials

Unique Number: 43-1-5

Dallas, TX: Dallas Healthy Start

Client Follow-Up Report

This one-page form for client identification information has spaces to record agencies to which the client has been referred, services received, and notes. Has an area for client to sign to agree that HS will share information about the client with other agencies. Client further agrees to keep appointments and to inform client advocate of changes in address or phone.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 43-1-6

Dallas, TX: Dallas Healthy Start

Outreach Assessment Form

This one-page form lists client identification information; sex; marital status; race and ethnicity; type of referral (to which programs the client is being referred); type of initial contact with client; name of agency referred to; and comments. Has areas for choosing language preference, whether service was accepted or refused, and comments.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 43-1-7

Dallas, TX: Dallas Healthy Start

Risk Prevention and Reduction/Adolescent Programs

This packet contains an information sheet on who may apply for an HS grant and what will be awarded, a list of items a proposal must contain, a rating scale for proposals, the necessary cover sheet for officers' signatures, guidelines for a letter of agreement for collaborative partnerships, a rating and scoring form, some information on Girls, Inc., and a monthly invoice form for contractors.

Model(s): Consortium, Risk Prevention, Adolescent Programs, Care Coordination/Case Management

Document Type: Requests for Proposals

Unique Number: 43-1-8

Dallas, TX: Dallas Healthy Start

Mom-Mobile Focus Group Research

This is a report about the marketing and research done for the Mom-Mobile program which was developed to address transportation needs cited as a barrier in focus groups of pregnant women. It includes an executive summary, a letter from Dallas HS to the rider (tips on how to use the service), information on how to cancel service (in English and Spanish), a chart of numbers of riders in 1996, and a three-page letter of agreement between the Dallas County Hospital District and the TCT Transportation Services company. The executive summary covers prenatal care and its barriers, impressions of the riders, and recommendations for information dissemination about the Mom-Mobile. [Funded by the Maternal and Child Health Bureau].

Model(s): Facilitating Services

Document Type: Reports

Unique Number: 43-1-9

Dallas, TX: Dallas Healthy Start

Mom-Mobile

One-page 8" x 11" flyer (one side in English, the other in Spanish). Has a drawing of the van and says "For a free ride to the doctor for prenatal or baby care call 630-4666."

Model(s): Facilitating Services, Outreach & Client Recruitment

Document Type: Posters

Unique Number: 43-1-10

Dallas, TX: Dallas Healthy Start
Smoking While Pregnant?

A one-page 8" x 11" flyer (one side in English and the other in Spanish) says: "Smoking while pregnant? So is your baby." The flyer then gives the number for HS. Has a black-and-white photo of a baby's hand holding a lit cigarette. Can be displayed in a window or handed out.

Model(s): Risk Prevention

Document Type: Posters

Unique Number: 43-1-11

Dallas, TX: Dallas Healthy Start
Free Round Trips for You and Your Baby

One-page 8 1/2" x 11" flyer says "Free round trips for you and your baby." Gives phone number for Mom-Mobile. Has a black-and-white photo of a pregnant woman. One side is in English, the other in Spanish. Can be displayed in a window or handed out.

Model(s): Facilitating Services, Outreach & Client Recruitment

Document Type: Posters

Unique Number: 43-1-12

Dallas, TX: Dallas Healthy Start
Teen Advisory Committee

One-page flyer describes the Teen Advisory Committee's mission statement and some of its activities.

Model(s): Adolescent Programs

Document Type: Brochures/Pamphlets

Unique Number: 43-1-13

Dallas, TX: Dallas Healthy Start
Certificate

Two certificates for completing the breastfeeding peer counselor training program are included: one through the WIC program of Dallas, and the other through La Leche League of Austin.

Model(s): Enhanced Clinical Services, Training and Education

Document Type: Certificates

Unique Number: 43-1-14

Dallas, TX: Dallas Healthy Start
Dallas Teen Age

This newspaper is produced by and for adolescents. Articles include community concerns, issues, and features on individuals and city celebrities.

Model(s): Adolescent Programs

Document Type: Newsletters

Unique Number: 43-1-15

Dallas, TX: Dallas Healthy Start
Maternal Instincts

Four-page newsletter. Includes articles on expansion of the Mom-Mobile service area, the Dallas HS representatives to a conference in Baltimore, Dallas HS hosting of a workshop to improve services, notice of receipt of the HS grant money, and a mission statement. Can be folded for mailing. Copies from Fall 1997, and Winter/Spring 1998.

Model(s): Consortium, Facilitating Services

Document Type: Newsletters

Unique Number: 43-1-16

Dallas, TX: Dallas Healthy Start
Kids Finish First

This YMCA brochure describes a program through which local institutions can contribute to a scholarship fund for disadvantaged youth to attend the YMCA and receive shelter when needed. Describes what can be done by the YMCA with contributions of various sizes ranging from \$150 to \$1,000.

Model(s): Adolescent Programs, Other

Document Type: Brochures/Pamphlets

Unique Number: 43-1-17

Dallas, TX: Dallas Healthy Start

Way Beyond Today

This fold-out brochure describes videos produced by/for the March of Dimes to help prevent teen health risks. The titles and topics of the videos are as follows: *Stand and Deliver* (making good decisions and taking responsibility for one's actions); *No Time To Waste* (the effects of drugs and alcohol); *Beyond the Locker Room* (pregnancy, STDs, and the role of the adolescent male in prevention); and *Under My Skin* (adolescent males' feelings about racism and about prevention of date rape and violence in relationships).

Model(s): Adolescent Programs, Other, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 43-1-18

Dallas, TX: Dallas Healthy Start

"LifeSpan"

This brochure describes a program of the Parkland Health and Hospital Systems of Dallas County. The program offers pregnant teens free training related to pregnancy and infant care. In addition, through the Saturday Support Program offered one Saturday per month, mothers meet to hear discussions on parenting, paternity, and WIC and other program services.

Model(s): Adolescent Programs, Training and Education, Other

Document Type: Brochures/Pamphlets

Unique Number: 43-1-19

Dallas, TX: Dallas Healthy Start

Dallas Healthy Start Consortium Project Area

Map of the project area.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 43-1-20

Dallas, TX: Dallas Healthy Start

Mom-Mobile Manifest

One-page worksheet for logging daily van trips. Has area for logging van number, beginning and ending mileage, date, pickup time, appointment time, clinic, client name, address, map coordinates, phone number, other riders, age/race, and return trip.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 43-1-21

Dallas, TX: Dallas Healthy Start

Client Advocate Outreach Program

This five-page packet contains one page of position qualifications and training opportunities and four pages of photocopied slides covering information on initial contact, assessment and coordinating, outreach activities, and support group conferences.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 43-1-22

Dallas, TX: Dallas Healthy Start

Statistical Tables

Seven pages of tables demonstrate statistics from Dallas HS sites for January 1998. Tables include appointments by types; pregnancy status at time of entry into HS; age; race/ethnicity; client zip code; sites (number of encounters by site); and referrals (how many encounters came from various types of professionals and nonprofessionals).

Model(s): Consortium, Care Coordination/Case Management

Document Type: Charts/Graphs

Unique Number: 43-1-23

Dallas, TX: Dallas Healthy Start

Local Evaluation Report

This 20-page report covers the local evaluation component (who did the component?); technical assistance (do HS staff and subcontracting agencies have the capacity to conduct program evaluation activities?); process evaluation (are the services provided by HS and its subcontracting agencies consistent with overall program objectives?); and outcome evaluation (is HS program participation associated with improved birth outcomes and are HS activities perceived by key individuals in the affected community as leading to improvements in the service delivery system?).

Model(s): Consortium

Document Type: Evaluation Tools/Information

Unique Number: 43-1-25

Dallas, TX: Dallas Healthy Start

Development Report as of 3/4/98

Two pages of budget figures for grants that have been accepted from donors, are pending, are in progress, or have been declined.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 43-1-26

Dallas, TX: Dallas Healthy Start

Executive Committee Meeting Summary

Four pages of notes from the executive committee meeting on February 4, 1998. Covers local items, figures on the Mom-Mobile ridership, and the release of the new videorecording *I Am Your Child* for new parents.

Model(s): Consortium

Document Type: Proceedings for Meetings

Unique Number: 43-1-27

Dallas, TX: Dallas Healthy Start

Mom-Mobile Ridership

Three pages of graphs demonstrate figures for 1996 and 1997 ridership and for ridership by appointment category (prenatal, pediatric, postpartum, WIC, Medicaid, and other).

Model(s): Facilitating Services, Consortium

Document Type: Charts/Graphs

Unique Number: 43-1-28

Dallas, TX: Dallas Healthy Start

Executive Committee

This is a two-page list of all the committee members, giving their affiliations, addresses, and phone numbers.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 43-1-29

Dallas, TX: Dallas Healthy Start

Dallas County Hospital District, Dallas Healthy Start Consortium, Executive Committee

This is a two-page meeting agenda, arranged so that the recipient not only has advance knowledge of the agenda but also can use the agenda to write notes about each subject underneath the appropriate topic during the meeting. Names of relevant speakers or committee members are listed beside each topic.

Model(s): Care Coordination/Case Management

Document Type: Proceedings for Meetings

Unique Number: 43-1-30

Dallas, TX: Dallas Healthy Start

By-Laws for the Dallas Healthy Start Consortium

This 13-page document covers statement of purpose; the Dallas HS Initiative; Dallas County Hospital District and Parkland Foundation; Dallas Healthy Start consortium (role, membership, voting membership [consumers and residents, nongovernment service agencies, coalitions and churches, businesses, government agencies (city, county, state and federal) and teen advisory committee]); responsibilities, nominations, and meetings of the executive committee; community involvement teams; standing committees; committees (by-law, finance, MIS, membership, personnel, program service, public information, IMR, grant review, and ad hoc); and amendments. Updated 4/98.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 43-1-31

Dallas, TX: Dallas Healthy Start

Memorandum of Agreement Between the Dallas Healthy Start Consortium and Dallas County Hospital District

Five-page document serves to clarify the roles and responsibilities of the grant holder and HS. Lists 5 roles of the consortium, 12 responsibilities of the executive committee, 6 administrative responsibilities of the Dallas County Hospital District, 4 fiscal responsibilities of the Parkland Foundation, and a paragraph on conflict resolution.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 43-1-32

Dallas, TX: Dallas Healthy Start

Community Volunteers Leadership Development Training

One-page list of courses offered by HS, covering topics in advocacy, motivation, leadership, networking, teaching others, teamwork, group leadership, identifying and managing change, getting involved in public policy, conflict management, stress management, and grant proposal writing.

Model(s): Outreach & Client Recruitment, Consortium, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 43-1-33

Dallas, TX: Dallas Healthy Start

Application for Membership: Dallas Healthy Start Consortium

Includes four one-page application forms for businesses, consumers, service organizations or agencies, and government agencies or offices. Each form asks for identifying information and areas in which the applicant has experience (teamwork, budgeting, health care, by-laws, public relations, social services, data management, volunteer recruitment, group orientations, cultural sensitivity, personnel issues, leadership, church membership, parent, grandparent, managerial work, child care, etc.). Also has an area at the bottom to write about the applicant's interest in HS and health care.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 43-1-34

Dallas, TX: Dallas Healthy Start

Dallas Healthy Start: Consortium Development

Eight pages of photocopies of slides, covering definitions, quips, participation, decision-making, structure, leadership, information and communication, first steps, involvement category, membership categories, recruitment strategies, getting started, and the three P's (patience, perseverance, and professional integrity).

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 43-1-35

Dallas, TX: Dallas Healthy Start

Progress Report

This packet includes two 2-page letters which report on the consortium's activities. The first is for the second half of 1996 and planned activities and goals for 1997. The second covers October 1996 through September 1997.

Model(s): Consortium

Document Type: Reports

Unique Number: 43-1-36

Dallas, TX: Dallas Healthy Start

Writing Proposals for Collaborative Projects

This six-page document by development consultant Judy Nix presents 11 points for successful collaboration, 6 points for writing proposals (initial meetings, concept papers, detailed plans for implementation, obtaining approval, final drafts, and letters of agreement), funding proposals, and attachments.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 43-1-37

Dallas, TX: Dallas Healthy Start

Data Report

Lengthy report covers data entered from January through May 1997. Includes two-page list of collaborating agencies and groups and the services each one provides. Cumulative data cover number of clients served by categories of gender, marital status, age, and ethnicity for transportation, Healthy Start sites, nutrition, and subcontractors for each month in the period. Also contains roughly 130 pages of raw data showing how many clients used what services at what sites.

Model(s): Consortium

Document Type: Reports

Unique Number: 43-1-38

Dallas, TX: Dallas Healthy Start

Executive Summary: "We're Bored, Not Bad" -- Conclusions from the "Teens Speak Out" Study

This nine-page report covers how the study evaluation was conducted (i.e., through focus groups and questionnaires), service needs, school and education, relationships and personal attributes, romantic relationships, values and attitudes, sexual experiences, and prevention program suggestions. Each topic includes a discussion of participant responses and a series of recommendations. Acknowledgments are also included.

Model(s): Adolescent Programs, Training and Education, Consortium

Document Type: Reports

Unique Number: 43-1-39

Dallas, TX: Dallas Healthy Start

"TAC"

This 11-page packet containing photocopies of slides introduces TAC (Teen Advisory Committee), its mission, methodology, teen programming (PEERSuasion, Preventing Adolescent Pregnancy, Teen Parenting, Teens Speak Out, and Mentoring), community involvement, teen activities, conceptual explanation, infrastructure, barriers and issues, and subcontracted services.

Model(s): Adolescent Programs, Consortium, Training and Education

Document Type: Presentation Materials

Unique Number: 43-1-40

Dallas, TX: Dallas Healthy Start

Friendly PEERSuasion

This one-page flyer announces the Substance Abuse Prevention Program of Dallas HS, geared toward females ages 11–14. Schools, churches, or recreation centers can sponsor this program to help young females recognize and resist peer pressure to abuse substances, identify attractive and realistic alternatives, and make positive decisions to avoid substance use.

Model(s): Adolescent Programs, Risk Prevention, Outreach & Client Recruitment, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 43-1-41

Dallas, TX: Dallas Healthy Start

Preventing Adolescent Pregnancy Program

This two-sided flyer describes a program for parents and youths (males and females) to help establish positive communication between youths and their parents or guardians, increase the ability of participating youths to say "no" to peer pressure, provide motivation to postpone sexual involvement, and increase their knowledge and skills to avoid pregnancy during their adolescent years. Four sessions include Growing Together (ages 9–11), Will Power/Won't Power (ages 12–14), Taking Care of Business (ages 15–18), and health seminars. Presented by Girls Incorporated of Metropolitan Dallas.

Model(s): Adolescent Programs, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 43-1-43

Dallas, TX: Dallas Healthy Start

Subcontracted Services

This catchall book covers the entire subcontracting process step by step. Includes some photocopies of slides, charts, letters, forms, and contracts. Includes problem statements; steps in the process; sample letter accompanying RFP; holding workshops for prospective subcontractors; schedule for the process; rating forms; summary forms; after the award decision is made (notice of award, orientation, deadlines, site visits); copies of actual contracts; letters and checklists for monitoring and reviews; a sample report of the program and financial compliance review for one site; and slides on year-end matters.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 43-1-44

Dallas, TX: Dallas Healthy Start

Subcontracts 1997: Scope of Work and Brief Synopsis

This packet includes scope of work; a brief program description; a description of what each contracting agency has to offer HS and the community; and a letter of agreement between cooperating agencies for 15 collaborative programs. These programs include adolescent programs, home visiting, risk-prevention training, teen education, substance abuse screening and counseling, literacy training, abstinence education, life skills and nutrition education, and parenting classes. Provides real-life examples for a wide range of programs.

Model(s): Consortium, Adolescent Programs, Outreach & Client Recruitment, Risk Prevention, Training and Education, Enhanced Clinical Services, Care Coordination/Case Management

Document Type: Proposals/Budgets

Unique Number: 46-1-1

Richmond, VA: Richmond Healthy Start Initiative

Give Every Baby a Healthy Start

Fold-out color brochure discusses the challenges to families in the Richmond area, tells how community collaboration brought about the partnerships to start the HS program, lists services provided by HS, and gives facts about infant mortality and Richmond area births.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 46-1-2

Richmond, VA: Richmond Healthy Start Initiative

CHIP

Fold-out brochure describes CHIP (Comprehensive Health Investment Project), and lists what it provides for parents, what parents need to do, and eligibility requirements. This is a Richmond City program. Can be mailed.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 46-1-3

Richmond, VA: Richmond Healthy Start Initiative

Project H.E.L.P.: The First Step to a Healthy Baby

This brochure discusses Project HELP (Health Education Literacy Program), what services it offers, and how to enroll. This is an outreach program for working with pregnant teens, their partners, and the extended family to ensure that proper resources are being used. Can be mailed.

Model(s): Outreach & Client Recruitment, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 46-1-4

Richmond, VA: Richmond Healthy Start Initiative

Babies Don't Come with Instructions, so Call Healthy Families Richmond

Fold-out brochure describes Healthy Families Richmond, how the program works, what it can do for you, and some things it can help a parent learn; presents its mission statement; explains how to receive services; and notes that services are free.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 46-1-5

Richmond, VA: Richmond Healthy Start Initiative

Back to Sleep

Discusses what you can do to reduce SIDS, what it is, proper bedding, temperature, smoke-free environments, doctor visits, prenatal care, and breastfeeding, and gives illustrations of proper sleeping positions.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 46-1-6

Richmond, VA: Richmond Healthy Start Initiative

Every Life Deserves a Good Beginning

Brochure discusses the heartbreak of infant mortality, facts about infant mortality in Richmond, the Richmond City Health Department's efforts to reduce infant mortality, the formation of the HS consortium, what the consortium is and does, and that it can use your help.

Model(s): Consortium, Other, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 46-1-7

Richmond, VA: Richmond Healthy Start Initiative

Healthy Start: PPW Program

This brochure describes the outreach and home-visitation program for substance-abusing women. Gives facts on infant mortality and drug-exposed infants and discusses what the service provides, who will be served, and what the program's goals are. Gives names of contacts, phone numbers, fax, and address.

Model(s): Risk Prevention, Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 46-1-8

Richmond, VA: Richmond Healthy Start Initiative

Greater Expectations: A Program of Information and Skill Building for Early Adolescent Girls and Boys

Gives facts about teen pregnancy and infant mortality, discusses the program and stated goals, provides contact information, and lists the nine sessions and their components: self-esteem and values; basic skills; stereotyping and gender; sexuality, relationships, and parenthood; becoming a teenager; handling curiosity; peer pressures; assertiveness training; and using new skills. Brochure can be mailed.

Model(s): Adolescent Programs, Training and Education, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 46-1-9

Richmond, VA: Richmond Healthy Start Initiative

Elizabeth Project: Genesis House Community Center

Fold-out brochure covers what the project is (an interfaith infant mortality prevention project); why the program is needed; what it offers (encouragement, tools for coping, self-esteem building, baby shower, nutritious meals, and practical aid); and what is covered in the 12 learning sessions: (1) getting acquainted; (2) fetal development; (3) prenatal care; (4) self-esteem; (5) prenatal nutrition and breastfeeding; (6) drugs and medications; (7) making decisions for you and your baby; (8) labor, birth, and your hospital stay; (9) more labor and birth; (10) family planning; (11) care of the newborn; and (12) baby shower.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 46-1-10

Richmond, VA: Richmond Healthy Start Initiative

Richmond Healthy Start Initiative

Maps and charts in this packet show data on 1995 and 1996 LBW, VLBW, and infant mortality by census tract in Richmond.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 46-1-11

Richmond, VA: Richmond Healthy Start Initiative

Richmond Healthy Start Initiative Case Management: CHIP Case Management

This outline of a presentation (January 1998) briefly covers the high-risk population, the HS initiative, Healthy Families, the component services of CHIP (Comprehensive Health Investment Project) of Richmond, two points of view for the case management process, flexibility for parents over the long term, the validity of the agency in the community and in the medical arena, and cultural diversity in the staff. It includes an appeal to varied fund sources and contains one page that pairs issues to strategies (creative tension, varied orientation and development needs, organizational strategy, and monitoring process and reporting outcomes).

Model(s): Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 46-1-12

Richmond, VA: Richmond Healthy Start Initiative

Logic Model for Program Evaluation

One-page flowchart on the monitoring, process evaluation, and impact assessment flow of the HS program.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 46-1-13

Richmond, VA: Richmond Healthy Start Initiative

Organization Chart

One-page organization chart for HS. Shows all the positions under each cooperating agency.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 46-1-14

Richmond, VA: Richmond Healthy Start Initiative

Comprehensive Health Investment Project

This 60-page document covers objectives with corresponding activities and budgets for HS, Healthy Families Richmond, Memorial Child Guidance Clinic, Richmond Behavioral Health Authority–Treatment Assessment Services Center, Richmond Infant Mortality Review Program, Greater Expectations/Postponing Sexual Involvement program, and the overall Richmond Healthy Start FY 98 Evaluation Work Plan and Budget.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 46-1-15

Richmond, VA: Richmond Healthy Start Initiative

FY 98 Evaluation Work Plan and Budget

Covers overall budget for HS and all included programs. Lists original grantees, additional projects, and work plan components.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 46-1-16

Richmond, VA: Richmond Healthy Start Initiative

Fatherhood and Family Health: A Survey of Programs Throughout the United States

This contracted research document (September 1995) discusses published works on health outcomes, health risks, and social outcomes for children and adolescents raised in a home with limited or no exposure to a father. Discusses possible links of poor health and social outcomes with sociological, psychological, and value factors. Briefly describes programs across the country that promote increased and improved father presence. Lists all programs and rates them on their value to the fathers and the family, cost, reproducibility, and sustainability.

Model(s): Family Resource Center, Adolescent Programs, Training and Education, Other

Document Type: References/Resources

Unique Number: 46-1-17

Richmond, VA: Richmond Healthy Start Initiative

Healthy Start Grantee Members Mail/Telephone Listing

One-page list of HS grantees and the name of a contact at each location, with phone number and address.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 46-1-18

Richmond, VA: Richmond Healthy Start Initiative

Children's Health: Involving Parents

Two-page outline covers mission, history, current agency status, funding sources, and field service delivery (home visiting and parent groups).

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 46-1-19

Richmond, VA: Richmond Healthy Start Initiative

CHIP of Richmond Guidelines for Determining Levels of Case Management

Two-page outline covers introduction; description of three levels of service (maximum, moderate, and minimum); case management checklist; indicators for the service levels; minimal service requirements; and closing CHIP (Comprehensive Health Investment Project) services.

Model(s): Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 46-1-20

Richmond, VA: Richmond Healthy Start Initiative

*Nurse Case Manager Position Description
Family Intervention Specialist Position Description*

Position description for each. Includes position summary, duties, personnel development, and qualifications.

Model(s): Care Coordination/Case Management, Other

Document Type: Personnel Tools

Unique Number: 46-1-21

Richmond, VA: Richmond Healthy Start Initiative

Primary Enrollment Information Form

One-page form asks for personal identification information, gender, pregnancy status, racial and ethnic heritage, household members, employment status, and education level and status.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 46-1-22

Richmond, VA: Richmond Healthy Start Initiative

Program Information Form

One-page form for logging program title (training), date, location, purpose of program (community networking, outreach, education, recruitment, train-the-trainer, etc.), group or organization represented, location, total number attending, and number of males and females attending.

Model(s): Consortium, Outreach & Client Recruitment, Training and Education, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 46-1-23

Richmond, VA: Richmond Healthy Start Initiative

Teen Parenting Class Twelve Week Outline

Presents the outline for a 12-week class. Sessions include (1) introduction and welcome; (2) thoughts and feelings about yourself and your baby; (3) stress, anger, abuse, and neglect; (4, 5) child development and role playing from birth to one year; (6) preschool and toddler years; (7) "I" and "You" statements; (8) discipline, abuse, and nurturing; (9) STDs, contraception, and sexuality myths; (10) child safety at home and in the car; (11) male-female group discussion on relationships and issues; and (12) testing, wrap-up, and future goals.

Model(s): Adolescent Programs, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 46-1-24

Richmond, VA: Richmond Healthy Start Initiative

Child Abuse Prevention Services: Teen Mother Program, 1996-1997

This outline describes a course designed to help teen parents adjust to having children and avoid abusive behaviors. Sessions include (1) introduction and pretest; (2) parenting starts with pregnancy; (3) dealing with minor discomforts; (4) proper prenatal nutrition and avoiding smoking, drugs, and drinking; (5) your baby is born; (6) your fourth trimester; (7) what does a new baby do?; (8) keeping your baby comfortable; (9) child development during toddler and preschool years; (10) discipline from birth to 3; (11) recognizing and preventing sexual abuse; and (12) summary and test.

Model(s): Adolescent Programs, Training and Education, Risk Prevention

Document Type: Program Descriptions

Unique Number: 46-1-25

Richmond, VA: Richmond Healthy Start Initiative

Policy of Confidentiality

One-page agreement to be signed by course participants, stating that they will not discuss personal information about other participants outside of class.

Model(s): Training and Education

Document Type: Contracts/Pledges

Unique Number: 46-1-27

Richmond, VA: Richmond Healthy Start Initiative

Postponing Sexual Involvement: An Educational Series for Young Adults

Outline for nine-session curriculum on self-esteem and values; growth, development, and sexuality; healthy relationships and sexual violence; ways to reduce sexual risk; the risks of early sexual involvement; social pressures; peer pressures; learning assertiveness techniques; and reinforcing skills.

Model(s): Adolescent Programs, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 46-1-28

Richmond, VA: Richmond Healthy Start Initiative

Quarterly Implementation Progress Report

Two-page form for contracted agencies to fill out. Asks for agency name and period covered; goal (in broad terms, identifying what services will be offered, how they will be delivered, and who the target population is); accompanying objectives; activities conducted; barriers encountered; strategies to overcome the barriers; documentation; changes in the work plan; activities planned for the next quarter; and comments.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 46-1-29

Richmond, VA: Richmond Healthy Start Initiative

Birth Outcome Data Report

One-page form to be filled out by contracted agencies and returned to Survey Research Laboratory. Asks for the name of the provider, client-identifying information, enrollment date, pregnancy status at time of enrollment, whether the pregnancy resulted in a live birth, and, if so, the baby's weight and any disabilities or delays.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 46-1-30

Richmond, VA: Richmond Healthy Start Initiative

Healthy Start Initiative: Service Data

One-page form to be filled out by contracted agencies. Asks the provider to check the boxes that apply to one client and the client's family members, only for services funded by Healthy Start. Asks for name of primary enrollee and the number of visits (in half-hours or miles) for each family member under these categories: case management face-to-face encounters, other case management encounters, mentoring, mental health treatment, therapy, counseling, risk assessment, education, training, transportation to medical services, transportation to other services, and any other services.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 46-1-31

Richmond, VA: Richmond Healthy Start Initiative

Richmond Healthy Start Initiative By-Laws

This six-page document covers mission statement, name, purpose, guiding principles, organizational structure of the grantee agency, the consortium, the steering committee, and project management, membership, committees, and membership. Is not signed or registered.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 46-1-32

Richmond, VA: Richmond Healthy Start Initiative

Richmond's Challenge: "Give Every Baby a Healthy Start"

Fold-out brochure announced a conference to examine the impact of infant mortality on the city, the commonwealth of Virginia, and the nation; to discuss how the problem affects both the community and businesses; and to share helpful information on solutions. Workshops included (1) perinatal addiction: myths and reality; (2) Richmond IMR Program; (3) developing services for young fathers; (4) support for the parenting teen; and (5) family support systems: a holistic approach to strengthening families.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 46-1-33

Richmond, VA: Richmond Healthy Start Initiative

Attributes of Effective Services

One-page list of attributes published in *The NASW Strengthening families through international innovations project: Effective Strategies for Increasing Social Program Replication/Application: A Review* (National Association of Social Workers, 1993). Attributes include geographically and psychologically accessible, minimal barriers to participation, comprehensive and responsive, personalized responses, family-centered services and supports, responsive to neighborhood and community, outcome-oriented, mission-driven, shaped by client needs, unbureaucratic climate, relentless problem solving capacity, emphasis on relationship of mutual trust, and evolving service.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 46-1-34

Richmond, VA: Richmond Healthy Start Initiative

Have Mercy

One-page flyer announces the HS Infant Mortality Fall Conference in October 1997. Shows black-and-white photo of a premature baby in an incubator. "Join other stake holders—community leaders, corporations, health care professionals, and policy makers at the Healthy Start Infant Mortality Fall Conference to work together to find answers."

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 49-2-1

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Advances in Family Centered Care: Finding Common Ground

Two-page article about consortia building in Milwaukee. Describes the health information parties hosted by outreach workers, emphasizing different themes (youth, men, or grandparents) but always dispensing health information along with lunch, games, and gifts. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: News Articles

Unique Number: 49-2-2

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Milwaukee FIMR Presentation

Photocopies of overheads cover HS and the beginning of the Milwaukee Healthy Women and Infants Project. Gives plenty of statistics for the area. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 49-2-3

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Community/Consumer Partnership Development

Photocopies of overheads cover HS and the beginning of the Milwaukee Healthy Women and Infants Project. Recommends changing the attitudes of providers and community; accommodating each other; recruiting community leaders who will accept "ownership" of the program; putting supportive services in place to ensure client participation; educating and becoming educated; acknowledging and accepting clients' diversity; focusing on goals and mission; and other points. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 49-2-4

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Strategic Plan Year 03: 10/1/96 - 9/30/97

Charts of overarching goals and their subordinate objectives. For each one, lists specific actions to achieve it, responsible staff, and time frame. Has area for results and outcomes of each action. One objective is to develop and market a training institute for revenue generation. Another goal is to explore child care services as a revenue generator. Other goals include developing a transitional housing program, developing a tutoring program for clients' children, expanding the teen program, and developing a male involvement program. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Training and Education, Adolescent Programs

Document Type: Strategic Plans

Unique Number: 49-2-5

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Making Change Happen

Photocopies of slides to accompany a talk given by Dr. Richard Aronson. Covers collaboration, the importance of risk, vision, family-centered care, keeping a family-centered approach within a changing environment, statewide and community leadership, health promotion and resiliency, making a paradigm shift, needs assessment and outreach, and cultural competence. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other, Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 49-2-6

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Making Community Happen

Photocopies of slides to accompany a talk given by Dr. Richard Aronson. Covers the federal program building blocks of the MCH system and presents five guiding principles in a setting of correct philosophy, service, and policy. Offers selected observations on family-centered care, leadership, health promotion, needs assessment and outreach, cultural competence, challenges and opportunities, prenatal care coordination, and unexpected results. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 49-2-7

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Demographics: Healthy Start Community Areas

Gives raw numbers of population in each HS area for total population, race, median income, below poverty level, unemployed, high school diploma, under 18 years of age, female head of household, annual births, unwed mothers, teen births, LBW, and infant mortality. Figures are from the 1990 Census and from 1994. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 49-2-8

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Milwaukee Healthy Women and Infants Project

This is a one-page history of the project followed by six pages of photocopied slides. Covers innovation, community commitment and involvement, increased access, service integration, personal responsibility, and diversity and development programs. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 49-2-9

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Cultural Competency

Elements of a Culturally Competent System of Care

One page each. Covers what cultural competency is and why it is needed in day-to-day operations. A culturally competent system of care has the following elements: (1) valuing of diversity, (2) awareness of the "dynamics of difference," (3) ability to institutionalize cultural knowledge, (4) adaptation to diversity, and (5) cultural self-assessment. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management, Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 49-2-10

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Organization Chart

This packet is dated 1995. Has an organization chart, a pie chart of how the budget is divided for spending, a list of board members, and the same for later data (end of year, 1995). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 49-2-11

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Organizational Chart 1997

Updated chart shows the board, task force, consortium, executive director, and all subordinate positions with staff names. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 49-2-12

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Abstract: Summary of Progress Report for Maternal and Child Health Improvement Projects

Four-page report covers project period from 1992 through 1996: problems, goals and objectives, methodology, management and governance, consortium, coordination, tracking and monitoring, and experience to date. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Reports

Unique Number: 49-2-13

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

The Board's Legal and Societal Role

Includes one page on Duty of Care, Duty of Loyalty, and Duty of Obedience; one page on responsibilities and functions of directors; and two pages on minimum levels of board involvement defined according to financial management, program, planning, financial development, human resource management, information management, marketing and public relations, and board affairs. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 49-2-14

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Bylaws of the Milwaukee Healthy Women & Infants Project, 1995

This 16-page document includes name, purpose and powers, membership, board of directors, officers, duties of officers, meetings, operations, indemnification, amendment of the articles, and an area for signatures. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 49-2-15

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Bylaws of Milwaukee Healthy Women and Infants Project, 1997

This 16-page document includes name, purpose and powers, membership, board of directors, officers, meetings, operations, indemnification, and an area for signatures. The last page shows the composition of the board by numbers of providers, community members, and clients. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 49-2-17

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Nomination Form

This is for consent to have one's name entered for consideration to become a member of the board of directors. Reiterates the points listed in the job description (49-2-16), and has areas for writing responses to questions that apply to one's qualifications for the position: organizational affiliations, interest in serving, past involvement with the project, what one would bring to the board, fundraising experience, community involvement, and other relevant experience. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Consent Forms

Unique Number: 49-2-18

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Policy on Conflicts of Interest

One page gives the policy on conflicts of interest for board members and management staff, and one page is the form for declaring in writing any organizations in which a member might have an interest and the nature of the interest. Must be dated and signed and returned to the chairman and executive director. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Policies

Unique Number: 49-2-19

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Consortium Implementation Strategy

Two pages on implementation strategy cover the recruitment of providers and consumers (at all levels of age [from teens upward], education, work experience, and profession and including persons in recovery); the retention of consortium through meetings, guests and speakers, relevant topics, child care and transportation, and establishment of a steering committee; and the retention of consumers by establishing a separate consumer group, having evening meetings, having conferences and training, and providing job opportunities within HS. The by-law also recommends that consumers outnumber providers in the consortium. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Family Resource Center

Document Type: Bylaws

Unique Number: 49-2-20

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Accounting Policies and Procedures Manual

Topics include organization, collection, and recording of cash receipts; filing; cash disbursements; receipts of goods and services; preparation, payment, and recording of checks; interest funds and filing; payroll preparation and filing; and charts (flowcharts and chart of accounts). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 49-2-21

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Chart of Accounts

Four pages of accounting data. No dollar information is included. Lists accounts by name and number. Covers current accounts; property and equipment; other assets; current liabilities; noncurrent liabilities; fund equity; revenue; personnel expenses; consultant costs; supplies; travel; other expenses; consortium and contractual costs; and other costs. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 49-2-22

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Employee Handbook

Fairly comprehensive booklet covers mission statement; history; EEO; policies and procedures for verifying work eligibility (not hiring illegal aliens); confidentiality; physicals; alcohol and drug use; appearance; badges; hours; timesheets; promotions; travel; termination; reinstatement; sexual harassment; nonfraternization; problem solving; weather; solicitation; exiting; salary and payroll; Social Security; deductions and garnishments; overtime; compensation; insurance; leave; absences; absenteeism; tuition; parking; discipline; and performance reviews. Must be signed by the employee. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 49-2-23

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Task Force: Travel/Expense Policy

Policy covers out-of-area trips, out-of-state trips, festivals and fairs, and child care rates for periods of travel. Applies to task force members only. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Policies

Unique Number: 49-2-24

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Training Schedule

This two-page document lists the schedule and courses for the task force members. Includes listings on orientation and board training; specific program components such as Sisters on the Move, Central City Parents, and Are You an Entrepreneur?; and a range of issues including health care needs of the African American, health care needs of the Latino-American community, services for children with special health care needs, lead poisoning awareness, HIV/AIDS awareness, STDs and HIV update, job skills, interview skills, stress management, community advocacy, home buying and credit repair, eating better for less, and what you want to know about the law: questions and answers. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 49-2-25

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Supplies Order Sheet

One-page order form. Needs to be signed by the executive director. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-26

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Contract Agreement

This is a sample agreement between Milwaukee Healthy Women and Infants Project and a subcontractor. Includes paragraphs on fulfillment of the terms of agreement, issues related to contractor accurately representing capabilities to the board, scope of services, area for inserting specific provisions, staff requirements, compensation, payments, invoices, duration, records, accounting, audits, performance monitoring, property purchased with project funds, data and publications, "hold harmless" clause, drug-free workplace, insurance, and governing laws. Space is provided for signatures. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Contracts/Pledges

Unique Number: 49-2-27

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Invoice

One-page form for subcontractors to use when submitting payment requests to Milwaukee Healthy Women and Infants Project. Includes information on billing period, name of service provider (subcontractor), total budget, year-to-date expenditures, expenditures during current period, salaries and wages, fringe benefits, consultants, experts, occupancy, travel, transportation, supplies, education, training, communications, printing, indirect costs, and required signature indicating that invoice is backed up by appropriate accounting records. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-28

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Evaluation of Contractor Financial Reporting

This one-page form has an area for identifying the contractor (medical provider), the service, period of service, and cost. The form also provides a space for rating (1) the quality of contractor's financial reports (timeliness), and (2) the accuracy and completeness of payment invoices and expenditure documentation. In addition, space is provided for answering the following three questions: Has the contractor submitted a list of all equipment purchased? Has the cost overrun or underrun the contract? Has the contractor developed and achieved a sustainability plan? This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Enhanced Clinical Services, Consortium, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-29

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Site Visit Log

One-page form for logging 1 month's new clients at a subcontracted medical provider; the form is to be turned over to HS each month. Includes columns for logging client name or number, race and sex, date of visit, reason for visit, and trimester when client was admitted. Second page is sample data. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Charts/Graphs

Unique Number: 49-2-30

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Client Flow Chart

One-page schematic shows the process of how a client is accepted into and moves through the program. Includes the duties of the receptionist, data intake clerk, intake specialist, and outreach specialist up to the closing of the case. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Charts/Graphs

Unique Number: 49-2-31

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Case Management and Outreach Overview

Three-page protocol covers the roles of the outreach worker and case management team, training, methodologies, home visits, case staffing, chronology books, door-to-door and agency outreach, HIPs (Health Information Parties), medical and other subcontractors, and support services (transportation, on-site child supervision, food pantry, nutrition education, clothing bank, community task force, SIDS grief counseling, etc.). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 49-2-32

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Outreach Forms: Telephone Screening Intake

One-page worksheet for recording information taken over the telephone. This completed form goes to the intake administrative assistant and the intake specialist to determine possible services. Covers client identification information, whether pregnant, number of children, primary language, insurance, whether client needs transportation, whether client has a health care provider, referral source agency, how the client heard about HS, and areas for the intake specialist to complete. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-33

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Client Intake Form

One-page form covers client identification information, address or indication that client is homeless, size of household, employment status, race and ethnicity, language, education, marital status, insurance, clinic, private provider, enrollment in public programs, and whether client has previously received outreach services. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-34

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Intake Psychosocial Assessment Form

Nine-page form covers client identification information, pregnancy, family or living situation, income maintenance, social services, family needs, health care (mostly pregnancy questions), pediatric information, substance abuse, family planning, nutrition, education, vocation, psychosocial information, and presenting problems. Also contains a form for consent for disclosure of confidential information. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-35

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Pregnancy Questionnaire (Prenatal Risk Assessment)

This six-page questionnaire covers general information (personal identification), employment, education, home, this pregnancy, medical history, tobacco, alcohol, medicines and other drugs, nutrition, relationships, physical and sexual abuse, worries, and transportation. Also includes a one-page questionnaire summary and a scoring code that leads to a numerical score for prenatal risk. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Risk Prevention, Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-36

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Nutrition Assessment

This four-page questionnaire covers client identification information, pregnancy information, height and weight, weight during previous pregnancies, exercise, appetite, meals and snacks, whether there is enough food at home, special diets, cravings, vitamin or mineral supplements, smoking, the use of carbonated and caffeinated drinks, alcohol, total servings by food group per day, and questions for parenting teens (e.g., how much junk food do they feed their children in a week?). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Risk Prevention, Care Coordination/Case Management, Enhanced Clinical Services

Document Type: Questionnaires/Surveys

Unique Number: 49-2-37

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Family Questionnaire

This eight-page form is to be filled out by a new mother. Covers general identifying information (address, education, race/ethnicity, employment), living arrangements, transportation, pregnancy history, health, nutrition, parenting attitudes and skills, coping with stress (including that of sexual and physical abuse), and social support networks. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Enhanced Clinical Services, Family Resource Center, Care Coordination/Case Management, Risk Prevention, Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 49-2-38

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Case Manager Individual Family Case Plan

Two-page form for client information; names of intervention team members; a brief narrative of needs (psychological and family, emotional and spiritual, health and nutritional, educational, economic development); strengths; and a long narrative on the presenting needs, support and service goals and objectives, the service plan, the target date, and the date completed. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-39

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Client Tracking Log

One-page form for logging client information. Includes names of outreach worker and case manager, client identification information for parent and infant, insurance information, and some categories for contact and service codes. Also asks for time spent during session and what was provided, where, how, and to whom (client, family member, or community). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-40

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Case Management/Client Data Monthly Report

One-page form for reporting number of clients per month served at a subcontractor's site. Includes total number of clients enrolled (according to the categories perinatal and infants, female and male); number of new clients enrolled during the month; number of cases closed; and number of clients by race/ethnicity. Also asks for numbers of referrals, referrals for immunization, mental health, psychosocial assessments, and outside referral sources used during the month. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-41

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Case Closure Form

One-page form asks for names of case manager, outreach worker, and client. Has boxes to check for reason for closure, questions about how many home visits were made, and a space for a narrative summarizing the services provided. Has an area at the bottom for the signatures of the outreach worker, case manager, and program coordinator. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-42

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Payee Program Authorization Form

Packet of forms that authorize the Milwaukee Healthy Women and Infants Project to receive and disburse funds (Supplemental Security Income [SSI] and Aid to Families with Dependent Children/Temporary Assistance to Needy Families [AFDC/TANF] funds) on behalf of the client. Includes the authorization for funds that the client must sign, a cash request form, a check request form, an inventory of payee clients, and an authorization to establish a savings account for the client. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-43

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Disclosure and Consent Form

One-page consent form lists the uses for the client information: to provide better service by sharing information with providers, to fulfill the audit requirements that exist because the program is federally funded, and in case of medical emergency. Also explains that the client can review the information and ask that identifying information be removed or otherwise protected, that the client may withdraw from the program at any time, and that by signing the form, the client authorizes information sharing. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 49-2-44

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Forma De Consentimiento Y Revelacion (Disclosure and Consent Form)

One-page consent form in Spanish lists the uses for the client information: to provide better service by sharing information with providers, to fulfill the audit requirements that exist because the program is federally funded, and in case of medical emergency. Also explains that the client can review the information and ask that identifying information be removed or otherwise protected, that the client may withdraw from the program at any time, and that by signing the form, the client authorizes information sharing. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 49-2-45

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Consent for Disclosure of Confidential Information

One-page form allowing an agency or organization to give information about the client to HS. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 49-2-46

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Consentimiento Para Disponer De Informacion Confidential (Consent for Disclosure of Confidential Information)

One-page form in Spanish allowing an agency or organization to give information about the client to HS. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 49-2-47

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Grievance Procedure

One page of information for the client or parent of a client on how the grievance process works after the client or parent has submitted a grievance form. Also gives options for further action if the client is not satisfied with the response. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 49-2-48

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Procedimiento de Quejas (Grievance Procedure)

One page of information in Spanish for the client or parent of a client on how the grievance process works after the client or parent has submitted a grievance form. Also gives options for further action if the client is not satisfied with the response. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 49-2-49

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Grievance Form

One-page form for explaining the nature of the grievance. Also has an area for describing what response was made to the grievance. The form is to be signed by the client, the staff person involved, the program coordinator, and the program director. This form is used to register the complaint and is then circulated to the necessary personnel. The program director's response goes on the same page as the complaint, a procedure that avoids any confusion. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-50

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Solicitud De Quejas (Grievance File Letter)

One-page form in Spanish for explaining the nature of the grievance. Also has an area for recording what response was made to the grievance. The form is to be signed by the client, the staff person involved, the program coordinator, and the program director. This is the form used to register the complaint. It is then circulated to the necessary personnel so that the program director's response goes on the same page as the complaint, a procedure that avoids any confusion. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Policies

Unique Number: 49-2-51

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Grievance File Letter

One-page open letter from the executive director to clients telling them that the Milwaukee Healthy Women and Infants Project is concerned when a grievance is registered and that an opportunity to discuss the matter has been provided. Has an area on the bottom for the date when the complaint was discussed and for signatures of the client and staff member. (This is an interview to get information on any facts or feelings that weren't made clear in the grievance form and to come to an agreement with the client on what measures the Milwaukee Healthy Women and Infants Project can take to satisfy the client in the matter.) This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Policies

Unique Number: 49-2-52

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Carta De Agravio (Grievance File Letter)

One-page open letter in Spanish from the executive director to clients telling them that the Milwaukee Healthy Women and Infants Project is concerned when a grievance is registered and that an opportunity to discuss the matter has been provided. Has an area on the bottom for the date when the complaint was discussed and for signatures of the client and staff member. (This is an interview to get information on any facts or feelings that weren't made clear in the grievance form and to come to an agreement with the client on what measures the Milwaukee Healthy Women and Infants Project can take to satisfy the client in the matter.) This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Policies

Unique Number: 49-2-53

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Milwaukee Healthy Women & Infants Project: A Federal Healthy Start Special Projects Initiative

These are 16 pages of information in large print, for use as overheads. These present some facts and figures on the Milwaukee Healthy Women and Infants Project and on HS and then present features of the Outreach Program. These pages cover cultural diversity (Hmong, Latino, and African-American); door-to-door canvassing; caseload; job tasks (outreach in a wide variety of locations); and how to supervise and communicate with outreach workers. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment, Training and Education, Care Coordination/Case Management

Document Type: Presentation Materials

Unique Number: 49-2-54

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Outreach Implementation Strategies

This two-page document covers the how-to's of door-to-door canvassing, targeted outreach, and conducting a Health Information Party (features to include, things to remember). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Protocols/Procedures

Unique Number: 49-2-55

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Street Outreach Referral Form

This one-page form for logging referrals includes name of the outreach worker; name and address of the individual being referred; the type of referral being made (for pregnancy, housing, food pantry, advocacy, transportation, etc.); and the appointment date, time, and location. This is a photocopy of a triplicate form, in which one copy goes to the client, one to the Milwaukee Healthy Women and Infants Project, and one to the records of the outreach worker. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-56

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Letter for Appointment Confirmation

This is a one-page form letter from the outreach worker to a prospective client. It contains blanks for the outreach worker to fill in with the date and name of the person the worker plans to visit. The outreach worker then sets up an appointment at the HS offices and gives the person a phone number to call if she needs transportation or can't make the appointment. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-57

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Carta de Contacto

This is a one-page form letter in Spanish from the outreach worker to a prospective client. It contains blanks for the outreach worker to fill in with the date and name of the person the worker plans to visit. The outreach worker then sets up an appointment at the HS offices, and gives the person a phone number to call if she needs transportation or can't make the appointment. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 49-2-58

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Street Outreach Weekly Contact Form

A one-page form for logging numbers of contacts made in a week by the outreach team. Asks for total number of hours on the street, in the office, and at other locations; monthly total of hours; number of contacts made by ethnicity and gender; outreach material distributed; transportation provided; support and incentive items handed out; and referrals made to the various programs. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-59

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Daily Outreach Report

Five encounters can be logged on one page. Each block asks for the name and address of contact, the staff member who made the contact, where the staff member met the person, the person's ethnicity and gender, whether the person is pregnant, whether the person is in prenatal care or whether immunizations are needed, and the number of teens or children (if the contact is an adult). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-60

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Outreach Case Plan

This form is for recording an outreach case plan for a client and may be used for an entire family. Asks for the name of the person, the presenting problem, the service goals and objectives, the service plan, and the persons assigned to the case. The form is to be signed by the client, outreach worker, and case manager. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-61

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Service Referral

A one-page form for recording the agency, contact person, and type of service a client is being referred to. Provides an area for the case worker to record outcomes and remarks. Must be signed by the case manager and outreach worker. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-62

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Referral Letter

This is a letter of introduction for clients to take from HS to an agency to which they have been referred. It gives the date, provider's name, and the HS contact at the agency in case there are any questions. Also gives the HS phone number. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-63

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Home Visits Form

This is a columnar roster for logging the date, name, address, and phone number of clients receiving a home visit. Also asks if the client is pregnant and/or has infants. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-64

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Family Satisfaction Survey

This three-page form covers overall services, outreach worker questions, outside services referral, clinical services, and an overview. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 49-2-65

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Group Service Log

This is a sign-in sheet for classes. It asks for the name of the presenter, agency, date of activity, and topics covered. The bottom of the sheet has an area for clients to sign in for attendance. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-66

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

HIP Parties: Health Information Parties

A one-page flyer describes the Health Information Parties (actually street fairs), which are designed to distribute information about prenatal and general health care to people in the HS areas. Workers distribute prizes and hold games that promote health awareness. Immunization vans, blood pressure screening, asthma control, and other services are provided directly. In addition to the goal of reaching pregnant women, each party has a different focus, such as pediatrics, fathers, grandparents, etc. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment, Training and Education, Risk Prevention

Document Type: Program Descriptions

Unique Number: 49-2-67

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Is Your Home Safe?

In this four-page flyer, the first two pages consist of "yes" or "no" questions about safety in your kitchen, in your bathroom, in your child's sleep area and play area, safety supplies that you keep on hand, general safety in your home, and family safety actions. People who answer "no" to any question can look in the next two pages for information on why a situation is hazardous and how to correct it. Published by the Milwaukee Area Safe Kids Coalition. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Risk Prevention, Training and Education

Document Type: Handouts/Gifts

Unique Number: 49-2-68

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Look Inside and You'll See Six Very Special Reasons to Call This Number

This colorful brochure explains the Milwaukee Healthy Women and Infants Project, its initiatives, and its services. The fold-out (8 1/2" x 11") presents success stories of six infants whose mothers took special steps during pregnancy to ensure their children's health. (Also available in Spanish and Hmong.) This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 49-2-69

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Look Inside and You'll See Six Very Special Reasons to Call This Number

Spanish version. This colorful brochure explains the Milwaukee Healthy Women and Infants Project, its initiatives, and its services. The fold-out (8 1/2" x 11") presents success stories of six infants whose mothers took special steps during pregnancy to ensure their children's health. (Also available in English and Hmong.) This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 49-2-70

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Look Inside and You'll See Six Very Special Reasons to Call This Number

Hmong version. This colorful brochure explains the Milwaukee Healthy Women and Infants Project, its initiatives, and its services. The fold-out (8 1/2" x 11") presents success stories of six infants whose mothers took special steps during pregnancy to ensure their children's health. (Also available in English and Spanish.) This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 49-2-71

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Healthy Baby = Healthy Community Newsletter

This 12-page newsletter has a letter from the director about the new healthy babies campaign, infant mortality review statistics and coordination information, letters from board members and staffers, some do's and don't's for new parents, information on shaken infant syndrome, and a list of upcoming classes. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Care Coordination/Case Management, Family Resource Center, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Newsletters

Unique Number: 49-2-72

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Facilitative Services Implementation Strategies

One page of notes on child supervision, food service, menu, and what forms must be completed. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Protocols/Procedures

Unique Number: 49-2-73

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Intake Information for Child Under 2 Years: Day Care Center for Children

Four-page form asks for information on home, health factors, eating, sleeping, diapering and toileting, communication, comforting, self-expression, physical and social development, and miscellaneous. It also provides room for comments on habits, abilities, or personality traits that would assist the staff in helping the child to have a good experience. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-74

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Health History

One side of the form asks for child and parent or guardian identification and location information, authorization to call people in an emergency, name of child's physician, and signatures. The other side asks for recent serious illnesses, allergies, medical history (problems), and any special instructions for emergencies. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-75

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Day Care Immunization Record

One-page form for personal data; immunization history; and whether or not the child meets immunization requirements and, if not, why not. Area for signatures at the bottom. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-76

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Child Health Report: In-Home, Family Day Care, Day Care Centers

One-page form to be completed by parent or guardian and health professional. Doctor has area for writing instructions on feeding or care for special problems (allergies, etc.) and can give medical reasons for not administering immunizations. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-77

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Child Record Checklist

This is a record that the child care agency must keep in order to comply with state regulations. It lists all the records that must be kept for each child. A checkmark in the column of a particular document means that the child care specialist must check the child's record to find special information. For instance, if immunizations are planned, a checkmark under one column will show that the child needs special treatment. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-78

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Authorization to Administer Medication

One-page form for parent or guardian approval for child care personnel to administer medication to a child, with special instructions, name of medication, dose, time, and dates. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Consent Forms

Unique Number: 49-2-79

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Medication Sheet

Day-to-day roster for the child care center to record what medicine was given out. Has columns for the child's name, medication name, dosage, time given, and name of person administering the medication. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-80

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Emergency Phone Numbers

Chart to be filled out by child care center and posted near the telephone. Has place for local emergency help numbers at the top. Has columns for each child's name, age, and birth date; home and work phone numbers for mother and father; and name and phone of doctor and hospital. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-81

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Transportation Permission

One-page form gives authorization for transportation and instructions on what to do if the parent or guardian isn't home when the child arrives. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Consent Forms

Unique Number: 49-2-82

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

School Age Transportation Agreement

One-page form gives child's schedule and permission to allow child to leave one location for another at certain times on given days. Has area for additional instructions and signature. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Consent Forms

Unique Number: 49-2-83

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Vehicle Safety Inspection

One-page form asks for vehicle identification and the identification of the agency using the vehicle. There are columns for marking that each item was checked. Covers brakes, suspension, tires, wheels, steering, exhaust system, lights, horn, windows and windshield, wipers and blades, and remarks. Requires name of inspector and date, but does not say how often the inspection must be completed. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-84

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Field Trip Permission

One-page form for parent or guardian to approve a child's field trip. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Consent Forms

Unique Number: 49-2-85

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Accident Report: Day Care Centers & Day Camps for Children

Asks for information on the center, child, and parents; a description of the unintentional injury; medical information; and the signature of the person filling out the form. To be submitted to state offices that license child care. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-86

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP, Inc. Child Care Supervision Agreement

Two-page agreement between HS and the parent or guardian of a child for the Milwaukee Healthy Women and Infants Project to provide child care for a stated period and cost. Lists the parent's/guardian's responsibilities and general considerations. To be signed by the Milwaukee Healthy Women and Infants Project and the parent/guardian. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Contracts/Pledges

Unique Number: 49-2-87

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP, Inc. Medical Information Form

Form to be filled out by a parent or guardian on medical information pertaining to a child they are sending to child care. Asks for child information, doctor and hospital, insurance, allergies, current medications, and serious medical conditions. To be signed. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-88

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Personal Information

One-page form for employees at a child care facility. Gives the child's name and nickname, home phone and address of parents, work phone and address of parents, doctor's name, emergency contact, and medical problems, allergies, etc. Also asks when the parent wants the child to nap and when he or she will pick up the child. To be filled out and signed by parents.

This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-89

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP, Inc. Child Care Client Information Form

Two-page form for employees at a child care facility. Gives the child's name, home phone and address of parents, work phone and address of parents, dentist's and doctor's name, emergency contact, and medical problems, allergies, etc. Asks when the parent wants the child to nap and when he or she will pick up the child. Has an area at the bottom for adding notes on medical clearances and fee arrangements. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-90

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Day Care Center Safety Checklist

Five-page list of items to check each month for safety in a child care facility. Covers general precautions (cribs, peeling paint, electrical outlets, hot water, etc.), toy safety, outdoor safety, and safety practices. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-91

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Fire and Safety Checklist for Group Day Care Center

One-page list of items to check each month for safety in a child care facility. Covers smoke detectors, fire alarms, evacuation practice drills, and staff inspection of exit facilities, lavatories, electrical outlets, flammable and dangerous materials, radiators, basement doors, fire extinguishers, and posted emergency phone numbers.

This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-92

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Fire and Safety Report for Family Day Care Centers

One-page form for reporting (verifying) that items have been checked that month. Covers smoke detectors, evacuation plans, keeping dangerous items out of children's reach, exit doors, outdoor area, electrical outlets, enclosure fences, water supply, and vehicle inspection. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-93

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Child Supervision Equipment Checklist

One-page list of areas to be checked. Columns indicate date and equipment/areas checked, including smoke detector, outlets, fire Extinguishers, and phones in each of the following areas: Playroom, Infant and Toddler Room, Toddler Room #2, Children's Library, Computer/Arts and crafts Room, Sick Room, Snack Kitchen, and Lunch Room. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-94

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Fire Drill Schedule: Child Supervision Department

One-page chart for logging scheduled date of drill, date performed, and name of person who conducted the drill. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-95

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Child Supervision: MHWIP Clients -- Attendance Sheet

Sign-in sheet for tot drop. Has time in, date, child's name, type of appointment, phone number, race, and time out. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-96

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Child Supervision: Staff and Bockl Tenants -- Attendance Sheet

One-page form for use with clients residing in the Bockl district. Form is for recording the date; entering the child's name, race/ethnicity, and phone number; and logging time in and time out. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-98

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Background Character Verification

Two-sided form that program employees must complete for employment. Applicant lists experience as a nurse or home health aide, and is asked to disclose any convictions, including convictions related to child or elder abuse. Must be signed and witnessed. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-99

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Day Care Staff Record Checklist

One-page form records that child care center records have been checked by a licensing specialist. The form includes staff name, position, date of employment, background verification form, TB test, physical exam, experience, documentation of education, infant and toddler training, in-service training, orientation, and driving record. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-100

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Day Care Provider: Staff Health Report

One-page form is proof of TB test and results. Must be signed and dated by licensed examining professional. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-101

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Continuing Education and Inservice Staff Record

One-page form for recording training received by staff. Can record name, training date and summary, training subject, sponsorship, number of hours, whether training was continuing education or in-service training, and director's initials. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-102

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Day Care: Staff Record

One-page form to be filled out by employee. Asks for name, position, promotions, address, emergency contact, entry-level qualifications, related training, and work experience. Must be signed and dated. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-103

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Activity Schedule (Day Care)

A schedule to be posted in the child care room or sent home with children. Lists activities to be completed from 7:00 a.m. to 5:30 p.m. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-104

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Informed Consent for Any Research or Test Project

One-page form for consent to have a child participate in a test or study. To be filled out by the sponsor of the testing and to include the nature of the research or testing, date of project, specific purpose, and proposed use of results. Must be signed by the parent or guardian. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Consent Forms

Unique Number: 49-2-105

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Transportation Request Form
Food and Clothing Bank Request Form

One-page form for each. First form asks for date, staff requesting services, name, address, ethnicity, phone number, major cross-street, number of children being transported, destination, trip date, outreach worker, appointment time, whether translator is needed, and nature of trip. Food and Clothing Bank Request Form asks for personal identification, name of staffer making the request, family size, and items needed. Must be approved by a supervisor. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-107

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Program Evaluation

One-page form for critiquing a class or presentation. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-108

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Men Have Babies Too: A Guide for Fathers-to-Be

This fold-out brochure by the March of Dimes presents some facts about a father's influence; the danger of exposure to chemicals, smoking, alcohol, and drugs before conception; and how a man can help his partner through the pregnancy and feel more a part of the birth process. To order copies of this brochure, please contact the March of Dimes Birth Defects Foundation, PO Box 1657, Wilkes-Barre, PA 18703; Phone: 1-800-367-6630; Fax: 717-825-1987; Web site: www.modimes.org.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 49-2-109

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Smoke-Free Baby and Me

This 10-page booklet by the American Lung Association focuses on helping the pregnant woman quit smoking. Gives facts about smoking, facts about what smoking does to your body and to a fetus, and facts about smoking around your children. Helps guide a woman to decide to quit and then actually to quit. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 49-2-110

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Smoking Cessation Program

Flyer announcing a 1-day seminar on smoking cessation, sponsored by the American Lung Association. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 49-2-111

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Do You Know? Information About Some Commonly Used Drugs

Two pages of information about some commonly used street drugs (name of drug, slang name, medical use, how taken, effects sought, and long-term symptoms). Contains drawings and some rap-like lyrics about each kind of drug. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 49-2-113

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Employment Application

One-page application form. Asks for personal identification information, education history, and other pertinent experience and asks whether the applicant has ever been convicted of a crime or misdemeanor. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Personnel Tools

Unique Number: 49-2-114

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Employee Performance Appraisal

Four-page form asks for major job objectives, performance expectations and standards, and results. This particular appraisal is filled out for an actual office manager (results are not given). This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Personnel Tools

Unique Number: 49-2-115

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Applicant Data Record

One-page form asks for information to be given voluntarily and covers whether the employee has a disability, whether the employee is a veteran, and the employee's race, marital status, and date of birth. This is used only for tracking, not selection. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Personnel Tools

Unique Number: 49-2-116

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Employee Exit Interview

One-page form asks about the job, coworkers, supervisor, salary, and the position in general. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Personnel Tools

Unique Number: 49-2-120

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Incident Report

Two-sided form asks date and nature of the incident, names of witnesses, whether or not it was reported to law enforcement and supervisor, where it occurred, who was involved, whether direct threats were made, whether work time was lost, whether medical attention is needed, whether the employee's partner or family should be notified, whether the director had been notified, and for any explanations. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-121

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Travel/Expense Report

One-page form. Asks for personal information, date, destination, miles, extension, other costs, etc. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium, Other

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-122

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Property Receipt: Form A

One-page receipt for Milwaukee Healthy Women and Infants Project equipment given to an employee to use. Maintenance and care is the sole responsibility of the assignee. (Written for handing out pagers.) This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-123

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Property Receipt: Form B

One-page receipt for Milwaukee Healthy Women and Infants Project equipment given to an employee to use. Care and safeguarding of the equipment is the sole responsibility of the assignee. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-124

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Vehicle Log Sheet

One-page form for logging the trips a driver makes. Asks for day, starting mileage and location, destination, ending mileage and location, and total miles. Bottom of the page has an area for logging maintenance (fill up, add oil, oil change, lube, alignment, tune-up, safety check) and repairs. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-125

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Accounts Payable Voucher

One-page form for recording checks made out for payments. Asks for date, account number, charge account, amount for each item on the invoice, total, and explanation. Must be audited, approved, and entered. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-126

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Expenditure Report -- Month: October 1996

One-page form for logging one month's expenditures. Has columns for description (personnel, supplies, travel, invoices, FIMR, etc.); budget; actual; year to date; and balance. Could be used by the consortium and its grantees. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-127

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

MHWIP Quarterly Budget Report

Very short form asks for budget; quarterly expenses; year-to-date expenses; and balance for personnel, supplies, consortium and construction costs, equipment, consultant costs, other (legal fees, accountant fees, telephone, and utilities), and total. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 49-2-128

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Payroll Procedures

Three pages of procedures. Covers salaried and hourly employees, compensatory and sick time, holidays, manual checks, and deductions. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 49-2-130

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Misc Payroll Worksheet

This is a one-page worksheet for the accounting staff to log miscellaneous check issuance for an employee. Asks for employer name and number, payroll advances, suspension without pay, other actions, current pay period, and voids. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-131

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Cash Request Form

One-page form for logging pertinent data for fulfilling a cash request. Must be approved by the recipient's supervisor and the executive director. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-132

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Check Request Form

One-page form for logging pertinent data for fulfilling a check request. Must be approved by the recipient's supervisor and the executive director. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-133

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Imprest Fund Ledger

One page for logging cash in and out of the imprest fund. Asks for date, amount, description, cash in or cash out, and end balance. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-134

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Invoice for Services Rendered

Form for requesting payment for services made to the Milwaukee Healthy Women and Infants Project. This is for hourly work. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-135

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

EasyStart Information Sheet

One-page form for recording employee identification information; pay information (department, corporate officer, seasonal employee, overtime); employee tax information; and employee totals for year-to-Date, Previous Quarter, and Current Quarter earnings, voluntary deductions, taxes, and net pay. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 49-2-136

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Fundamentals of Substance Abuse Counseling

Includes basic information on substances of abuse; description of the treatment process; procedures for developing the treatment plan; strategies for assessment; the counseling process; individual, group, and family counseling; client rights; and ethics. Primarily lists questions to ask and suggests ways to ask the questions in order to ascertain whether potential clients are ready for a program, what treatment should be provided, and at what pace. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Training and Education, Enhanced Clinical Services, Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 49-2-137

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Equal Opportunity: The Effective Management Connection Training Program

Contains eight modules: Management Policies and Equal Opportunity Laws; Equal Opportunity and the Selection Process; Effective Management and Documentation of Performance; Equal Opportunity and Managing Performance; The Workplace Environment/Sexual Harassment; Communicating Effectively Across Cultures; Leaders and Leadership; and Closure: Training Perspectives, Management Objectives, and Program Evaluation. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 49-2-138

Milwaukee, WI: Milwaukee Healthy Women & Infants Project (Inactive Healthy Start Site)

Outreach Training Manual (MHWIP Training Curriculum for All Staff)

This manual introduces MHWIP staff members to HS and its principles. The 10-day course covers HS, work habits, outreach and home visiting, communication, pregnancy, infants and toddlers, addiction, services and providers, nutrition, and a glossary. This site is inactive; Please contact the Healthy Start National Resource Center (HSNRC) before placing an order for this document. The HSNRC can be reached by phone at 703-524-7802 or by e-mail at healthystart@ncemch.org.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-1

Washington, DC: District of Columbia Healthy Start

Consortium Orientation Manual

Orients new members to the Washington, DC, HS consortia. Covers project overview and organizational structure and functions within HS and within the consortium, job profiles for the operational staff, and exhibits (area map, organizational chart, flowcharts, and staff directory).

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 51-1-2

Washington, DC: District of Columbia Healthy Start

Staff Orientation Manual

This manual orients new staff to the HS program. Covers project overview; organizational structure and function (history, problems, goals and objectives, strategies and activities, results, consortium, and integrated network of service providers and local leaders); operational staff office policy (team concept and protocol and policy); case management (definition, goals, work of case managers, HS case management model, operational guidelines, case management process, and forms); perinatal protocols (for antenatal problems, gynecological and family planning, intrapartum management, and postpartum problems); and exhibits.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-3

Washington, DC: District of Columbia Healthy Start

Resource Parent Manual

This manual contains sections on the HS vision and goals; a description of the Resource Parent program and a list of its objectives; personnel policies and procedures (job description, pay rate, benefits, reasons for dismissal, etc.); training; and client services (details on every aspect of the resource parent's job). Also contains a course syllabus; the home visiting guide; forms; and a staff directory.

Model(s): Outreach & Client Recruitment, Training and Education, Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-4

Washington, DC: District of Columbia Healthy Start

Resource Parent Trainer's Manual

Contains chapters on introduction to the training, communication and relationship-building skills, coping with stress, problem solving and decision-making, help for clients in building self-esteem and dealing with feelings, pregnancy and prenatal care, labor and birth, postpartum care and planning, family planning options, breastfeeding and infant nutrition, caring for baby, child growth and development, interaction with other agencies, management of home visits, and evaluation. Guides the instructor on how to approach each topic and on specific areas.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-5

Washington, DC: District of Columbia Healthy Start

Resource Parents Home Visiting Guide

Packet that goes out to all the resource parents. This 22-page document is part of the *Resource Parent's Manual.* Covers the entire pregnancy by month.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-6

Washington, DC: District of Columbia Healthy Start

Consumer Satisfaction Survey

Two-page report on a survey of 50 DC HS clients, conducted in March 1997. Describes the methodology used and provides a sample of the survey, including details of the interview itself. Presents client ratings of case management services, transportation, health fairs, mobile van services, sister friends, patient incentives, education, baby hotline, men's services, and HS perinatal center. Includes information on any problems the client had with HS, what the client liked best and least about the program, and background (personal) information on the client.

Model(s): Enhanced Clinical Services, Consortium

Document Type: Protocols/Procedures

Unique Number: 51-1-7

Washington, DC: District of Columbia Healthy Start

Evaluation Report of the Public Information and Education Component

Includes introduction, program objectives, methods, findings (on strategies and activities of the Public Information Campaign, public participation in and support of DC HS, and Public Awareness Survey), conclusion and recommendations, references, and appendices. Includes the Public Awareness questionnaire, instructions for interviewers, fall-back statements (to help answer questions about the survey while on the telephone with a ward resident), log sheets for interviewers, provider questionnaire, and a code book for scoring the responses of those interviewed.

Model(s): Consortium, Other, Outreach & Client Recruitment

Document Type: Reports

Unique Number: 51-1-8

Washington, DC: District of Columbia Healthy Start

The District of Columbia Healthy Start Project: The Impact of Transition to Medicaid Managed Care Program on Healthy Start Clinic Providers

Includes executive summary, what Medicaid is, what managed care is, Medicaid managed care in the District of Columbia, methods, findings and discussion, and a conclusion. Appendices include interview schedule for health care providers and Medicaid clients, the Public Awareness Survey Instrument, the study protocol, and managed care models.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 51-1-9

Washington, DC: District of Columbia Healthy Start

Healthy Start Phase II: Evaluation Plan Model 1 -- Case Management

Chart of the Washington, DC, HS evaluation plan for case management. Includes such information as objective summary; measure; source of data; method of collection; frequency of collection; instrument; and analysis for 14 broad-reaching goals (reduce LBW, reduce VLBW, increase first-trimester entry into prenatal care, reduce risk factors, involve males, increase adequate weight gain, increase entry to case management, increase resolved referrals, increase home visits, increase client satisfaction, increase data accuracy, etc.).

Model(s): Care Coordination/Case Management

Document Type: Charts/Graphs

Unique Number: 51-1-10

Washington, DC: District of Columbia Healthy Start

A Practical Guide to Planning, Operating and Evaluating a Healthy Start Incentive Program: The Washington, D.C., Healthy Start Incentive Demonstration Model, Spring 1994

This 65-page document covers the background of HS and the HS incentive program; management and operations (recruitment and recordkeeping, redemption center management, incentives and enrichment, phone friends, monitoring and evaluating the incentive demonstration program); roles and relevancy of volunteers (the volunteer philosophy, volunteer options); and framework for functioning (transferable tools and skills, the extended family). Includes an appendix (HS program office and DREF board of directors). This document was produced for Washington, DC, HS by the Delta Research and Educational Foundation (DREF).

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: References/Resources

Unique Number: 51-1-11

Washington, DC: District of Columbia Healthy Start

Population Baseline, Indicators, Current Data and Objectives [for] Healthy Start Project Area (Wards 7 & 8)

Chart of statistics. Lists indicators (infant mortality rate, LBW, VLBW, first trimester, no care, early and adequate care, weight gain, anemia, smoking, alcohol use, and/or teen mother); Baseline Year; Baseline Rate; Current Period; Current Number; Current Rate; Collateral Objectives (phase I); and other information. Also provides data on pertinent case management services and male outreach services, gives a summary of objectives, and projects the number of clients to be served.

Model(s): Consortium

Document Type: Charts/Graphs

Unique Number: 51-1-12

Washington, DC: District of Columbia Healthy Start

Contract Payment Report

Two-page chart of actual invoices paid to grantees from October 1996 through February 1997. Also includes amounts of full grants for certain periods for each grantee.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 51-1-13

Washington, DC: District of Columbia Healthy Start

Map: Wards of the District of Columbia

Map of all eight wards in the District of Columbia. Done in color blocks. Does not show roads.

Model(s): Consortium

Document Type: Other

Unique Number: 51-1-14

Washington, DC: District of Columbia Healthy Start

Appendix: Acronyms

One-page list of health-related terminology and acronyms (and what they stand for) of the various departments and health-related organizations that could be used by Washington, DC, HS.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 51-1-15

Washington, DC: District of Columbia Healthy Start

Employee Awards Ceremony

Form for nominating employees for awards. Asks for the nominee's name and rating on a scale of 1 to 10 for each of the following areas: accountability, responsibility, communication, attitude and professionalism, referral delivery, community networking, documentation, resourcefulness, recruitment, and ability to relate to others.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-18

Washington, DC: District of Columbia Healthy Start

Resource Parent Competence Assessment

One-page form for rating resource parents. Asks for ratings on 14 points/tasks. Area for comments and signatures of evaluator and employee.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 51-1-19

Washington, DC: District of Columbia Healthy Start

Male Outreach Worker Competence Assessment

One-page form for rating male outreach workers. Asks for ratings on 13 points/tasks. Area for comments and signatures of evaluator and employee.

Model(s): Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 51-1-20

Washington, DC: District of Columbia Healthy Start

Orientation Checklist

Checklist to ensure that new employees have met the project director and received appropriate manuals for and orientation to project components.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-21

Washington, DC: District of Columbia Healthy Start

Orientation Checklist

Form for recording that new employees have received the appropriate papers and have attended appropriate work groups.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-22

Washington, DC: District of Columbia Healthy Start

Organizational Chart

Current and proposed organization charts for the District of Columbia's HS project.

Model(s): Consortium

Document Type: Organization Charts

Unique Number: 51-1-23

Washington, DC: District of Columbia Healthy Start

Case Management Supervisor Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-24

Washington, DC: District of Columbia Healthy Start

Case Management Assistant Supervisor Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-25

Washington, DC: District of Columbia Healthy Start

Nurse Case Manager Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-26

Washington, DC: District of Columbia Healthy Start

Nurse Midwife Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-27

Washington, DC: District of Columbia Healthy Start

Program Specialist Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management, Consortium

Document Type: Personnel Tools

Unique Number: 51-1-28

Washington, DC: District of Columbia Healthy Start

Community Outreach Specialist/Ward 7 or Ward 8 Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 51-1-29

Washington, DC: District of Columbia Healthy Start

Outreach Technician/Driver Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Outreach & Client Recruitment, Facilitating Services

Document Type: Personnel Tools

Unique Number: 51-1-30

Washington, DC: District of Columbia Healthy Start

Male Outreach Worker–Case Manager Supervisor Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 51-1-31

Washington, DC: District of Columbia Healthy Start

Male Outreach Worker–Case Manager Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Personnel Tools

Unique Number: 51-1-32

Washington, DC: District of Columbia Healthy Start

Resource Parent Job Description

One-page job description includes major duties, responsibilities and supervisory control.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-33

Washington, DC: District of Columbia Healthy Start

Administrative Assistant: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-34

Washington, DC: District of Columbia Healthy Start

Medical Director: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-35

Washington, DC: District of Columbia Healthy Start

Local Evaluator: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-36

Washington, DC: District of Columbia Healthy Start

Public Health Analyst: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-37

Washington, DC: District of Columbia Healthy Start

Program Specialist: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-38

Washington, DC: District of Columbia Healthy Start

Program Coordinator: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-39

Washington, DC: District of Columbia Healthy Start

Driver: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Facilitating Services

Document Type: Personnel Tools

Unique Number: 51-1-40

Washington, DC: District of Columbia Healthy Start

Health Education/Public Information Coordinator (Job Description)

One-page job description lists Major Duties, Responsibilities and covers Supervisory authority.

Model(s): Training and Education

Document Type: Personnel Tools

Unique Number: 51-1-41

Washington, DC: District of Columbia Healthy Start

Community Health Educator (Job Description)

One-page job description lists Major Duties, Responsibilities and covers Supervisory authority.

Model(s): Training and Education, Consortium

Document Type: Personnel Tools

Unique Number: 51-1-42

Washington, DC: District of Columbia Healthy Start

Project Area Coordinator: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-43

Washington, DC: District of Columbia Healthy Start

Community Outreach Specialist/Ward 7 or Ward 8: Job Description

One-page job description includes Major Duties, Responsibilities and Supervisory Control.

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-44

Washington, DC: District of Columbia Healthy Start

Consortium Secretary: Job Description

Lists the major duties, responsibilities, and supervisory controls for this position.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 51-1-45

Washington, DC: District of Columbia Healthy Start

Case Management Operational Guidelines

This 23-page document covers an introduction to case management; goals of case management; the work of case managers; HS case management model; case referrals and admission; use of resource parents; the case management process; interagency case conferences; record management; providers and resource parents; case closure; priority risk factors (pediatric, maternal); services provided to clients by the case manager during home visits (prenatal, follow-up, postpartum); 16 functions of the case manager; protocol for metabolic screening; protocol for collaboration with HS nurse case managers and CHIP HIV case managers; agreement between HS and Greater Southeast Community Hospital Department of Social Services; quality assurance procedures; documentation issues; and office procedures.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 51-1-46

Washington, DC: District of Columbia Healthy Start

Quality Assurance Monitoring Tool

This packet contains all the loose forms available for case management/care coordination.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-47

Washington, DC: District of Columbia Healthy Start

Quality Assurance Monitoring Tool

Two-page chart for ensuring that all necessary forms have been filed for each client in case management. One form can be used for logging three clients' papers. This is in checklist format; the auditor can mark "yes," "no," and "N/A" for each of three clients' forms by going down a list of 30 forms (by title).

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-48

Washington, DC: District of Columbia Healthy Start

Participation and Consent Form

One-page non-binding client consent and participation form in which the client pledges to stay in the HS program during this pregnancy and for 2 years after the baby's birth. Client signs an agreement that asks her to allow home visits to herself and her child, notify the resource parent in case of need to cancel appointments, attend regular prenatal and well-baby checkups, and agree to the release of medical and related information to appropriate service providers.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 51-1-49

Washington, DC: District of Columbia Healthy Start

Prenatal Risk Assessment

A one-page list of risk factors with assigned scores. The interviewer circles any existing factors, then adds their scores for a total risk score. Includes these risk factors: maternal age, cigarette use, alcohol use, drug use, history of fetal death, history of infant death, history of preterm labor or LBW delivery, prepregnancy weight, blood pressure, and vaginal bleeding.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-50

Washington, DC: District of Columbia Healthy Start

Priority Risk Factors for Case Management

One-page list of eight pediatric and four maternal risk factors.

Model(s): Care Coordination/Case Management

Document Type: Policies

Unique Number: 51-1-51

Washington, DC: District of Columbia Healthy Start

HS Questionnaire: Mother–Intake

Five-page intake questionnaire for a new client (mother). Asks for personal identification information, marital status, employment status, education level, annual income, family size, insurance status and provider, financial benefits, living arrangements, referral source, impairments, pregnancy status, mental status, case status, cause of death for the client’s mother, and comments.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Questionnaires/Surveys

Unique Number: 51-1-55

Washington, DC: District of Columbia Healthy Start

HS Questionnaire: Father

Three-page intake questionnaire for fathers. Asks for personal identification information, blood type, marital status, occupation, employment status, education level, mental status, current drug use, impairments, financial benefits, family or social supports, male outreach worker, and assigned resource parent.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 51-1-56

Washington, DC: District of Columbia Healthy Start

HS Questionnaire: Child–Intake

Seven-page form asks for personal identification information, living arrangements, sickle cell status, birthweight, body measurements, provider, evidence of risks or medical problems, food sources, well-child visits scheduled, hearing, vision, developmental skills, neonatal complications, impairments, neonatal outcome, case status, mortality data, metabolic information, and physician information about specimens and treatment ; the form also gives a list of HS/provider sites.

Model(s): Care Coordination/Case Management

Document Type: Questionnaires/Surveys

Unique Number: 51-1-57

Washington, DC: District of Columbia Healthy Start

Abuse Assessment Screen

One-page form for the client to fill out. Asks about physical, emotional, and sexual abuse. Does not ask for client identification information.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-58

Washington, DC: District of Columbia Healthy Start

Risk Factor Referral Form

One-page form for recording that a client has been referred to a specific provider. Gives a list of risk factors to check to demonstrate the need for referral (drug or alcohol use, infant death, smoking, short pregnancy interval, history of LBW or preterm delivery, history of fetal or infant death, hypertension, vaginal bleeding, STD, HIV, or other).

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-59

Washington, DC: District of Columbia Healthy Start

High-Risk Nutrition Referral Form

One-page form for recording that a client has been referred to a specific provider. Gives a list of risk factors to check to demonstrate the need for referral (anemia, low pregnancy weight, inadequate weight gain, drug or alcohol use, diabetes, hypertension, poor infant feeding pattern, or other).

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-60

Washington, DC: District of Columbia Healthy Start

Types of Services and Referral Categories Summary Form

One-page form lists all possible referral services, including psychosocial, facilitating, and individual development services; psychosocial and supportive services for other family members; and community development. This is for the case manager or resource parent to record the date on which he/she referred a client to one of these services.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-61

Washington, DC: District of Columbia Healthy Start

Referral Disposition

One-page form letter from HS to a provider to verify that a client was referred to the HS program and who the new case manager will be. Gives the number to contact at HS if the provider has any questions.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-62

Washington, DC: District of Columbia Healthy Start

Request for Supplies

One-page form is for the case manager or resource parent to fill out and give to the client. The client would then take the form to the named service provider to receive items. Lists client identification information, comments (what is being asked for), signature of the case manager, and date and time of appointment.

Model(s): Care Coordination/Case Management, Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-63

Washington, DC: District of Columbia Healthy Start

Instructions Documentation Form

One-page form for logging topics of instruction, name of person who gave the instruction, name of client who received the information, and when the instruction was completed.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-64

Washington, DC: District of Columbia Healthy Start

Home Visiting Form

One-page form for recording a home visit and the purpose of the visit (intake, follow-up on missed prenatal or infant care appointment, reminder of upcoming appointment, assistance with emergency supplies, counseling and support, information and education, referrals, arrangement for transportation, or parent education).

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-65

Washington, DC: District of Columbia Healthy Start

Infant Home Visiting Record

Three-page form for logging infant status, physical assessment, developmental/behavioral assessment, disposition of infant at discharge, and nutrition.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-66

Washington, DC: District of Columbia Healthy Start

Prenatal Home Visiting Record: Follow-up Visits

Three-page form for logging information about emergency hospital care; prescribed medication; maternal status (prepregnancy weight, sonogram, diet, etc.); problems developing in this pregnancy (early pregnancy problems; infection; medical, surgical, adaptation, anatomical, or other pregnancy problems); and next physical exam appointment. Must be signed and dated by resource parent.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-67

Washington, DC: District of Columbia Healthy Start

Post-Partum Visiting Record

Two-page form for logging information on emergency and hospital care, postpregnancy weight, maternal status, complications, and date of next appointment.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-68

Washington, DC: District of Columbia Healthy Start

Infant Safety Checklist–Home Visiting Checklist

Two-page form for logging information during a home visit. Asks for information such as the following: Is the environment clean and free from rodents? Is there a bassinet or crib for the baby? Does the home have adequate heat and water, electricity, air conditioning, baby formula, baby bottles, safety gate at the stairs, smoke detectors? Are hot items within infant's reach, medicines locked up, cleaning supplies locked up, or wires exposed? Is there a correct and safe crib? Is there a correct and safe car seat? Are there guns in sight?

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-69

Washington, DC: District of Columbia Healthy Start

Participant Narrative Record

One-page form for client to write relevant information about herself or himself. Goes with the care plan.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-70

Washington, DC: District of Columbia Healthy Start

Patient Status Report

One-page form for writing down the status of the patient and the plan. Asks for identifying information for mother and child, update on the patient, compliance with plan of care, next appointment, additional or social concerns, intervention strategies, contact frequency, and signature of the person filling out the form.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-71

Washington, DC: District of Columbia Healthy Start

Prenatal Nursing Care Plan

One-page form for logging information on a prenatal nursing care plan. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-72

Washington, DC: District of Columbia Healthy Start

Post-Partum Care Plan

One-page form for logging information on a postpartum nursing care plan. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-73

Washington, DC: District of Columbia Healthy Start

Newborn Nursing Care Plan

Two-page form for logging information on a newborn nursing care plan. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-74

Washington, DC: District of Columbia Healthy Start

Pediatric Care Plan

One-page form for logging information on a pediatric nursing care plan. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-75

Washington, DC: District of Columbia Healthy Start

Prenatal STD Infection

One-page form for logging information on a nursing care plan for prenatal STD infection. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-76

Washington, DC: District of Columbia Healthy Start

Newborn of Drug-Addicted Mother Care Plan

One-page form for logging information on a nursing care plan for the newborn of a drug-addicted mother. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-77

Washington, DC: District of Columbia Healthy Start

Perinatal High Risk–Anemia

One-page form for logging information on a nursing care plan for perinatal high-risk clients. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-78

Washington, DC: District of Columbia Healthy Start

*Prenatal High Risk–Hypertension
(Pregnancy-Induced Hypertension)*

One-page form for logging information on nursing care plan for clients at high risk of prenatal hypertension. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-79

Washington, DC: District of Columbia Healthy Start

Prenatal HIV Infections

One-page form for logging information on a nursing care plan for prenatal HIV infection. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-80

Washington, DC: District of Columbia Healthy Start

Prenatal High-Risk Smoking Care Plan

One-page form for logging information on a nursing care plan for clients whose fetuses are at high risk from maternal smoking. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-81

Washington, DC: District of Columbia Healthy Start

Prenatal High Risk–Cardiac Client

One-page form for logging information on a nursing care plan for a client at high risk of prenatal cardiac problems. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-82

Washington, DC: District of Columbia Healthy Start

Prenatal High Risk–Preterm Labor

One-page form for logging information on a prenatal nursing care plan for clients at high risk of preterm labor. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-83

Washington, DC: District of Columbia Healthy Start

Prenatal High Risk–Gestational Diabetes Mellitus

One-page form for logging information on a prenatal nursing care plan for clients at high risk of diabetes mellitus. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-84

Washington, DC: District of Columbia Healthy Start

Prenatal High Risk–TB Infections

One-page form for logging information on a nursing care plan for clients at high risk of prenatal TB infection. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-85

Washington, DC: District of Columbia Healthy Start

Post–Caesarean Section Period Care Plan

One-page form for logging information on a care plan for the period after a caesarean section. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-86

Washington, DC: District of Columbia Healthy Start

Care Plan for Infant of Drug-Abusing Mother

One-page form for logging information on a care plan for an infant of a drug-abusing mother. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-87

Washington, DC: District of Columbia Healthy Start

Drug Addiction: Newborn Nutrition–Small for Gestational Age/Low Birth Weight

One-page form for logging information for a nutrition care plan for a drug-addicted newborn. Asks for name, diagnosis, long- and short-term goals, nursing diagnosis with corresponding recommended intervention, and date of resolution.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-89

Washington, DC: District of Columbia Healthy Start

Discharge Summary Report

One-page form for logging discharge of a client from the case management system. Asks for client information, discharge date, disposition of case, condition of client, and written notes. Must be signed and dated by the case manager.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-90

Washington, DC: District of Columbia Healthy Start

DCMOMS Services Questionnaires

One-page form for logging service information for a case. Provides areas to log case number, case manager, service date, date of next service, time of next service, service code, location where service was delivered or performed, and written case notes. This form is followed by three pages of codes for types of services and locations.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-92

Washington, DC: District of Columbia Healthy Start

Resource Parent Client's List

One-page log sheet for resource parents to list and track their clients.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-93

Washington, DC: District of Columbia Healthy Start

Daily Activity Sheet

Log-in sheet to show how many clients were contacted in a day. Asks for employee name and date, client name and telephone, client number, visit time, and travel time.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-94

Washington, DC: District of Columbia Healthy Start

Monthly Report RP & RN (Resource Parent and Resource Nurse)

Activity log sheet for an employee to log client's name and number, whether referred for services, number of phone calls made to client, prenatal visits, postpartum visits, pediatric visits, newborn visits, and clinic visits.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-95

Washington, DC: District of Columbia Healthy Start

Pregnancy Registration Campaign

Two-page form for registering new pregnant clients. Asks for site; ward; client-identifying information; information about pregnancy; relatives; whether client is receiving prenatal care; whether client receives Medicaid or WIC services; and client history (ages of children; whether their immunizations are current; whether the client smokes, drinks, or uses drugs; whether the client has had an abortion or a miscarriage, an LBW child, or an infant death). Also has consent statement for information to be given to HS.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-96

Washington, DC: District of Columbia Healthy Start

Office Procedures

One page of procedures for resource parents and resource nurses. Covers filling out daily activity sheet, signing in, logging mileage, turning in progress reports and referral forms, attending weekly case conferences, and following up on referrals.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 51-1-97

Washington, DC: District of Columbia Healthy Start

Resource Parent Oath

"I solemnly pledge my support and my allegiance to the DC HS Resource Parents program. I will persevere in my efforts to assist women to experience a positive and successful pregnancy. Where there is distrust, I shall build a rapport, where there is despair, I shall bring some hope, where there is ignorance, I shall bring some enlightenment, where there is difficulty, I shall ease the way, where there is a need, I shall be an advocate...." (Must be said aloud and signed by the resource parent.)

Model(s): Care Coordination/Case Management, Consortium

Document Type: Contracts/Pledges

Unique Number: 51-1-98

Washington, DC: District of Columbia Healthy Start

Resource Parent Competence Assessment

One-page evaluation of 14 tasks performed by a resource parent. There is a column for checking off that the resource parent consistently, usually, occasionally, or never meets these tasks. Includes a space for signatures at the bottom of the form.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-99

Washington, DC: District of Columbia Healthy Start

Employee Counseling Document

Top half of document is a written recording of a verbal warning; bottom half is a written warning.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 51-1-100

Washington, DC: District of Columbia Healthy Start

*Education/Training Model Project Schedule
Facilitating/Transportation Model Project Schedule
Case Management/Care Coordination Model
Project Schedule*

Each model's calendar lists tasks to be accomplished for the project, key collaborators for each task, and anticipated month of completion.

Model(s): Consortium, Facilitating Services, Training and Education, Care Coordination/Case Management

Document Type: Calendars

Unique Number: 51-1-101

Washington, DC: District of Columbia Healthy Start

February 1997 Contract Monitoring Schedule

One-month schedule for monitoring contracts at each HS grantee location.

Model(s): Consortium

Document Type: Calendars

Unique Number: 51-1-102

Washington, DC: District of Columbia Healthy Start

Healthy Start Transportation Guidelines

Three-page document lists 18 guidelines for transporting HS clients. Includes requirements for drivers, clients, and children.

Model(s): Outreach & Client Recruitment, Facilitating Services

Document Type: Protocols/Procedures

Unique Number: 51-1-103

Washington, DC: District of Columbia Healthy Start

Transportation Log

A one-page log sheet for each ward each day. Asks for name of client, address, phone number, time, destination, health insurer, purpose of transportation, trimester, and result (if client did not show up for some reason, bad weather, van out of service, no driver).

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-104

Washington, DC: District of Columbia Healthy Start

Task Outline Form

Blank one-page form for outlining a task and its accompanying goals and objectives, subtasks, logistics, material and participant needs, and communication requirements. Also has one page filled out as an example (sample task: to heighten awareness of the District of Columbia's infant mortality crisis).

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-105

Washington, DC: District of Columbia Healthy Start

Parenting Survey

A public questionnaire to gather information for a fatherhood development project. Asks parents their age and the following questions: Is respondent a mother or father? Age of oldest child? Did the respondent's parents teach him/her about parenting? Does respondent feel prepared for parenthood? Was the first child planned? Did school experience help in preparing for parenthood? Would the respondent be willing to enroll in formal parenting education? What would he/she like to learn to be a more effective parent?

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Questionnaires/Surveys

Unique Number: 51-1-106

Washington, DC: District of Columbia Healthy Start

MOW (Male Outreach Worker) Case Management Protocol

This 17-page document covers overview and purpose; process objectives; premises (population characteristics, integration with other HS services, linkages to off-site services); responsibilities of the male outreach worker; recruitment; enrollment; assignment procedures; secondary recruitment method; staff responsibilities; assessments; intervention design (referrals and male-outreach-worker assignment, enrollment, case management, ongoing activities, ongoing outreach, case reviews, case closure, support and curriculum groups); and professional development for the male outreach worker and his supervisor.

Model(s): Care Coordination/Case Management, Outreach & Client Recruitment, Training and Education

Document Type: Protocols/Procedures

Unique Number: 51-1-107

Washington, DC: District of Columbia Healthy Start

Male Involvement Specialist Training Guide: Male Outreach and Case Management

Five-page document lists modules to be covered under three headings ("Background to the Absence," "Returning to the Village," and "Resources"), and describes the project.

Model(s): Care Coordination/Case Management, Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-108

Washington, DC: District of Columbia Healthy Start

MOW (Male Outreach Worker) Needs Assessment

A 14-page questionnaire designed to compile information about what the male outreach workers really do, what they do well, where they need more help, what they like and don't like about their jobs, how much they work with resource parents and resource nurses, how much they accomplish in a day, what accomplishments they are most proud of, and whether they think the experience of being a male outreach worker will help them further their career plans.

Model(s): Risk Prevention, Training and Education, Outreach & Client Recruitment

Document Type: Questionnaires/Surveys

Unique Number: 51-1-109

Washington, DC: District of Columbia Healthy Start

*Peer Education/Teen Theatre Program
How to Start Your Own Peer Education/Teen Theatre Program*

This 30-page document covers the goals of the program, teen theater as a prevention tool, the philosophy behind the program, recruitment, training and trainers, theater skills, life skills, counseling skills, resources, rehearsals, commitment, advertising of performances, parental involvement, evaluation, selection of a name for the group, group bonding and communication activities, vignette development, self-esteem, appraisal of one's own strengths, and an evaluation survey for the audience.

Model(s): Adolescent Programs, Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-110

Washington, DC: District of Columbia Healthy Start

Local Evaluation Reports

List of reports available on Washington, DC, Maternal and Obstetrical Monitoring System; School-Based component; Substance Abuse Component; Management Component; IMR 1990; City Fiscal Crisis Impact of Washington, DC, HS; IMR 95 and 96; Selection of Comparison Sites; Public Information Evaluation and Public Awareness Survey; Impact of medicaid on Managed Care; and Infant Death Review.

Model(s): Consortium, Other

Document Type: Brochures/Pamphlets

Unique Number: 51-1-111

Washington, DC: District of Columbia Healthy Start

Safety Worksheet

Describes the do's and don't's of personal safety while walking or driving. Handy list for outreach workers.

Model(s): Training and Education, Risk Prevention, Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 51-1-112

Washington, DC: District of Columbia Healthy Start

Communication

Brief selection of information on communication. Covers a definition of communication, necessary skills, listening, tips on phrasing recommendations or feedback to avoid being offensive or coercive, and some negative results of poor communication (not listening).

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-113

Washington, DC: District of Columbia Healthy Start

VD: Who? You and Me!

This packet of information can be used in an STD prevention program. The worksheets in the packet include an overview, recommended agenda, the Disproof mnemonic method, four ways to help prevent STDs, fact-versus-fiction list, pretest, posttest, and evaluation.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-114

Washington, DC: District of Columbia Healthy Start

HIV/AIDS Awareness

This five-page packet includes an overview, recommended agenda, the Disproof mnemonic method, posttest, and evaluation.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-115

Washington, DC: District of Columbia Healthy Start

Man to Man

Three-page packet discusses the importance of having a male program, the importance of young men knowing how to take responsible actions for their own health, and the detrimental effects of (their) irresponsible health practices on their community. The curriculum calls for these sections: overview; information on anatomy, physiology, and reproductive processes; myths versus facts; why teens have sex; consequences of teen sex; consequences for the mother and child when the father leaves the relationship; and a wrap-up.

Model(s): Training and Education, Outreach & Client Recruitment

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-116

Washington, DC: District of Columbia Healthy Start

Abusive Relationships: Hidden and Obvious Risks

Outline for a 90-minute class covers introduction, goals for participants, facilitator objectives, discussion topics, and handouts.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-117

Washington, DC: District of Columbia Healthy Start

Personal Hygiene

Three-page lesson outline for a 60-minute class covers what hygiene involves, a discussion of hygiene, the consequences of poor hygiene and the benefits of good hygiene, and physical fitness.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-118

Washington, DC: District of Columbia Healthy Start

Pregnancy Prevention Overview

Four-page outline covers needed materials; possible handouts; objectives; procedure; definition of high risk, low risk, and no risk; seven methods of contraception; and a one-page course evaluation.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-119

Washington, DC: District of Columbia Healthy Start

Nutrition

Outline for 90-minute course on nutrition during pregnancy and infant feeding during the first 13 months of age. Lists goals and objectives of the course, discussion topics, recommended number of daily servings from the four basic food groups, weight gain during pregnancy, nutrition do's and don't's, and a one-page chart of what to feed your baby beginning at 4 months.

Model(s): Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-120

Washington, DC: District of Columbia Healthy Start

Smoke Does More Than Choke

This outline for a short-term smoking cessation class includes agenda, pretest, and posttests.

Model(s): Risk Prevention, Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-121

Washington, DC: District of Columbia Healthy Start

Healthy Snacks Lesson

Three-page packet contains notes to parent about healthy snacks made by the child in class, along with suggestions for encouraging children to eat healthy snacks. Also includes recipes and a copy of the food pyramid guide.

Model(s): Training and Education, Family Resource Center

Document Type: Curricula/Teaching Tools

Unique Number: 51-1-125

Washington, DC: District of Columbia Healthy Start

A Precious Life

This brochure is a letter of condolence to parents whose infant has died. It also explains the purpose of the FIMR and what services are available for parents who have lost a child (under the age of 1). Asks the parent to consider participating in an FIMR interview and explains that a letter with more information about the interview will be sent to the parent.

Model(s): Consortium, Other

Document Type: Brochures/Pamphlets

Unique Number: 51-1-126

Washington, DC: District of Columbia Healthy Start

Healthy Start Resource Center: Services and Information

This brochure introduces the HS resource center and lists who can use the center as well as the types of services available (computerized catalog system for literature, materials, and equipment; assistance to callers and visitors; and training services). The back page lists linked organizations and gives the HS address and phone number.

Model(s): Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 51-1-127

Washington, DC: District of Columbia Healthy Start

District of Columbia Healthy Start Project

Colorful, folded 8 1/2" x 11" flyer describes HS projects and goals, lists partners, and describes MOMs (Maternity Outreach Mobiles). Lists phone numbers for various services.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 51-1-128

Washington, DC: District of Columbia Healthy Start

Power News (Fall 1996)

This is a Healthy Mothers, Healthy Babies publication. Covers protection for battered immigrants, facts about domestic violence, suggestions for helping battered women, resources, state networks, calendar of upcoming events, and a pullout on Healthy Mothers, Healthy Babies.

Model(s): Consortium, Risk Prevention

Document Type: Newsletters

Unique Number: 51-1-129

Washington, DC: District of Columbia Healthy Start

Fact Sheet: D.C. Healthy Start Project

One-page flyer briefly describes HS, lists services that are provided, and gives a phone number.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 51-1-130

Washington, DC: District of Columbia Healthy Start

For Help Call the Baby Hotline

One-page flyer gives phone number and Baby Hotline logo. Explains that calls are confidential, services are available for the deaf, and services are available for the Hispanic community. Lists hours of operation. The flip side describes the Baby Hotline and its services. In English only.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 51-1-131

Washington, DC: District of Columbia Healthy Start

Maternity Outreach Mobile

This one-page flyer lists sites, days of the week, and hours when the maternity outreach mobile will be in service in the wards. Lists services and gives a phone number.

Model(s): Outreach & Client Recruitment

Document Type: Calendars

Unique Number: 51-1-132

Washington, DC: District of Columbia Healthy Start

Jovenes Hotline (La Linea de los Jovenes)

One-page flyer in Spanish for Teen Tips Hotline. Lists services, phone number, and hours of operation.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 51-1-133

Washington, DC: District of Columbia Healthy Start

Letter to Participants

A two-page letter to HS participants to introduce them to the resource center. Describes the services, including a web site, future bulletin board services, and fax on demand. Gives location and hours.

Model(s): Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-134

Washington, DC: District of Columbia Healthy Start

District of Columbia Healthy Start Resource Center: District of Columbia Healthy Start Project

Colorful one-page flyer describes services for perinatal women: outreach and social support programs (including patient incentive program, transportation, and maternal outreach); case management; public education and information (including health fairs; workshops; Male Outreach Worker Program; and Washington, DC, HS Resource Center); perinatal services; and adolescent health services.

Model(s): Consortium, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-135

Washington, DC: District of Columbia Healthy Start

Project Summary: D.C. Healthy Start Project

Colorful one-page flyer describes HS; gives facts and figures for Washington, DC; lists local barriers to health; and lists all the project services.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 51-1-136

Washington, DC: District of Columbia Healthy Start

D.C. Healthy Start Fetal and Infant Mortality Review

This 8" x 11" flyer describes the problem, the goal of the FIMR, methodology, review of vital statistics, review of maternal and fetal-infant medical records, comprehensive interviews with parents, statistical analysis of data, the advantages of FIMR, and whom to call for more information.

Model(s): Outreach & Client Recruitment, Other, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 51-1-137

Washington, DC: District of Columbia Healthy Start

Fact Sheet: Biophysical Profile and Contraction Stress Tests

This one-page flyer describes the two tests for women who are experiencing late delivery. Describes why the tests might be needed, when and how they are administered, and what they tell the doctor about the mother and the baby.

Model(s): Training and Education, Care Coordination/Case Management, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 51-1-138

Washington, DC: District of Columbia Healthy Start

Non Stress Test

One-page flyer describes the test, why it might need to be done, how to prepare for it, how often it needs to be done, test results, and what happens if the test results are not good.

Model(s): Care Coordination/Case Management, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 51-1-139

Washington, DC: District of Columbia Healthy Start

Male Outreach Worker Program

One-page flyer describes studies about the role men play in their partners' pregnancies, the goals of Washington, DC, HS in establishing the male outreach worker program, the agencies that refer men to the program, how the program is staffed, and the program's services. The flyer explains that the male outreach program also targets school-age males.

Model(s): Adolescent Programs, Training and Education, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 51-1-140

Washington, DC: District of Columbia Healthy Start

Heroin Fact Sheet

This one-page flyer discusses heroin, its names, estimates of the number of users in the United States, becoming addicted, how the need for heroin constantly increases, its effect on the unborn child, steps to recovery from addiction, and resources for more information. Provides references.

Model(s): Risk Prevention, Training and Education, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-141

Washington, DC: District of Columbia Healthy Start

Heroin Fact Sheet

This one-page flyer discusses heroin, its names, how the need for it constantly increases, its effect on the unborn child, steps to recovery from addiction, and resources for more information.

Model(s): Family Resource Center, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 51-1-142

Washington, DC: District of Columbia Healthy Start

Sharing a Hit Fact Sheet

This one-page flyer presents misconceptions about marijuana use, the truth about physical problems from its use, data on smokers (figures from Washington, DC), possible health problems for children born to mothers who smoke it, what to do if you are pregnant and a user, the effects on the community, and where to get more information. Also provides references.

Model(s): Training and Education, Risk Prevention, Family Resource Center, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 51-1-143

Washington, DC: District of Columbia Healthy Start

Marijuana . . . Sharing a Hit

This one-page flyer lists the myths of marijuana use, the truth about health risks, the effects of smoking on premature infants, what to do to quit, and where to get more information.

Model(s): Family Resource Center, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 51-1-144

Washington, DC: District of Columbia Healthy Start

Smoking Is a Drag: Fact Sheet

This one-page flyer gives the facts about smokers' deaths and disease in the United States, secondhand smoke, effects on your health, effects on a fetus, reasons to quit, how to quit, withdrawal symptoms and how to counteract them, and where to get more information. Also gives references.

Model(s): Outreach & Client Recruitment, Risk Prevention, Training and Education, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-145

Washington, DC: District of Columbia Healthy Start

Smoking Is a Drag: Fact Sheet

This one-page flyer gives the facts about smokers' diseases, secondhand smoke, effects on your health, effects on a fetus, reasons to quit, how to quit, withdrawal symptoms and how to counteract them, and where to get more information.

Model(s): Risk Prevention, Family Resource Center, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 51-1-146

Washington, DC: District of Columbia Healthy Start

Tipping the Bottle: Fact Sheet

This one-page flyer on the effects of drinking notes the percentage of Washington, DC, residents who drink; covers the effects of drinking on the unborn child; presents a one-paragraph story about a teen drinker whose baby dies; and gives phone numbers to call for help and information.

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-147

Washington, DC: District of Columbia Healthy Start

Tipping the Bottle: Fact Sheet

This one-page flyer on the effects of drinking notes the percentage of Washington, DC, residents who drink; covers the effects of drinking on the unborn child; presents a one-paragraph story about a teen drinker whose baby dies; and gives phone numbers to call for help and information. Includes a word search block on the back.

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-148

Washington, DC: District of Columbia Healthy Start

HIV AIDS

This one-page flyer on HIV and AIDS covers what each one is; how many people in Washington, DC, are infected; how it's communicated; how it's not communicated; HIV and pregnancy; signs of infection; safe and safer sex; drugs and AIDS; and where to get more information. Also lists references.

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-149

Washington, DC: District of Columbia Healthy Start

HIV AIDS Fact Sheet

This one-page flyer on HIV and AIDS covers what each one is; how it's communicated; how it's not communicated; signs of infection; encouragement to abstain from sex or use a condom and to not share drug needles; and where to get more information. Also lists references.

Model(s): Risk Prevention, Outreach & Client Recruitment, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 51-1-150

Washington, DC: District of Columbia Healthy Start

*Community-Based "One Stop" Care Centers
Integrated Perinatal System
Intensive Care Management
Public Education and Information
Outreach and Social Support*

For each of the programs listed above, a one-page flyer describes what the program provides and why and gives a list of benefits resulting from the program.

Model(s): Consortium, Enhanced Clinical Services, Outreach & Client Recruitment, Training and Education, Care Coordination/Case Management, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 51-1-151

Washington, DC: District of Columbia Healthy Start

Information Portfolio

This folder contains a business card from Barbara Hatcher; an HS program update; five one-page flyers, each describing one of the programs (Community-Based "One Stop" Care Centers, Integrated Perinatal System, Intensive Care Management, Public Education and Information, Outreach and Social Support); a DC HS newsletter; and a copy of each of the fact sheets (51-1-134 through 51-1-150).

Model(s): Outreach & Client Recruitment, Care Coordination/Case Management, Consortium, Family Resource Center, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 51-1-152

Washington, DC: District of Columbia Healthy Start

Use Your Power! The Key to the Highway of Health with Medicaid Managed Care

This 30-minute video gives viewers information to guide them in using the new Medicaid managed care system. Features single parents on Medicaid discussing real issues on accessing care. Made for an audience of consumers and frontline health workers. Covers enrollment, primary care, referrals, emergency care, and rights and responsibilities.

Model(s): Other, Care Coordination/Case Management

Document Type: Videotapes

Unique Number: 51-1-153

Washington, DC: District of Columbia Healthy Start

Use Your Power! The Key to the Highway of Health with Medicaid Managed Care

Flyer/poster advertising a 30-minute video that guides viewers in using the new system of managed care for Medicaid. The video features single parents on Medicaid discussing real issues of accessing care. Made for an audience of consumers and frontline health workers. Covers enrollment, primary care, referrals, emergency care, and rights and responsibilities.

Model(s): Other, Care Coordination/Case Management, Outreach & Client Recruitment

Document Type: Posters

Unique Number: 51-1-154

Washington, DC: District of Columbia Healthy Start

Teen Survival Handbook

Small spiral-bound notebook provides adolescents with a directory of services for counseling and HIV testing, GED classes, substance abuse treatment, shelters, pregnancy testing, and other services. A comprehensive resource guide listing the name, address, phone number, services, fees, and hours of public programs in the DC area.

Model(s): Adolescent Programs, Outreach & Client Recruitment, Risk Prevention, Training and Education

Document Type: References/Resources

Unique Number: 51-1-155

Washington, DC: District of Columbia Healthy Start

If You Drink -- Your Baby Drinks!

This small poster in red, black, and white says, "If you are pregnant, DON'T drink! Drinking alcoholic beverages during pregnancy may cause birth defects. Call 1-800-Mom-Baby for more information."

Model(s): Risk Prevention, Outreach & Client Recruitment

Document Type: Posters

Unique Number: 51-1-156

Washington, DC: District of Columbia Healthy Start

Resource Center User's Manual

A 16-page manual to guide resource center staff in using all the available resources at the center. Topics include how to use the database, running macros, making cards and labels, using the HS Affiliates database, finding records, using mail merge, and creating mailing labels.

Model(s): Training and Education, Family Resource Center

Document Type: References/Resources

Unique Number: 51-1-157

Washington, DC: District of Columbia Healthy Start

Individual Release Agreement

Contract by which a participant grants rights to a producer (CamPri) to use participant's name, image, likeness, voice, appearance, and performance in any products the producer chooses to. Rights are perpetual, worldwide, and granted free of charge. Products are to be produced for and in agreement with HS.

Model(s): Consortium, Other, Training and Education

Document Type: Consent Forms

Unique Number: 51-1-158

Washington, DC: District of Columbia Healthy Start

The A,B,C's and 1,2,3's of Media Development

Provides information about developing and implementing an effective communications strategy. Includes approaches to communication, dealing with bureaucratic review processes, communication with the media, discussions with the media, easily understood materials, formulating print materials, grammatical and stylistic tips, helpful pretesting methods, involving the media, news brief checklist, sample news release, sample media alert, and resources.

Model(s): Training and Education

Document Type: References/Resources

Unique Number: 51-1-159

Washington, DC: District of Columbia Healthy Start

DCMOMS User Guide for DCMOMS: Reporting and Management Software

A comprehensive guide to the software used by the Washington, DC, HS project.

Model(s): Care Coordination/Case Management, Training and Education

Document Type: User's Manuals

Unique Number: 51-1-160

Washington, DC: District of Columbia Healthy Start

District of Columbia Municipal Regulations: Vehicles and Traffic

The laws and regulations of Washington, DC, regarding vehicles and traffic.

Model(s): Facilitating Services

Document Type: Protocols/Procedures

Unique Number: 51-1-161

Washington, DC: District of Columbia Healthy Start

Healthy Start Phase II: Evaluation Plan Model 3 -- Training and Education

Chart presents the Washington, DC, HS evaluation plan for training and education. Includes information such as Objective Summary, Measure, Source of Data, Method of Collection, Frequency of Collection, Instrument, and Analysis for nine broad-reaching goals. These goals are to provide 20 in-service sessions for providers, provide 5 in-service sessions for community-based organizations, reduce smoking, reduce teen births, reduce alcohol use, train three HMO staffs in home visiting and other outreach, increase alcohol use warning signage in convenience stores, track broadcast and other mass media coverage, and compare results of training methods.

Model(s): Training and Education

Document Type: Program Descriptions

Unique Number: 51-1-162

Washington, DC: District of Columbia Healthy Start

Healthy Start Phase II: Evaluation Plan Model 2 -- Transportation

Chart of the Washington, DC, HS evaluation plan for transportation. Includes information on Objective Summary, Measure, Source of Data, Method of Collection, Frequency of Collection, and Instrument, and includes Analysis for five broad goals (increase transportation to specific services, maintain client satisfaction, increase immunization coverage, describe client caseload, and increase accuracy of data).

Model(s): Facilitating Services

Document Type: Program Descriptions

Unique Number: 51-1-163

Washington, DC: District of Columbia Healthy Start

Achievements

Photocopies of slides covering Washington, DC, HS achievements (in facts and figures); quality control; DC MOMs; and case management issues.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 53-1

HSNRC

Proposal to Redefine and Tailor the Hawaii Healthy Start Project

(Not affiliated with the Division of Healthy Start, U.S. Department of Health and Human Services.) Done by U. Chicago, covers courses offered by the faculty on public health issues, reducing family violence and child abuse, public awareness campaign and evaluations.

Model(s): Other

Document Type: Requests for Proposals

Unique Number: 53-2

HSNRC

Intervention May Save Kids from Violence at Home

Chicago Tribune article contains statistics on abuse from 1992 and 1993.

Model(s): Risk Prevention

Document Type: News Articles

Unique Number: 53-4

HSNRC

Healthy Families America: Family Support Worker training materials

Covers: introduction to prevention, statistics, the early identification process, a very good family stress checklist with directions and rating scale for determining patterns of violence in the parents' families, introduction to home visiting, and many practical sessions for teaching parents about dealing with stress and child development.

Model(s): Risk Prevention, Outreach & Client Recruitment, Training and Education

Document Type: Protocols/Procedures

Unique Number: 53-5

HSNRC

Healthy Families America Site Visit Chicago Urban League

Gives goals for each of 5 sites accompanied by site statistics to demonstrate how well they have done in reaching the goals. Also includes recommendations for each site.

Model(s): Consortium, Care Coordination/Case Management

Document Type: Reports

Unique Number: 53-6

HSNRC

Folic Acid El Acido Folico

This small flyer discusses what folic acid is, why women should take it, how much to take, where to get it, and when to take it. There are two versions, one in English, one in Spanish. Published by March of Dimes.

Model(s): Risk Prevention, Enhanced Clinical Services

Document Type: Brochures/Pamphlets

Unique Number: 53-7

HSNRC

Talk It Up! A Healthy Start Guide to Public Speaking

This 24-page book describes how to prepare and present a talk for an audience of any size. Includes the introduction, identifying and clarifying the message, knowing the audience, researching the event, getting started, putting pen to paper, editing, deciding on visuals, practicing, equipment, preparing for questions, overcoming stage fright, personal appearance, body language, tips on delivery, follow-up after the presentation, and facts and information on infant mortality and Healthy Start.

Model(s): Training and Education, Consortium

Document Type: Curricula/Teaching Tools

Unique Number: 53-8

HSNRC

Spokesperson Training Manual

This 13-page document, published by the U.S. Department of Health and Human Services (November 1992), covers the importance of making yourself heard, single Overriding Communications Objectives (SOCOs), taking charge of the interview, how to say what you want to say, mastering the sound bite, your rights as an interviewee, speaking on TV and radio, what is "off the record," and resources and contacts.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 53-9

HSNRC

Statistical Record of Children

In-house publication includes statistics on infant mortality, low birthweight, substance abuse during pregnancy, prenatal care, adolescents, cost-effective programs, and urban renewal. Statistics were compiled by NCEMCH and are taken from the *Statistical Record of Children* (1st and 2nd editions, Gale Research Inc.); *Child Health USA '95* (Maternal and Child Health Bureau, Health Resources and Services Administration); and *Health United States 1995* (U.S. Department of Health and Human Services).

Model(s): Consortium

Document Type: Publications

Unique Number: 53-10

HSNRC

Creating Safe and Drug-Free Schools: An Action Guide

Published jointly by the U.S. Departments of Justice and Education, this book provides detailed information and advice on action steps for schools, students, parents, and communities; prevention of gun violence in schools; weapons and drug searches in schools; drug testing of athletes; truancy; uniforms; alternative education for expelled students; conflict resolution; mentoring in schools; information sharing and the Privacy Act; data collection; applicable legislation; outstanding programs in each of these areas; statistics on school violence; resources, additional reading list, and contact information. Concise, comprehensive guide for state and local officials, school officials, parents, students, and concerned citizens.

Model(s): Adolescent Programs, Training and Education, Risk Prevention

Document Type: Publications

Unique Number: 53-11

HSNRC

Healthy Families America Training Manual

This is a two page outline of the Family Support Worker Training Manual by HFA. Covers critical elements, services, effective home-based family support, achieving outcomes, and maintaining quality over time (defining criteria for changing service intensity, responding to crises and abuse, burnout and termination issues). Also includes two pages on service criteria and management criteria.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 53-12

HSNRC

NFIMR: National Fetal and Infant Mortality Review

Packet of all forms necessary for the review. Includes prenatal care record; maternal labor, delivery, and postpartum record; newborn assessment record; newborn intensive care unit record; placental examination record; ambulatory infant care record; pediatric emergency department or hospitalization record; fetal or infant death certificate; autopsy record; home interview; baby's health at home record; FIMR home visitor referral for services; and summary of deliberations of the case review team.

Model(s): Other, Consortium, Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 53-13

HSNRC

Communicating in a Crisis: A Pocket Guide for Emergencies

One-page flyer covers why many organizations fail at crisis management, planning for crisis, key elements of a crisis plan, logistics, crisis communication rules, and types of crises.

Model(s): Consortium, Other

Document Type: Brochures/Pamphlets

Unique Number: 53-19

HSNRC

Keeping Youth Drug-Free, A Guide for Parents, Grandparents, Elders, Mentors, and other Caregivers

This 23-page book is published by the US Dept. of Health and Human Services. It covers facts about alcohol and drug use, what it means to feel grown up (how an adult's smoking and drinking will affect their child, how to talk to your child if you used drugs in the past), what it means to fit in and belong (peer pressure, acting appropriately in social situations, and building solid relationships), what it means to relax and feel good (signs of stress, and stress reduction), what it means to take risks and rebel (evaluating risk), and what it means to satisfy curiosity (drug categories with street names and symptoms of use). Each section includes notes and recommended exercises for caregivers to use with their child and for themselves. The last page is a list of resources from across the nation.

Model(s): Adolescent Programs, Risk Prevention, Family Resource Center

Document Type: References/Resources

Unique Number: 53-20

HSNRC

Violence and Teen Pregnancy, A Resource Guide for MCH Practitioners

This 64-page book is published by the Children's Safety Network of the MCHB. It covers an executive summary, the crisis of the abused pregnant teen, opportunities for intervention, tool kit, programs, resources, and references. The guide synthesizes and discusses relevant literature from a variety of fields to assist providers in learning from one another's experience and achievements in order to better serve at-risk youth. It includes practical steps and measures for state and local MCH professionals; a reproducible tool kit of questions to consider when providing services; techniques for addressing needs; a flowchart of options for battered pregnant and parenting teens; and a description of 12 programs which present a variety of strategies for addressing the problem of violence against pregnant women, especially teens.

Model(s): Adolescent Programs, Care Coordination/Case Management, Outreach & Client Recruitment, Risk Prevention, Training and Education, Family Resource Center, Consortium

Document Type: References/Resources

Unique Number: 53-21

HSNRC

Winning Approaches to Securing Funding from the Private-Sector

This comprehensive how-to guide is based on the 27th Annual Convention and Community Health Institute of the Nat'l Assoc. of Community Health Centers (August 1996) and covers all aspects of preparing your organization to seek private-sector funding (sources, foundations and corporations, successful systems, development plans, the solicitation process, getting started, types of materials, proposal elements and formats, etc.), identifying and researching prospective funders (trends in giving, researching foundations, grant guides, the foundation directory, electronic resources, and a list of foundation center cooperating collections), one corporation's approach to philanthropy (Pfizer, Inc.), general pointers for approaching the corporate sector, and an evaluation of reference materials.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 53-24

HSNRC

Colgate Bright Smiles, Bright Futures

This folder contains a series of flyers that describe the program and its approach, goals, and operations. The program is fully operational in Oakland, CA, and Philadelphia, PA, with expansion sites planned for San Francisco, CA, Camden, NJ, Baltimore, MD, Washington, DC, and New York, NY.

Model(s): Risk Prevention, Enhanced Clinical Services, Family Resource Center

Document Type: Brochures/Pamphlets

Unique Number: 53-26

HSNRC

Back To Sleep card

This post card carries a message in both English and Spanish that babies should be placed on their back to sleep to reduce SIDS. Contact information, including a 1-800 number is provided.

Model(s): Risk Prevention, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 53-27

HSNRC

Back to Sleep (Brochure in English), Questions and Answers for Professionals on Infant Sleeping Position and SIDS

This brochure covers a description of the national Back To Sleep campaign, prone versus supine positions, should healthy babies ever be placed prone?, which sleeping position is best for a pre term baby who is ready for discharge?, which position is best for babies in hospital full-term nurseries?, etc.

Model(s): Care Coordination/Case Management, Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 53-28

HSNRC

Back to Sleep (Brochure in Spanish), Proteja a su bebe del sindrome de muerte infantil subita (SMIS)

Describes what SIDS is, the importance of laying a baby on its back to sleep, other factors to reduce SIDS (temperature, health during pregnancy, sleep wear, clean environment, consult your doctor or clinic, breastfeed your baby, and pictures of proper sleep positions.

Model(s): Risk Prevention, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 53-29

HSNRC

Kids In The Car

This brochure is published by Shell, Corp., in cooperation with the National Safety Council. It contains general recommendations for keeping children of all ages safe while in the care. Discussed proper use of safety seats and air bags, and lists games kids can play to keep them entertained while you drive. See 53-30 in Spanish.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 53-30

HSNRC

Ninos En El Auto

This brochure is published by Shell, Corp., in cooperation with the National Safety Council. It contains general recommendations for keeping children of all ages safe while in the care. Discussed proper use of safety seats and air bags, and lists games kids can play to keep them entertained while you drive. See 53-29 in English.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 53-31

HSNRC

Health Diary

This double sided bookmark published by the Maternal and Child Health Bureau (MCHB) includes 10 tips for having a healthy pregnancy and 10 tips for having a healthy baby on the back.

Model(s): Care Coordination/Case Management, Risk Prevention, Training and Education

Document Type: Handouts/Gifts

Unique Number: 53-34

HSNRC

El Parto Prematuro, Una Guia de Enseñanza Para Mujeres Embarazadas

Published by March of Dimes, this brochure covers premature birth. What you should know, signs and symptoms, when to call for help and what to say, and what to expect at the hospital.

Model(s): Care Coordination/Case Management, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 53-35

HSNRC

For a strong & healthy baby, Understand the Risks and Take Steps to Avoid Cigarettes, Alcohol, and Other Drugs

Published by DHHS, this tri-fold brochure covers the importance of taking positive steps to ensure your baby's health, why alcohol is dangerous to a developing fetus, FAS, how alcohol affects the unborn baby, how much is harmful, cigarette smoking: the major cause of LBW babies, street drugs: they're not worth the risk, coping with stress and anxiety, and getting help.

Model(s): Care Coordination/Case Management, Family Resource Center, Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 53-36

HSNRC

Healthy Women/Healthy Lifestyles: What you need to know about alcohol and illicit drugs

Published by DHHS, SAMHSA, and Center for Substance Abuse Prevention, this brochure covers general health risks to women; alcohol use; how alcohol affects women differently than men; how alcohol and drugs are harmful to pregnant women; substance abuse is related to child abuse and neglect; how to prevent substance abuse related child abuse and neglect; binge drinking; tobacco addiction; the link between alcohol and illicit drugs and violence; health problems related to alcohol, tobacco and illicit drugs; the occurrence among older women of alcohol and illicit drug problems; the higher occurrence of substance abuse among lesbian and bisexual women; and symptoms that a woman might notice in her life if she is abusing alcohol or drugs. Back page lists contacts for referral and additional information.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 53-37

HSNRC

Working & breastfeeding, Can you do it? Yes, you can!

This 14 page brochure covers the benefits of breastfeeding, planning during pregnancy, getting started after delivery, getting ready to return to work, expressing milk, returning to work, guidelines for storing breastmilk, and other tips. It also gives the address of the National healthy Mothers, healthy babies Coalition which can supply information for mothers to give to their managers to help gain support for breastfeeding mothers who work. Produced by the Healthy Mothers, Healthy Babies Coalition and Johnson and Johnson.

Model(s): Training and Education, Family Resource Center, Care Coordination/Case Management

Document Type: Brochures/Pamphlets

Unique Number: 53-38

HSNRC

Back To Sleep

This video is produced by the NIH for the Nat'l Inst. of Child Health and Human Development and runs for 3:46 minutes. It covers the importance of: laying a baby on its side or back to sleep, using a firm mattress, keeping soft toys or pillows out of the crib, keeping the room at a comfortable temperature, not smoking around the baby, making sure to have the baby immunized, and breastfeeding the baby, if possible. Gives a 1-800 number for more information.

Model(s): Training and Education, Family Resource Center, Risk Prevention, Care Coordination/Case Management

Document Type: Videotapes

Unique Number: 53-39

HSNRC

Que Se Puede Esperar Cuando Se Esta Esperando (What to Expect When You're Expecting)

This 550-page book in Spanish is published by Workman Publishing of New York and covers, in detail, each month of pregnancy including what to expect from prenatal visits, what to expect physically and what is important to know. The book also covers, in a separate section, special issues that may arise during pregnancy including gestational diabetes and hypertension as well as problems that may arise during labor. There is also a section on the first week at home, lactation and the first six weeks at home. The book also includes pages at the back for personal notes by month of the pregnancy.

Model(s): Training and Education, Care Coordination/Case Management

Document Type: Publications

Unique Number: 53-40

HSNRC

Pregnancy and Fitness; 5 Baby Steps to Being a Dad; 5 Baby Steps to a Healthy Birth; Incredible babies Facts; 5 Baby Steps to a Healthy Pregnancy; 5 Baby Steps to a Healthy Baby

These are a set of brochures that have facts, details, and general information regarding pregnancy, exercise, parental roles, labor and delivery, newborns, nutrition, etc. Brochures would be good for pregnant or postpartum women interested in material about caring for your baby during pregnancy and following the birth of the baby.

Model(s): Facilitating Services, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 111

Washington, DC: District of Columbia Healthy Start

DC Healthy Start Resource Center: Services and Information Series -- Marijuana, Smoking, Alcohol, HIV/AIDS, and District of Columbia Healthy Start Project

Provides information about what Washington, DC, HS can do to help reduce the incidence of the harmful behaviors.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 112

Washington, DC: District of Columbia Healthy Start

Project Summary: DCHS Project

Describes the project and what type of services are provided.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 113

Washington, DC: District of Columbia Healthy Start

DC Healthy Start Fetal and Infant Mortality Review; Male Outreach Worker Program; Community Based "One Stop" Care Centers; Integrated Perinatal System; Intensive Case Management; Public Education and Information; & Outreach and Social Support

Summaries of their programs and services.

Model(s): Family Resource Center, Care Coordination/Case Management, Outreach & Client Recruitment, Training and Education, Risk Prevention, Enhanced Clinical Services, Adolescent Programs, Consortium, Facilitating Services

Document Type: Brochures/Pamphlets

Unique Number: 319

Oakland, CA: Oakland Healthy Start

Community Healthy Start Home Health Project

A description of their project and the two books they use in this program. (Can't find.)

Model(s): Training and Education

Document Type: Program Descriptions

Unique Number: 320

Oakland, CA: Oakland Healthy Start

Community Healthy Start Home Health Project-Participant Form

7 question survey

Model(s):

Document Type: Questionnaires/Surveys

Unique Number: 321

Oakland, CA: Oakland Healthy Start

Community Healthy Start Home Health Project-Pre Workshop

6 Question survey

Model(s):

Document Type: Questionnaires/Surveys

Unique Number: 322

Oakland, CA: Oakland Healthy Start

Community Healthy Start Home Health Project-Post Workshop

8 Question survey

Model(s):

Document Type: Questionnaires/Surveys

Unique Number: 323

Oakland, CA: Oakland Healthy Start

Community Healthy Start Home Health Project-Follow-Up Workshop

7 Question survey

Model(s):

Document Type: Questionnaires/Surveys

Unique Number: 656

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Resource mothers handbook-

Used as a basic curriculum for educating enrolled participants regarding pregnancy, childbirth, and parenting. It is a tool, manual for resource mothers. A binder book for RM's to take out with them (CAN'T FIND.)

Model(s): Care Coordination/Case Management

Document Type: Publications

Unique Number: 661

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Resource mothers handbook- the actual curriculum

Used as the basic curriculum for educating enrolled participants regarding pregnancy, childbirth and parenting. A handbook, manual, tool, sort of curriculum.....

Only one copy; in Protocols binder. (CAN'T FIND.)

Model(s): Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 669

Cleveland, OH: Cleveland Healthy Family/Healthy Start

Peer Mentoring Materials-

MISSING ABOUT 4 SECTIONS OF THIS PACKET OF MATERIALS

(CAN'T FIND.)

Model(s): Outreach & Client Recruitment, Training and Education

Document Type: Forms/Tools/Worksheets

