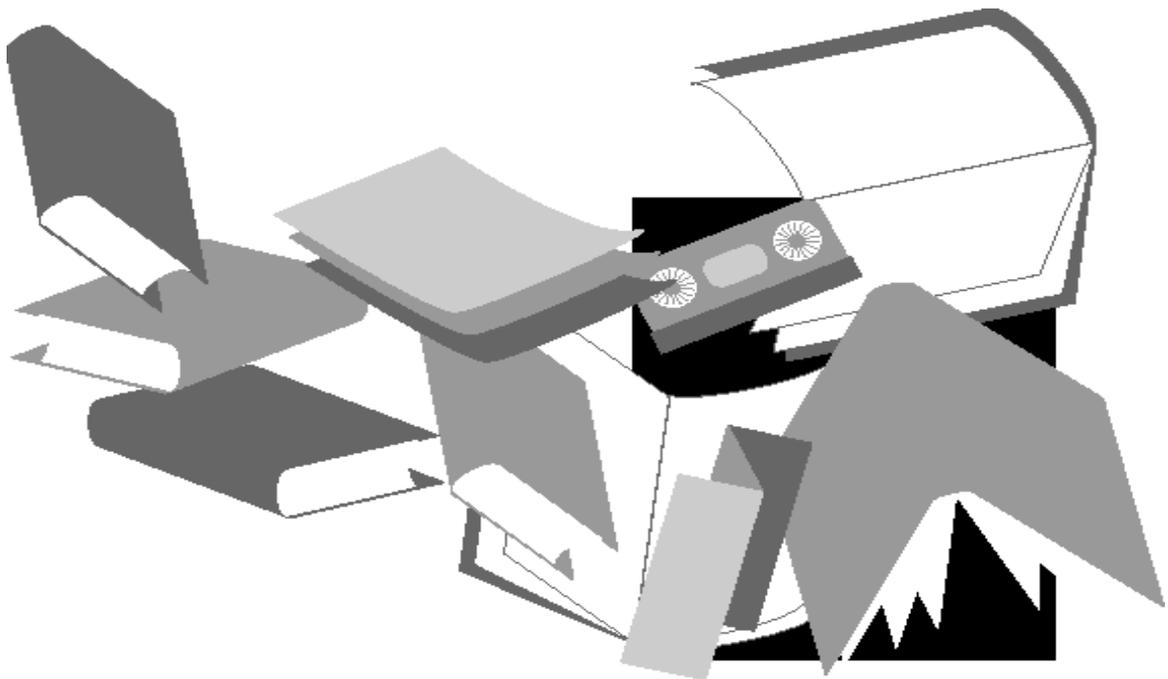




Healthy Start

Resource Guide 1999



Supported by

**Maternal and Child Health Bureau
Health Resources and Services Administration
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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The mission of the National Center for Education in Maternal and Child Health is to provide national leadership to the maternal and child health community in three key areas--program development, policy analysis and education, and state-of-the-art knowledge--to improve the health and well-being of the nation's children and families. The Center's multidisciplinary staff work with a broad range of public and private agencies and organizations to develop and improve programs in response to current needs in maternal and child health, address critical and emergent public policy issues in maternal and child health, and produce and provide access to a rich variety of policy and programmatic information.

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Unique Number: 5-2-74

Oakland, CA: Oakland Healthy Start
Essential Components of Contracts Management

This binder contains materials for facilitating the process of contract management. Included are summaries of Oakland's contract development and approval process, request for proposal instructional guide, program self-assessment tool, administrative self-assessment and evaluation tool, contract processing documents, executed contract processing procedures, and invoice processing system.

Model(s): Training and Education

Document Type: References/Resources

Unique Number: 8-1-1

Wilmington, DE: Wilmington Healthy Start
Bylaws

This 11-page document includes bylaw articles on name, purpose, governance, membership, meetings, voting, executive board, officers, elections, committees, and miscellaneous items.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 8-1-2

Wilmington, DE: Wilmington Healthy Start
Conflict of Interest Statement

This one-page form asks for the names and addresses of organizations with which conflict may possibly occur as well as for the nature of that conflict.

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 8-1-3

Wilmington, DE: Wilmington Healthy Start
Consortium Membership Application

This one-page form asks for an applicant's personal and identifying information and asks in what capacity the applicant wishes to participate (as a concerned individual, consumer, agency member, or service provider).

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 9-2-76

Tallahassee, FL: Florida Panhandle Healthy Start

Study Guide for Mentoring and Supervising Home Visitors

This study guide is used for a curriculum that covers the following: why mentoring and supervision are important in a home visiting program, areas of knowledge that mentoring and supervision are built on, observing a home visit, key behaviors and skills used every day by mentors and supervisors, roles before and after visits, and providing structure and support. **This item has never been published and is not available for circulation. It is part of the materials received by participants in the Home Visitor training program offered by the Center for Prevention & Early Intervention Policy. For more information please contact Jennifer Gaddy at 850-922-1300.

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

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-77

Tallahassee, FL: Florida Panhandle Healthy Start

Managing Diversity: A Complete Desk Reference and Planning Guide

This is an 18-page excerpt from the book by Gardenswartz and Rowe, published by IRWIN Professional Publishing in New York City. It covers the 10 aspects of understanding cultural programming, sense of self and space, communication and language, dress and appearance, food and eating habits, time and time consciousness, relationships, values and norms, beliefs and attitudes, mental processes and learning, work habits and practices, resolving conflict in culturally sensitive ways, cultural norms affecting conflict in a diverse environment, and a model of cultural synergy. Each topic includes recommendations for managers. This is a copyrighted item and we will not be able to provide copies.

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

Document Type: Curricula/Teaching Tools

Unique Number: 9-2-78

Tallahassee, FL: Florida Panhandle Healthy Start

Interview Process for Home Visitor Staff

This one-page description of the five steps for interviewing potential applicants for a home visitor position reviews the process of receiving applications, reviewing qualifications, selecting applicants, checking references, and sending letters.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 10-3-6

Savannah, GA: Chatham-Savannah Healthy Start Initiative

Youth Futures Authority 1997 Annual Report

This report, which includes a statement from the board chairman and executive director, describes the Healthy Start programs: Universal Contact at Birth (health care for toddlers), Male Involvement, the new Males Involved in Nurturing and Development (MIND) program, and Community Schools Resource Teams and Project Success (which targets schoolchildren). The report also includes success stories from clients, descriptions of other community efforts, goals of the Youth Futures authority, achievements, and operating budgets.

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

Document Type: Annual Reports

Unique Number: 10-3-7

Savannah, GA: Chatham-Savannah Healthy Start Initiative

The Advocate

This four-page newsletter is geared toward the consortium audience. It contains articles on celebrating the 10 years of operation of the Youth Futures authority, summer activities, achievements, and the departure of the executive director. The newsletter, which can be folded for mailing, also contains a letter from the chairman and others.

Model(s): Consortium

Document Type: Newsletters

Unique Number: 13-1-16

Chicago, IL: Chicago Healthy Start

Kawaida Boutique Summary and Coupon

This two-page document summarizes the history of the Kawaida Boutique, why it is used, and how to obtain Kawaida dollars. A sample coupon is included.

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

Document Type: Program Descriptions

Unique Number: 13-1-17

Chicago, IL: Chicago Healthy Start

Chicago Family Centers Open House Presentation

This packet contains a collection of overheads used at Chicago Healthy Start Open Houses, steps for establishing a partner, and benefits of a family center.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 13-1-18

Chicago, IL: Chicago Healthy Start

Linkage Agreement

This agreement summarizes the duties and responsibilities of all involved parties and describes the length of time for services; releases, indemnities, and termination; and notices.

Model(s): Consortium

Document Type: Bylaws

Unique Number: 13-1-22

Chicago, IL: Chicago Healthy Start

Marketing Strategies and Techniques for Healthy Start Chicago: A How-To Guide for Effective Marketing & Promotion & Increased Revenues

This manual is designed to help Healthy Start (HS) Family Centers increase a positive image, increase enrollment, and become self-sufficient. The manual is organized to help centers communicate with these audiences: internal customers (case managers, doctors, staff members, administrators); external customers (clients); potential customers (customers and people who may or may not be familiar with HS services whose needs fit the programs provided by each Family Center); potential partners (business leaders, government officials, community members whose potential involvement with the agency influences operational and financial standards); and potential funders (corporate and foundation contacts, such as board members, foundation executives, and corporate-giving representatives). The manual has two appendices: Marketing Tools and Focus Groups. (Funded by the Maternal and Child Health Bureau)

Model(s): Consortium, Training and Education

Document Type: References/Resources

Unique Number: 13- 3-1

Chicago, IL: Healthy Start Southeast Chicago Case Management Manual

This manual lists procedures for typical case management activities, including client intake and risk assessment.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 13-3-2

Chicago, IL: Healthy Start Southeast Chicago Healthy Start Outreach Operations and Training Manual

This manual is divided into two sections: Outreach Operations and Outreach Training. The operations section gives an overview of the Healthy Start program, including definitions, roles qualifications, methods, procedures, guidelines, documentation, and evaluation. Also included are sample forms and materials for outreach and case finding. The training section outlines the 6-week training program and contains all materials used to train outreach workers.

Model(s): Care Coordination/Case Management

Document Type: Curricula/Teaching Tools

Unique Number: 13-4-1

East St. Louis, IL: East St. Louis Healthy Start Initiative

Southern Illinois Healthy Start: Caring for YOUR Future

This card, which can be folded to sit upright on a table, describes the Southern Illinois Healthy Start program and its services. The program's phone number is listed on the back.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 13-4-2

East St. Louis, IL: East St. Louis Healthy Start Initiative

Resources, Opportunities, Support, and Empowerment (R.O.S.E.) Prenatal Schedule, The

This flyer lists the dates and contact information for prenatal care classes offered through the Southern Illinois Healthcare Foundation.

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

Document Type: Brochures/Pamphlets

Unique Number: 13-4-3

East St. Louis, IL: East St. Louis Healthy Start Initiative

Southern Illinois Healthy Start: Caring for YOUR Future

This full-color pamphlet describes the Resources, Opportunities, Support, and Empowerment (R.O.S.E.) program; benefits of the program (transportation, free car seats, referrals); classes (childbirth and exercise); and R.O.S.E. birthing options at Touchette Regional Hospital.

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

Document Type: Brochures/Pamphlets

Unique Number: 13-4-4

East St. Louis, IL: East St. Louis Healthy Start Initiative

Adolescent Program

This document includes a one-page description of the program, which includes a peer advisory program, peer advocacy program, peer education program, and the "I Can Dream" Mentoring Program; a one-page description of the Blackbutterflies program for at-risk youth; the Blackbutterflies personal code of ethics; a parental consent form for participation; a 5-week training schedule; a referral form; the cover of the Blackbutterflies resource directory; and an information form for registering participants.

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

Document Type: Program Descriptions

Unique Number: 13-4-5

East St. Louis, IL: East St. Louis Healthy Start Initiative

Transportation Requests

This one-page policy description outlines the process for requesting transportation for a client and how to handle cancellations and rescheduling of appointments.

Model(s): Facilitating Services

Document Type: Policies

Unique Number: 13-4-6

East St. Louis, IL: East St. Louis Healthy Start Initiative

Door-to-Door Transportation Available

This black-and-white, 8" x 11" poster announces Healthy Start transportation services for patients and families seeking prenatal health care, infant health care, prenatal education, and gynecological services. A phone number is included for those who want more information.

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

Document Type: Posters

Unique Number: 18-1-83

New Orleans, LA: Great Expectations

Non Traditional Services

This two-page report discusses the need for outreach and case management in the New Orleans Hispanic community and what the Great Expectations Foundation did about it. The report lists the needs addressed by the program and the program's goals and significant contributions.

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

Document Type: Reports

Unique Number: 18-1-84

New Orleans, LA: Great Expectations

Outreach Plan 1998

This seven-page report contains background information, goals, plan of implementation, objectives and associated tasks, projected outreach client enrollment for each of the four Great Expectations Foundation Healthy Start areas, how often canvassers staff particular areas of the community, and issues and recommendations.

Model(s): Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 18-1-85

New Orleans, LA: Great Expectations

Weekly Outreach Report

This one-page form is used to record information on outreach activities: site, employee name, date, time of day, location, contact, specific objective of activity, date of last call, and notes.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-86

New Orleans, LA: Great Expectations

Role of the Community Health Nurse, The

This four-page packet includes an overview of the Community Health Nurse Division, Pregnancy Testing and Counseling, Risk Status Assessments, Home Visits (high risk, prenatal, and postpartum), and prenatal education. It also includes a one-page job description with work responsibilities and required background and experience. The last page is a record of a home visit and asks for client information, services needed, whether the visit occurred immediately after delivery, the name of the outreach worker who accompanied the nurse, and signatures.

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

Document Type: Protocols/Procedures

Unique Number: 18-1-87

New Orleans, LA: Great Expectations

*Case Screening *and* Case Staff & Level Assessment*

This packet includes a one-page statement of goals and procedures for each staff position. It also includes a form for logging all the forms that have been sent to data entry and a form for writing notes on multidisciplinary team staffing.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 18-1-88

New Orleans, LA: Great Expectations

Case Management Referral Form

The one-page form is used to record the following: date of referral; client's name, hospital, date of birth, address, phone number, race, source of income, and financial programs applied for; reasons for referral (diagnosis); source of referral; and client assignment (date opened and outreach worker assigned).

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-89

New Orleans, LA: Great Expectations

Social Services Intake Process

This packet includes these forms: Intake Process, Consent to Release of Information, Message to Client and Consent for Treatment, Grievance Procedure, Freedom of Choice Statement, Case Management Case Sheet, First Maternal Visit (Psychosocial), Maternal Health Record, Referral and Appointment Log, Social Services Risk Assessment, Intake Encounter, and Drug Abuse Screening Test. The packet also includes a three-page document that briefly describes each form.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-90

New Orleans, LA: Great Expectations

[Set of Forms]

This packet includes these forms: Intake, MHR: Pregnancy History, First Prenatal Visit (Psychosocial), Labor and Delivery/Terminations, Infant: Identifying Information, Birth Event Information, Post-Partum Visit, Pediatric Visit Record, and Group Services Encounter (attendance list).

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-91

New Orleans, LA: Great Expectations

High Risk Case Management Unit

The following forms are included in this packet: High Risk Management Interview Form, Medicaid Verification Form, Prenatal High Risk Assessment, Confirmation of Pregnancy for O.B. Provider, O.B. Provider Agreement, High Risk Pregnant Woman Case Management Assessment Form (covers client identification information, home assessment, social worker assessment, and nutritionist assessment), Pregnancy Test Form, Case Management Referral Form, Multidisciplinary Team Staffing, Newborn Physical Assessment, Postpartum Assessment, and Prenatal Class Schedule. The packet also contains a form letter to inform clients about prenatal classes.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-92

New Orleans, LA: Great Expectations
Low Risk Case Management

This packet includes goals, procedures, and criteria for determining what level of risk a client should be listed under. The packet also includes a Referral/Intake Log, a Service Plan, and various Client Level forms.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-93

New Orleans, LA: Great Expectations
Letter to Physician

This form letter is sent to a client's physician, informing him or her of a patient's participation in Healthy Start. It describes the Healthy Start project and the incentive program, which offers rewards to clients at different levels of participation. The letter asks the doctor to verify any medical visits with a signature and date when the client presents a Healthy Beginnings booklet.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-94

New Orleans, LA: Great Expectations
Gift Award Verification

This form is to be filled out by Healthy Start staff (home visitors or case management specialists) and given to the Public Relations Department when a client is eligible to receive an incentive program gift. The form has boxes to check for three levels of prizes and for recording which trimester a client has completed or whether the client is in the early postpartum period. To tailor gifts to client needs, the form contains a space for notes on specific needs the client might have.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-95

New Orleans, LA: Great Expectations
Healthy Beginnings Doctor Log-Sheet

This one-page sign-in sheet is used to record client name and name and address of the client's doctor. The form allows the client to participate in a contest, while Healthy Beginnings gets appropriate information to send to the client's doctor.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-96

New Orleans, LA: Great Expectations
Client Telephone Survey for the GE Women's Conference

This one-page form is used to collect information from clients during a telephone survey: name, age, community, and phone number; topics the respondent would like to have covered during the conference; the respondent's need for child care, transportation, and lunch during the conference; and contact information for a male partner whom the respondent would like to attend.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-97

New Orleans, LA: Great Expectations
Public Relations Special Event Funding

This packet contains information on funding Great Expectations-related events. Materials included are a list of goals for annual funded events, budget descriptions for events, a Special Event Request for Funding form, a Special Event Report form, and a list of guidelines for requesting promotional items.

Model(s): Outreach & Client Recruitment

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-98

New Orleans, LA: Great Expectations

60-Second Radio Spot for Healthy Beginnings

This one-page script for a radio announcement depicts two women talking about the Great Expectations program, the type of services the program provides, and how the services can be obtained by phone.

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

Document Type: PSAs

Unique Number: 18-1-99

New Orleans, LA: Great Expectations

Public Information/Education Presentation

This is a one-page outline of a presentation on how to incorporate a good public relations program into a Healthy Start program.

Model(s): Consortium, Training and Education

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-100

New Orleans, LA: Great Expectations

3rd Appreciation Patrol Hit of the Great Expectations Public Relations Department

This one-page flyer announces that certain site outreach workers, case managers, and staff members are being honored for outstanding participation in the annual Baby Week events.

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

Document Type: Brochures/Pamphlets

Unique Number: 18-1-101

New Orleans, LA: Great Expectations

Screening for Cervical Cancer: Every Woman Can Help

This foldout brochure, produced by SmithKline Beecham Clinical Laboratories, describes the Pap smear, how results are reported (dysplasia, carcinoma in situ, invasive carcinoma), what happens after the test, and what happens during a pelvic exam. The brochure also states how often a woman should have the test.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-102

New Orleans, LA: Great Expectations

*What Do I Need to Know About Hepatitis A?; What Do I Need to Know About Hepatitis B?; What Do I Need to Know About Hepatitis C?; Vaccination for Hepatitis A, Vaccination for Hepatitis B; *and* Chronic Hepatitis C: Current Disease Management*

These documents are part of a series. The first four are brochures that explain hepatitis; its causes and symptoms; how it is contracted, tested for, and treated; and how to protect against it. Candidates and schedules for vaccinations are included. The fifth document, Chronic Hepatitis C: Current Disease Management, is a 12-page 8" x 11" booklet that covers risk factors and transmission, clinical symptoms and signs, serologic tests, liver biopsy, immunostaining, diagnosis, treatment and patient education, evaluating and monitoring interferon therapy, and research on new treatments and prevention. This series is not copyrighted and can be reproduced without permission. Copies can be ordered from the National Digestive Diseases Information Clearinghouse.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-103

New Orleans, LA: Great Expectations

TV Commercial

This is a two-page description of a TV commercial for Great Expectations. In the commercial a young woman taps a pencil nervously as she sits next to a calendar with days crossed out and an empty box for a home pregnancy test kit. The voice-over describes available services and encourages pregnant women to call.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Presentation Materials

Unique Number: 18-1-105

New Orleans, LA: Great Expectations

Education

This packet contains outlines of prenatal courses and courses on postponing sexual involvement and parenting.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-107

New Orleans, LA: Great Expectations

Girl Power! Diary

This 4" x 5" 100-page book is designed for girls to use as a personal journal to write notes about feelings and thoughts on life. Published by the U.S. Department of Health and Human Services, the book includes quotes and drawings from teen girls across the country.

Model(s): Adolescent Programs

Document Type: Handouts/Gifts

Unique Number: 18-1-108

New Orleans, LA: Great Expectations

Now There's a Place ...

This 4" x 8" red-and-white brochure describes the Great Expectations Teen Awareness Center, lists its goals and services, and presents reasons for high infant mortality in New Orleans. The brochure also gives the phone number and provides a space in which to write the nearest location. The bottom of the brochure has slits for inserting a business card.

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

Document Type: Brochures/Pamphlets

Unique Number: 18-1-109

New Orleans, LA: Great Expectations

Your Toddler

This 24-page booklet covers the basics of child development; how a child's mood changes throughout the day; safety (injuries in cars, falls, poisoning, burns, drowning); eating and appetite; sleep rituals; separation anxiety; discipline and behavior; parental disagreement on how to handle the child; potty training; and natural growth toward independence.

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

Document Type: Handouts/Gifts

Unique Number: 18-1-110

New Orleans, LA: Great Expectations

Why Older Children Need Shots

This eight-page brochure, published by the Louisiana Department of Health, explains why shots are important, who needs them and when, and the importance of recording them. Shots for hepatitis B, chickenpox, and measles-mumps-rubella (MMR) and tetanus and diphtheria (Td) boosters are covered.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 18-1-111

New Orleans, LA: Great Expectations

Older Adults Need Shots

This brochure covers the need for older people to have flu and pneumonia immunizations, symptoms and dangers of the illnesses, and where to get and pay for immunizations. Published by the Louisiana Department of Health, the brochure also lists other shots an older person might need.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-112

New Orleans, LA: Great Expectations

Shots for Tots

This 16-page brochure, published by the Louisiana Department of Health, explains what immunization is, why it is necessary, and how it works. The brochure lists the immunizations your child should have plus the causes, means of infection, symptoms, and complications of and incubation period for hepatitis B, diphtheria, rubella, polio, pertussis, Hib disease, measles, mumps, tetanus, and chickenpox. Parents and caregivers are advised to keep a record of each child's immunizations and to teach children to wash their hands routinely. The brochure contains a one-page chart of which shots are needed at given ages. Illustrated with two-color pictures of a friendly alligator and crawdad helping children through the process, the brochure has room for recording the date when a child receives each shot.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-113

New Orleans, LA: Great Expectations

Marijuana: Informacion para los adolescentes, La [In Spanish]

This 16-page color brochure, published by the National Institutes of Health, lists the number of teens who use marijuana. It explains what marijuana is, how it is used, why teens use it, what happens when it is smoked, and how it affects teens in school, sports, and other activities. In addition, the brochure, which states that teens can become addicted to marijuana, describes how they can stop using it if they do become addicted.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 18-1-114

New Orleans, LA: Great Expectations

Great Expectations: For Your Baby ... and You

This mailable flyer advertises services available from Great Expectations and provides contact information.

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

Document Type: Brochures/Pamphlets

Unique Number: 18-1-115

New Orleans, LA: Great Expectations

Breastfeeding

This 28-page, full-color booklet, produced by the Ross Products Division of Abbott Laboratories, gives information on how the breasts work, milk production and breast milk, breastfeeding positions and techniques, other basics of breast feeding, expressing and storing milk, returning to work, the mother's health (nutrition) and activities, concerns (about the baby, the breasts, the mother's body), premature and multiple birth babies, supplemental feeding, and weaning.

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

Document Type: Handouts/Gifts

Unique Number: 18-1-116

New Orleans, LA: Great Expectations

Healthy Start Project Pennant

This green felt pennant, which can be attached to a stick or hung on a wall, contains the Great Expectations logo and phone number.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 18-1-117

New Orleans, LA: Great Expectations

Down Home Recipes for Healthy Families

This 42-page cookbook contains many recipes, both traditional and updated. Vegetable dishes, entrees, desserts, and beverages are included.

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

Document Type: Handouts/Gifts

Unique Number: 18-1-118

New Orleans, LA: Great Expectations

People in the Ministries

This brochure advertises a breakfast sponsored by the city health department, which focuses on the theme Great Expectations and You: Working Together to Make a Difference.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 18-1-119

New Orleans, LA: Great Expectations

Healthy Habits for Healthy Babies [announcement]

This 11" x 17" mailable sheet announces Healthy Baby Week, provides a calendar of events for the entire week, and lists contributors. Events include a community immunity day, family picnic day, open house, WIC display, male involvement day, prenatal classes, health fairs, and exhibits at area stores.

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

Document Type: Brochures/Pamphlets

Unique Number: 18-1-120

New Orleans, LA: Great Expectations

Healthy Habits for Healthy Babies [invitation]

This 4" x 5" card invites recipients to attend an open house at their local Healthy Start site as part of Healthy Babies Week. The card lists the addresses and hours for the open house and for a display and information booth in the area.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-121

New Orleans, LA: Great Expectations

Healthy Baby Week: Each Child Has the Right to Be Healthy [invitation]

This small black-and-white card is used to invite recipients to attend Healthy Baby Week activities. Activity locations and hours are provided.

Model(s): Outreach & Client Recruitment, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 18-1-122

New Orleans, LA: Great Expectations

Healthy Baby Week: Each Child Has the Right to Be Healthy [announcement]

This is an announcement for an open house. The program includes presentations by the executive director of Great Expectations, the director of welfare rights, a community activist, the director of social services for Great Expectations, the director of programming for the Covenant House, and two local pastors. Case managers, outreach workers, and local contributors are listed. Consortium members and clients may attend the open house.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 18-1-123

New Orleans, LA: Great Expectations

Celebrate Great Expectations Healthy Baby Week

This 8 1/2" x 14" black-and-white poster announces Healthy Baby Week activities and gives phone numbers for more information. The poster also lists 10 tips for having a healthy baby (e.g., breastfeeding the baby, getting regular checkups for the baby).

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

Document Type: Posters

Unique Number: 18-1-124

New Orleans, LA: Great Expectations

Contract Management

This package includes a request for proposal (RFP), information on contractors, and sample forms. The RFP contains instructions, a program description, and information on the contract being sought for year 5: prenatal, postpartum, pediatric, and family planning clinical services; services for special populations (men, Hispanics, and at-risk adolescents); substance abuse services; transportation; child care; community and public relations; consortium organizational, safety net, and economic development; infant mortality review; grief counseling; management information system (MIS) and evaluation; and administrative services. Budget instructions are also provided. Appendices include maps, an organizational chart, previously approved contracts, a grant policy statement, and a summary of goals and objectives.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 18-1-125

New Orleans, LA: Great Expectations

Medicaid/Medicare Application

This packet includes a Medicaid/Medicare application as well as several black-and-white posters advertising that Great Expectations is a certified application center for WIC and Medicaid.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 18-1-126

New Orleans, LA: Great Expectations
Great Expectations Transportation Services

This four-page report describes the existing program and proposed changes for Great Expectations to run its own van service. The report provides industry standards for costs per client and numbers of clients served and covers sustainability, funding, and marketing.

Model(s): Consortium, Facilitating Services

Document Type: Program Descriptions

Unique Number: 18-1-127

New Orleans, LA: Great Expectations
Great Expectations Adolescent Services

This packet describes the policy, purpose, goals, and services of the Great Expectations teen/adolescent programs. The programs include case management of high-risk teens ages 13–17, which comprises prenatal classes, parenting classes, teen awareness sessions, and clinical services. The programs also provide services for the following groups: at-risk teens (time-limited case management, education, support, and clinical services); parenting adolescents (case management, education, parenting classes, support, and clinical services); and males (education, support, male involvement sessions, clinical services, and case management). Clinical services include pregnancy testing and teen-specific prenatal care (family planning and birth attendance). The packet also includes a letter to parents, which explains the program and asks for parents' permission for their children to participate.

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

Document Type: Program Descriptions

Unique Number: 18-1-128

New Orleans, LA: Great Expectations
Family Resource Centers

This package includes administrative notices and minutes of staff meetings at various Great Expectations family resource centers. The package also contains these materials: a record of client interaction, list of community care center services, list of employee responsibilities, health educator weekly report form, nutritionist weekly report form, monthly log of pregnant clients, high-risk case manager's caseload log, service output sheet for employees, monthly log of pregnant clients served by a case specialist, case management referral form, intake form, encounter form, pregnancy test form, parenting curriculum outline, and an evacuation plan for one center.

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

Document Type: Program Descriptions

Unique Number: 18-1-129

New Orleans, LA: Great Expectations
Parenting Class Sessions

This packet includes a schedule of prenatal and parenting classes, a sign-in sheet, evaluation forms, and forms used by instructors and visiting nurses to record the client's training in parenting, the client's medical information, and the clinical path and goals of each session. The latter form provides an area for logging the baby's medical information for each visit: vital signs, lung sounds, nutritional status and hydration levels, results of a physical assessment, tolerance to feedings, and condition of the skin. Clinical paths include failure to thrive, HIV mother, preterm labor, pregnancy-induced hypertension, postpartum and well newborn, breastfeeding, and substance abuse.

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

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-130

New Orleans, LA: Great Expectations
Prenatal Curriculum

This curriculum covers anatomy and physiology of pregnancy, labor, and delivery; infant care; the effects of nutrition, self-esteem, and domestic violence on pregnancy; and family planning. Each section includes objectives; suggested teaching aids (helpful kits, models, charts, videos, and handouts); evaluation tools (pretest and posttest); and a class outline.

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

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-131

New Orleans, LA: Great Expectations
Parenting Manual

This 135-page manual describes the 8-week parenting course and contains a course outline, guidelines for parents, ground rules for participants, and a parent pledge. Weekly sessions are as follows: (1) orientation; (2) health education (nutrition, family planning, developmental milestones); (3) safety (car safety, home safety/childproofing, bathing, sterilizing, selecting child care); (4) nurturing and self-esteem (definition of self-esteem, recognizing and understanding nature and nurturing, identifying behaviors that foster acceptance, becoming familiar with local parent support groups); (5) communication/play (how babies learn to talk, how to talk to babies, body language and roadblocks, games babies learn to play, using city parks); (6) child abuse reporting (definition by statute, types of abuse and neglect, mandated reporters [people mandated by law to report any signs of child abuse or neglect], factors leading to abuse or neglect); (7) discipline (definition, types, reasons for misbehavior and consequences); (8) closing, which includes the distribution of certificates of completion and resources (literature and brochures).

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 18-1-133

New Orleans, LA: Great Expectations
Baby Talk (Spring 1998)

This six-page newsletter, printed in black, white, and blue, contains articles on Partners for Healthy Babies, an outreach program of the Louisiana Department of Health and Hospitals; the program's mission; the year ahead; 10 tips on how to have a healthy pregnancy; volunteer partners; the car seat promotion program (in conjunction with the Louisiana Highway Safety Commission); a new help line for referrals; and information gathered from the client audience. The newsletter can be mailed.

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

Document Type: Newsletters

Unique Number: 18-1-134

New Orleans, LA: Great Expectations
Baby on the Way?

This 8" x 11" poster (black on colored paper) lists four steps mothers can take to keep themselves and their babies healthy: eat healthy meals every day, exercise every day, don't smoke or abuse drugs or alcohol, and get regular health care. The poster contains the message "For more information about how to have a healthy pregnancy, and where to get health care in your Louisiana community, call Partners for Healthy Babies today" and gives the 800 phone number.

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

Document Type: Posters

Unique Number: 18-1-135

New Orleans, LA: Great Expectations
Welcome to the Healthy Beginnings Contest

This packet consists of documents in a gold envelope for a contest designed to get clients and their families involved in good health practices. Clients and family members complete activities, for which clients receive prizes. An activity card (similar to a bingo card) and instructions are provided, as well as a quiz for new moms and dads, a true-false quiz on smoking and tobacco use, and a home safety checklist.

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

Document Type: Handouts/Gifts

Unique Number: 18-1-136

New Orleans, LA: Great Expectations
Second Harvesters Food Bank

This folder contains information on the food bank, which, through donations of food, cash, and peoples' time, receives and distributes food to needy persons in the New Orleans area. It is affiliated with the United Way and Second Harvest Network of Food Banks. The food bank currently serves about 13,500 people each day in parishes in and around New Orleans.

Model(s): Z - Other

Document Type: Brochures/Pamphlets

Unique Number: 18-1-137

New Orleans, LA: Great Expectations
Great Expectations Puede Ayudarte! [In Spanish]

This 8" x 11" black-and-white poster lists the services available from Healthy Start and the parishes where clients are accepted. The poster also gives a phone number for assistance in Spanish and the first names of Spanish-speaking contacts for callers to ask for.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 18-1-138

New Orleans, LA: Great Expectations
Choices Friends, The

This full-color, 24" x 36" poster shows the Choices Friends encouraging youth to take a daily pledge to stay healthy and drug free. A matching three-ring binder is available. The poster and binder are published by Victor, Inc.

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

Document Type: Posters

Unique Number: 18-1-139

New Orleans, LA: Great Expectations
Girl Power!

This full-color, 18" x 24" poster salutes Dominique Dawes, a 1996 Olympic champion. The poster carries the message that girls can speak for themselves, feel good about themselves, and reach their goals. The poster, published by the U.S. Department of Health and Human Services, Public Health Service, Office on Women's Health, lists a toll-free phone number and an Internet address that can be contacted for more information.

Model(s): Adolescent Programs

Document Type: Posters

Unique Number: 18-1-140

New Orleans, LA: Great Expectations
Partners for Healthy Babies

This 18" x 24" poster in blue, black, and white carries the Partners for Healthy Babies logo and title and gives the 800 phone number.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 18-1-141

New Orleans, LA: Great Expectations
**American Baby* Basket*

This bag contains things for expectant parents, including coupons for baby items from a wide variety of companies, a sample bottle of moisturizer, a sample Pampers diaper for newborns, and a copy of *Childbirth* magazine, published by *American Baby.* Articles cover topics such as what to expect during pregnancy, tests a doctor might require during pregnancy, an expectant parent's love life, eating right, a complete guide to labor and delivery, shopping for a newborn, breastfeeding versus bottle feeding, a baby's first weeks, and recovery. Step-by-step guidance for bathing and caring for a newborn is provided.

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

Document Type: Handouts/Gifts

Unique Number: 18-1-143

New Orleans, LA: Great Expectations

Consortium Model

This packet includes several pages of organizational charts of the consortium and its committees. It also contains an explanation of the consortium's structure, benefits, role, and objectives (to increase consumer representation, health promotion campaigns, community-wide meetings, and community-wide business services).

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 18-1-144

New Orleans, LA: Great Expectations

Request for Proposal (Public Relations)

This packet includes materials that describe the Great Expectations program, eligibility requirements, and scope of services. Other materials outline Healthy Baby Week, Community Care Centers' Open House, Family Health Fair and Expo, and the roles and responsibilities of the contractors for each. The funding level, contract period and process, timelines, and project conditions are covered, and format instructions and templates for budgets are included.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Requests for Proposals

Unique Number: 18-1-145

New Orleans, LA: Great Expectations

Future Goals and Objectives 1999 (Outreach)

This outreach plan includes information on the program and its goals, which are to (1) increase the number of pregnant women and women with infants who are participating in maternal and child health programs and who are receiving services; (2) define the specific needs of pre-enrollees within targeted areas; (3) recruit a minimum of 200 pre-enrollees each month; and (4) conduct active outreach in the community, seeking women who may be prospective Medicaid recipients. It also includes a plan for implementing goals, activities for achieving each goal, outreach schedules for area businesses and clinics, and the number of females of childbearing age in each parish and other census data.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Program Descriptions

Unique Number: 18-1-146

New Orleans, LA: Great Expectations

Steering Committee Report (Community Relations Focus Group)

This report addresses the activities and decisions of the Community Relations Focus Group, a component of Great Expectations. The report covers the outcome of meetings held to develop an operating framework for the group. The group identified the need to obtain information from the community and, after using questionnaires at two community meetings, determined that women of childbearing age and potential fathers lacked knowledge of the importance of prenatal care and that the community in general lacked information on prenatal care. The rest of the report outlines strategies for individual outreach, home visitation, involvement of prenatal and private clinics and maternity rooms, case management, WIC involvement, media spots, church involvement, audiovisual materials production and distribution, and school outreach. Key messages to keep in mind when designing materials and programs and for counseling newly delivered mothers are outlined.

Model(s): Risk Prevention

Document Type: Reports

Unique Number: 18-1-147

New Orleans, LA: Great Expectations

Report of the Infant Mortality Review Process for 1993 (Report Date: March 1995)

This comprehensive report covers the background of the national Healthy Start Initiative and the Great Expectations program in New Orleans. It outlines the infant mortality review's purpose, objectives, procedures, participants, measures for protection from discovery, and confidentiality. Accomplishments and findings are discussed (status of infant deaths reviewed, ascertainment of infant deaths, prevalence of risk factors, causes of death, collaborating institutions, trends in perinatal mortality, technical and community reviews). The report contains recommendations from the Community Advisory and Technical Advisory panels. Attachments include references, maps, tables, appendices (e.g., committee member lists, definition of *preventable deaths*), and figures.

Model(s): Consortium, Risk Prevention

Document Type: Reports

Unique Number: 18-1-148

New Orleans, LA: Great Expectations
Organizational Structure and Job Descriptions

This packet contains two organizational charts: one for the Great Expectations foundation and one for a community care center. It also provides job descriptions, which include salary grade, supervisor status, program year, minimum qualification, work responsibilities, background and experience, physical and work demands, and a signature area where the employee verifies knowledge of the responsibilities and the capability of performing the work. The positions described include benefits specialist, chief operating officer, community care center administrator, community health nurse, case specialist, community relations/outreach coordinator, consortium/board coordinator, data abstractor, enrollment specialist, executive director, executive secretary, fiscal monitor, health educator, high-risk case manager, medical director/consultant, management information system (MIS) coordinator, nutritionist, operations coordinator, outreach worker, public relations/media relations specialist, vice president of Finance/Financial Services, program administrator, and Hispanic case manager.

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

Document Type: Personnel Tools

Unique Number: 18-1-149

New Orleans, LA: Great Expectations
MIS Report

This packet includes a description and flowcharts of the patient tracking system. Also included are blank forms for intake, pregnancy history, first prenatal visit, and prenatal progress (medical and psychosocial); labor and delivery/terminations; and postpartum visit, infant. The postpartum visit form collects identifying and birth event information and information on pediatric visits, group service encounters, and newborn physical assessments.

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

Document Type: Program Descriptions

Unique Number: 18-1-150

New Orleans, LA: Great Expectations
Letters of Support

This packet contains letters for Great Expectations partners (both funders and contractors) to use when corresponding with the director of the Division of Healthy Start. Each letter outlines the partner's activities that support the community and Great Expectations.

Model(s): Consortium

Document Type: Other

Unique Number: 18-1-151

New Orleans, LA: Great Expectations
Teen Center

This packet includes a list of work-related responsibilities (e.g., reporting to work on time, treating clients and others with respect and dignity, executing outreach as scheduled); a goal-setting and performance instrument that lists major responsibilities, goals and objectives, due dates, results, comments, rating, and average; and a description of the "on-call" policy.

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

Document Type: Personnel Tools

Unique Number: 21-1-93

Boston, MA: Boston Healthy Start Initiative
Model Description [2-page document]

This two-page description addresses a problem statement based on a 1990 needs assessment and census data. It outlines specific needs and activities designed to meet them, including continuation of the team approach; home visitation (including mandatory home visits within 72 hours of delivery and a minimum of six visits during the postpartum year); education on self-care during pregnancy and after delivery; nutritional education; and informing families about resources available and how to access them.

Model(s): Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 21-1-95

Boston, MA: Boston Healthy Start Initiative
Boston Consortium

This five-page report describes how the Boston Healthy Start Initiative Consortium works. Topics include consumer involvement (by percentages), cultural issues, sustainability and cooperation issues, case management (specific requirements, targeted population, contractors, third-party reimbursement), risk prevention/reduction (interventions, major successes, culturally and linguistically appropriate materials), facilitating services (transportation, child care, major successes, training), and training and education (internally created and contracted services, length and frequency of training, curriculum success, culturally and linguistically appropriate materials).

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

Document Type: Program Descriptions

Unique Number: 21-1-96

Boston, MA: Boston Healthy Start Initiative
Alianza Hispana, madres en el proceso program, Intake Form

This packet includes the following forms in English: intake, needs assessment, case management work plan, progress notes, telephone calls log, monthly report for number of clients served by category (chart covers fiscal year totals and monthly totals for categories such as carryover, new clients, and pregnant with infant), and a one-page flyer about the program.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-97

Boston, MA: Boston Healthy Start Initiative
Boston Health Care for the Homeless: Examination of One Model of Perinatal Outreach to Homeless Women

This report consists mainly of raw data collected from a survey of 110 homeless women who came to Family Team over a period of a year. The questionnaire included sections on preterm labor, socioeconomic status, nutrition/anemia, substance abuse, race, stability (the number of places a woman slept during pregnancy), health of pregnancy, and abuse.

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

Document Type: Reports

Unique Number: 21-1-98

Boston, MA: Boston Healthy Start Initiative
Brookside Community Health Center, Assessment Forms

This packet includes the following forms: Brookside prenatal teaching tool/problem list (for logging when information packets are given to the client), prenatal lab data flow sheet, prenatal physical exam/screening form, prenatal medical and obstetrical history form, prenatal medical/nursing assessment guide, domestic violence screening questionnaire (in English and in Spanish), third trimester prenatal assessment form, and postpartum home assessment form.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-99

Boston, MA: Boston Healthy Start Initiative
Geiger Gibson Community Health Center

This packet includes a referral form; prenatal information checklist; HIV information form; 4-month well-child assessment form; Family Care Team guidelines, procedures, and documentation guidelines; a list of childbirth education classes; and pregnant and parenting teen group curriculum.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-100**Boston, MA: Boston Healthy Start Initiative**
Healthy Baby/Healthy Child Advocate Forms, Nurses Forms, Needs Assessment Forms

The following forms are included in this packet: advocate forms (advocate assessment form, new client data form, consent form, SAFEHOME report, advocate service plan, program discharge summary, tracking system flowchart, advocate forms checklist); nurses forms (authorization for release of information, nursing forms checklist, encounter form, consent form, letter from nurse to client about services, prenatal physical assessment form, smoking questionnaire, nursing assessment form, postpartum physical assessment form, pregnancy outcome form, infant assessment form, discharge summary, tracking system flowchart, SAFEHOME report); and needs assessment forms (initial assessment and nursing assessment forms, status change form, advocate initial and periodic assessment form, encounter index log, infant physical and behavioral assessment form, feeding scale [birth to 1 year], teaching scale [birth to 3 years], authorization for release of information, consent form, child health event flowsheet, outcome assessment form, request for classes, and SAFEHOME report).

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

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-101**Boston, MA: Boston Healthy Start Initiative**
Latino Health Institute

This packet includes these forms in English: screening/initial request for services form, client intake form, family service plan (developmental disabilities awareness project), rights of project participants, and authorization for release of information. The packet also includes these forms in Spanish: family assessment form (asks for personal identifying information; information on substance abuse and treatment, baby's health, mental health, and provider; and summary), plus a family information log (asks for name, relationship, occupation, level of education, language, and date of birth).

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

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-102**Boston, MA: Boston Healthy Start Initiative**
Martha Elliot Community Health Center

This large packet contains protocol for documentation; discharge guidelines; policy on complaints, confidentiality, levels of service, mental health services, client identification for referrals, program components, program staff, and assessment tools; a program statement with target population figures; guidelines for child and adult protective services; safety procedures for home visitors; staff education and training requirements; supervision procedures; home visit questionnaires for 4, 8, and 12 months; and various First Steps intake forms and policies.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 21-1-103**Boston, MA: Boston Healthy Start Initiative**
Whittier Street Neighborhood Health Center

This packet includes a case management care plan, prenatal risk assessment form, and records for the following home visits: prenatal, postpartum, newborn, and follow-up for 2 to 3 weeks postpartum.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-104**Boston, MA: Boston Healthy Start Initiative**
Management Information System

The materials in this packet describe Boston Healthy Start's management information system (MIS) program and includes organizational charts and flowcharts for both the Boston Healthy Start Initiative and the MIS program. A list of system features, a directory of MIS personnel, and a map of the project area are also provided.

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

Document Type: Organization Charts

Unique Number: 21-1-105

Boston, MA: Boston Healthy Start Initiative
Model Description [14-page document]

This 14-page document describes project area needs, program accomplishments (highlighting cultural and linguistic sensitivity), several program publications and conferences, program evaluation and monitoring, major steps in implementing the program, and highlights of cooperative efforts with other agencies.

Model(s): Training and Education

Document Type: Program Descriptions

Unique Number: 21-1-106

Boston, MA: Boston Healthy Start Initiative
E & T Logic Evaluation Format

This brief report describes the Education and Training Model of the Boston Healthy Start Initiative. It covers organizational structure, other health and related interventions, characteristics of the project site, other relationships, inputs to planned intervention (from partners and grantees), expected outputs, barriers and facilitators, target population statistics, intervention activities, expected changes, evidence of change and factors influencing change, and other factors likely to influence change (e.g., welfare reform, defunding).

Model(s): Training and Education

Document Type: Reports

Unique Number: 21-1-107

Boston, MA: Boston Healthy Start Initiative
Sample of BHSI Questionnaires

This document contains a summary of the Boston Healthy Start Initiative (BHSI), the definition of and risk factors for infant mortality, information on how to become involved with BHSI, and two sample questionnaires. One questionnaire contains questions about the BHSI program, nutrition, smoking, and lead poisoning; the second contains seven questions about being a father.

Model(s): Risk Prevention

Document Type: Questionnaires/Surveys

Unique Number: 21-1-108

Boston, MA: Boston Healthy Start Initiative
Folic Acid and Its Importance

This three-page article summarizes why it is important for women of childbearing age to consume folic acid every day. Information on birth defects related to low levels of folic acid, sources of folic acid, and recommendations on how much folic acid is needed are covered.

Model(s): Training and Education

Document Type: News Articles

Unique Number: 21-1-109

Boston, MA: Boston Healthy Start Initiative
Our Goal, Our Achievement

These three pages look at the achievements of the Boston Healthy Start Initiative during the program's first 4 years and what still needs to be done.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 21-1-110

Boston, MA: Boston Healthy Start Initiative
Public Service Announcements

This packet contains radio scripts of three public service announcements for the Boston Healthy Start Initiative. Topics are having a healthy child, folic acid, and how to have a healthy summer.

Model(s): Training and Education

Document Type: PSAs

Unique Number: 21-1-111

Boston, MA: Boston Healthy Start Initiative
Healthy Pregnancy

The three pages in this packet provide information on how to have a healthy baby. Summaries of relevant topics such as preconceptual planning, the right time to get pregnant, prenatal care, nutrition, exercise, smoking, rest and relaxation, getting fathers involved, and postpartum care are included.

Model(s): Training and Education

Document Type: Handouts/Gifts

Unique Number: 21-1-112

Boston, MA: Boston Healthy Start Initiative
Resources, Opportunities, Support, and
Empowerment (R.O.S.E.) Public Housing Tenant
Empowerment Training Program

This 14-page document describes the R.O.S.E. Centers Collaborative Public Housing Tenant Empowerment Training Program. It outlines the 14-week program, which includes classes in health education, skill building, job readiness, and self-sufficiency.

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

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-113

Boston, MA: Boston Healthy Start Initiative
*Parenting Skills Curriculum for La Alianza
Hispana (The Hispanic Alliance)*

This 18-page document summarizes the parenting skills curriculum, which is designed to increase fathers' knowledge of and appropriate involvement in infant care. Care of the infant at various stages of development, pregnancy (fetal growth and development plus what a father can do to help ensure a good outcome), and the postpartum period are covered. A one-page discussion on how to soothe a crying baby is included.

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

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-114

Boston, MA: Boston Healthy Start Initiative
Providers Training

This two-page document lists 54 training sessions offered by the Boston Healthy Start Initiative for program providers. Topics include infant car safety, breast cancer, diabetes, teen dating violence, abstinence training, breastfeeding and nutrition, and alternatives for pain-free childbirth.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-115

Boston, MA: Boston Healthy Start Initiative
Scope of Services

This packet contains the Scope of Services documents for four Boston Healthy Start Initiative providers. It includes goals, objectives, and activities for each provider.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 21-1-116

Boston, MA: Boston Healthy Start Initiative
Budget Modification

This one-page sample budget modification is designed to help agencies report unspent line items in their budgets.

Model(s): Consortium

Document Type: Proposals/Budgets

Unique Number: 21-1-117

Boston, MA: Boston Healthy Start Initiative
Non-Compliance Letter

This one-page form letter from the project director is used to notify a provider agency that the director has not yet received the necessary reports for a given budget period.

Model(s): Consortium

Document Type: Policies

Unique Number: 21-1-118

Boston, MA: Boston Healthy Start Initiative
*Agency Review
Site Visits*

This packet contains a two-page protocol on how to conduct agency reviews and a one-page protocol for site visit procedures (newly funded and refunded agencies).

Model(s): Consortium

Document Type: Protocols/Procedures

Unique Number: 21-1-119

Boston, MA: Boston Healthy Start Initiative Reports

This packet includes sample reports (monthly reports, final reports) to be filled out by contractors and sent to the Boston Healthy Start Initiative (BHSI). Forms ask for information in a variety of categories about clients served, applicable programs, achievements, and barriers. The packet also includes tracking forms for BHSI to list clients served in various categories by all providers. The tracking form allows BHSI to see total clients served under each model.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-120

Boston, MA: Boston Healthy Start Initiative Follow-Up Letter

This packet includes three thank-you letters from the project director to contractors for conducting a site visit. Each letter summarizes the problems discussed during the visit and how best to handle them.

Model(s): Consortium

Document Type: Other

Unique Number: 21-1-121

Boston, MA: Boston Healthy Start Initiative A Request for Proposals

The materials in this packet cover the background and objectives of the Boston Healthy Start Initiative; scope of services for case management, community nutritional support, and perinatal substance abuse; eligibility; proposal review; contractual requirements; budget rules; proposal submission; and proposal writing and review guidelines. Attachments include an application cover sheet, organization diversity form, scope of services form, fiscal year 1998 timeline, budget forms, and proposal checklist.

Model(s): Consortium

Document Type: Requests for Proposals

Unique Number: 21-1-122

Boston, MA: Boston Healthy Start Initiative Job Descriptions

This packet includes descriptions for consortium coordinator, outreach worker, education/information research specialist, Healthy Start evaluation coordinator, and quality assurance manager. Each position description includes duties and responsibilities, supervision, qualifications, and hours.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 21-1-123

Boston, MA: Boston Healthy Start Initiative Haitian Multi-Service Center (Sante Manman Se Sante Pitit) Support Program

This packet includes two forms in English for the Pregnancy and Parenting Support Program: an informed consent form and a seven-page psychosocial assessment.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 21-1-124

Boston, MA: Boston Healthy Start Initiative Men of Color Initiative Curriculum

This 85-page document presents the curriculum for the Men of Color Initiative, a program designed for African-American males who are fathers of Healthy Start children or partners of Healthy Start clients. The first eight lessons are as follows: (1) Introduction to the Curriculum; (2) Conceptual Framework for the Man of Color; (3) I AM Spirit: African Psychology and the True Nature of Man; (4) Gender Role Strain and Stress; (5, 6) Male and Female Relationships: I AM a Partner; (7) On Being a Father of Color: Values, Beliefs, and Experiences; and (8) I AM a Father: What I Bring. The last four lessons, under the category I AM a Parent, are (9) Knowledge of Prenatal Period and Infancy, (10) The Preschool Years, (11) The Childhood Years, and (12) The Adolescent Years.

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

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-125

Boston, MA: Boston Healthy Start Initiative
For Women of Color, Spiritual and Physical Health

This 90-page document presents the For Women of Color, Spiritual and Physical Health, curriculum. Session topics include self-esteem and body language, getting fit and keeping fit, pregnancy and childbirth, and the postpartum period. Recipes, suggested reading lists, and resources are included.

Model(s): Training and Education, Risk Prevention

Document Type: Curricula/Teaching Tools

Unique Number: 21-1-126

Boston, MA: Boston Healthy Start Initiative
Consortium Open House Materials

This 275-page packet, compiled for the Healthy Start Open House held May 27, 1998, contains 15 sections: consortium summary, consortium outreach plan/scope of services, consortium model, project narrative, consortium organizational chart, organizational executive committee structure, conflict of interest statement, bylaws, tools for boards of directors, proposal and budget for Boston Foundation grant, curriculum for Community Action Project (CAP), consortium curriculum—leadership training, sample consortium packet, sample consortium flyers, and tools.

Model(s): Consortium

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-67

Detroit, MI: Detroit Healthy Start Project
Detroit Healthy Start Project (DHSP) Care Coordination/Case Management Model

This document is a one-page summary of Detroit Healthy Start's case management model. Services provided within the model and client demographics are described.

Model(s): Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 22-1-68

Detroit, MI: Detroit Healthy Start Project
Detroit Facilitating Services: Transportation

This one-page summary of transportation services gives a brief history of the project: how it began and its accomplishments.

Model(s): Facilitating Services

Document Type: Program Descriptions

Unique Number: 22-1-69

Detroit, MI: Detroit Healthy Start Project
Detroit Enhanced Clinical Services

This document is a one-page summary of Detroit's Enhanced Clinical Services model. The number of participants and their demographics are included.

Model(s): Enhanced Clinical Services

Document Type: Program Descriptions

Unique Number: 22-1-70

Detroit, MI: Detroit Healthy Start Project
Detroit Consortium

This document, a one-page summary of Detroit's consortium model, describes the consortium's mission, history, and consumer involvement.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 22-1-71

Detroit, MI: Detroit Healthy Start Project
Detroit Healthy Start Project: Care Coordination/Case Management

This packet contains the following seven worksheets that describe various aspects of Detroit Healthy Start's case management model: Organizational Structure, Inputs to Planned Interventions, Expected Outputs of Planned Interventions, Barriers/Facilitators, Implementation/Operation, Expected Changes, and Evidence of Change and Factors Influencing Change. A list of lessons to share with new grantees is included.

Model(s): Care Coordination/Case Management

Document Type: Organization Charts

Unique Number: 22-1-72

Detroit, MI: Detroit Healthy Start Project
Year 02: Consortium Objectives

This one-page plan lists Detroit Healthy Start's project period objectives, target/budget period objectives, and baseline and outcome performance/accomplishments for the consortia model.

Model(s): Consortium

Document Type: Strategic Plans

Unique Number: 22-1-73

Detroit, MI: Detroit Healthy Start Project

Year 01: Facilitating Services -- Transportation Services

This one-page plan lists Detroit Healthy Start's project period objectives, target/budget period objectives, and baseline and outcome performance/accomplishments for the transportation model.

Model(s): Facilitating Services

Document Type: Strategic Plans

Unique Number: 22-1-74

Detroit, MI: Detroit Healthy Start Project

Year 01: Care Coordination/Case Management Objectives

This four-page plan lists Detroit Healthy Start's project period objectives, target/budget period objectives, and baseline and outcome performance/accomplishments for the case management model.

Model(s): Care Coordination/Case Management

Document Type: Strategic Plans

Unique Number: 22-1-75

Detroit, MI: Detroit Healthy Start Project

Year 01: Enhanced Clinical Services Objectives

This three-page plan lists Detroit Healthy Start's project period objectives, target/budget period objectives, and baseline and outcome performance/accomplishments for the enhanced clinical services model.

Model(s): Enhanced Clinical Services

Document Type: Strategic Plans

Unique Number: 22-1-76

Detroit, MI: Detroit Healthy Start Project

Client Referral Form

This form is used to compile data on a Healthy Start client for referral purposes.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-78

Detroit, MI: Detroit Healthy Start Project

Tell Us Your Healthy Baby Services Story: How Does the Van Help You?

This card asks participants to explain how Detroit Healthy Start van services have helped them.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 22-1-79

Detroit, MI: Detroit Healthy Start Project

Overview of the Healthy Baby Services Program for Detroit and Wayne County

This five-page description of transportation services provided by the Detroit Healthy Start program includes background information and objectives.

Model(s): Facilitating Services

Document Type: Program Descriptions

Unique Number: 22-1-80

Detroit, MI: Detroit Healthy Start Project

Van Transportation Safety Posters

These three posters provide safety tips for driving in inclement weather, avoiding intersection collisions, and becoming aware of pedestrians.

Model(s): Training and Education, Consortium

Document Type: Posters

Unique Number: 22-1-81

Detroit, MI: Detroit Healthy Start Project

Employees Progress Report

This one-page report is used to evaluate employees. The report is divided into four sections: Evaluation of Performance on Major Duties, General Performance, Overall Performance, and Comments.

Model(s): Training and Education

Document Type: Personnel Tools

Unique Number: 22-1-82

Detroit, MI: Detroit Healthy Start Project
Men Have Babies Too

Targeted at fathers, this brochure provides examples of how men can be supportive during their partners' pregnancy. The brochure also briefly describes physical and emotional changes women experience during pregnancy.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 22-1-83

Detroit, MI: Detroit Healthy Start Project
Senior Healthy Baby Services (HBS) Driver/Advocate

This two-page job description gives information on the qualifications, skills, and responsibilities of a Healthy Baby Services (HBS) driver/advocate.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 22-1-84

Detroit, MI: Detroit Healthy Start Project
Driver

This two-page job description provides information on the qualifications, responsibilities, knowledge, skills, and abilities required of a Detroit Healthy Start driver.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 22-1-85

Detroit, MI: Detroit Healthy Start Project
Dispatcher

This one-page job description describes the qualifications and responsibilities of a Detroit Healthy Start dispatcher.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 22-1-86

Detroit, MI: Detroit Healthy Start Project
Samples of Patches Provided by Detroit Healthy Start

This document illustrates the five patches offered by Detroit Healthy Start: Safe Driver Award—No Accidents; Health Advocate—3 Years' Service; Health Advocate—5 Years' Service; Stop! I care about healthy babies. Ask me how.; and Customer Service Award—I care about your health.

Model(s): Consortium

Document Type: Handouts/Gifts

Unique Number: 22-1-87

Detroit, MI: Detroit Healthy Start Project
Daily Pre Trip Inspection Form

This form is used to evaluate the safety of Detroit Healthy Start vans. The form includes questions for each area of a van. A section is provided for comments, explanations, and measures taken to maintain safety.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-88

Detroit, MI: Detroit Healthy Start Project
Mileage Sheet

This form is used to monitor mileage on each Detroit Healthy Start van. Mileage is checked and written on this form before and after the van is driven.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-89

Detroit, MI: Detroit Healthy Start Project
Healthy Baby Services

This one-page description of the Detroit Healthy Start transportation program includes a summary of Healthy Start funding sources, the type of training drivers have, and the number of families that have used this service.

Model(s): Consortium

Document Type: Program Descriptions

Unique Number: 22-1-90

Detroit, MI: Detroit Healthy Start Project
Packet of Transportation Service Information

This packet includes a letter from the director of the transportation program, client reservation and cab usage procedures, a client service process flowchart, and a chart showing priority service area coverage.

Model(s): Facilitating Services, Consortium

Document Type: Program Descriptions

Unique Number: 22-1-91

Detroit, MI: Detroit Healthy Start Project
Need Transportation Service?

This one-page flyer describes the transportation program's services and who is eligible for them.

Model(s): Facilitating Services, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 22-1-92

Detroit, MI: Detroit Healthy Start Project
Detroit/Wayne County Health Transportation Healthy Baby Services

This document describes the services provided by the Detroit Healthy Start transportation program and who is eligible for them.

Model(s): Facilitating Services, Consortium

Document Type: Brochures/Pamphlets

Unique Number: 22-1-93

Detroit, MI: Detroit Healthy Start Project
Infant Risk Profile

This document assesses an infant's risk by compiling information on known risk factors; the mother's education level, age, and marital status; and risk factors related to the infant's birthweight, developmental status, and associated conditions such as the mother's use of alcohol, tobacco, and other drugs and amount of prenatal care.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-94

Detroit, MI: Detroit Healthy Start Project
Prenatal Postpartum Infant Outcome Evaluation

This form is used to compile data on prenatal care, pregnancy outcome, the postnatal period, and the infant's health.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-95

Detroit, MI: Detroit Healthy Start Project
Prenatal Risk Profile

This two-page form is a checklist for a client's risk factors during pregnancy. The list includes social factors, obstetric history, outcome of last pregnancy, information on current pregnancy, parenting experience, medical or obstetrical problems, nutrition, medication and substance abuse, and family/significant other.

Model(s): Risk Prevention

Document Type: Forms/Tools/Worksheets

Unique Number: 22-1-96

Detroit, MI: Detroit Healthy Start Project
Memorandum for MCH Advocate

This letter is used to acknowledge acceptance into the Maternal and Child Health (MCH) Advocate Certification Program and provides information on class location and other logistics.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 22-1-97

Detroit, MI: Detroit Healthy Start Project
Job Posting: Backup Dispatcher

This job description summarizes the duties and requirements of a Detroit Healthy Start backup dispatcher.

Model(s): Care Coordination/Case Management

Document Type: Personnel Tools

Unique Number: 22-1-98

Detroit, MI: Detroit Healthy Start Project
Experienced Van Driver Needed

This flyer is used to announce that a van driver position is open and lists job requirements and starting salary.

Model(s): Consortium, Facilitating Services

Document Type: Personnel Tools

Unique Number: 22-1-99

Detroit, MI: Detroit Healthy Start Project
Protocol for DHD HS Referrals to Healthy Baby Services

This step-by-step referral protocol describes the process of referring Healthy Start clients to the van transportation program.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 22-1-100

Detroit, MI: Detroit Healthy Start Project
Enhanced Clinical Services Summary

This one-page summary provides information on the services offered through this model.

Model(s): Enhanced Clinical Services

Document Type: Program Descriptions

Unique Number: 22-1-101

Detroit, MI: Detroit Healthy Start Project
Location of Participating Health Clinics and Hospitals in Detroit

This map shows the location of participating health clinics and hospitals in Detroit.

Model(s): Facilitating Services, Enhanced Clinical Services, Consortium

Document Type: Charts/Graphs

Unique Number: 22-1-110

Detroit, MI: Detroit Healthy Start Project
Healthy Start Educational Outreach Modules

This curriculum is designed for paraprofessionals who want to provide outreach to clients. Each of the 18 modules contains age-appropriate content for caregivers. Module topics include nutrition during pregnancy, feeding a baby, infant injury prevention, family planning, pregnancy do's and don'ts, and growth and development.

Model(s): Training and Education

Document Type: Curricula/Teaching Tools

Unique Number: 25-1-1

Kansas City, MO: Kansas City Healthy Start
Evaluation Report: Survey of Pregnant Women in the Metropolitan Area About Their Perceptions of Health Care

This report presents findings of 295 surveys distributed to 15 sites in five counties. The findings include demographics and other characteristics (e.g., racial/ethnic background, age, marital and employment status, health insurance, prenatal care); results of the survey (e.g., attitudes on and access to care); comparisons by demographic characteristics (e.g., age, employment, marital status, number of children); areas of concern (e.g., lack of prenatal care; obtaining medical insurance, transportation, and child care; language barriers such as those affecting Spanish-speaking pregnant women); and the survey instrument itself.

Model(s): Consortium, Enhanced Clinical Services, Facilitating Services

Document Type: Reports

Unique Number: 25-1-2

Kansas City, MO: Kansas City Healthy Start
Teen Friendliness Conference

This report, published in Evaluation KC-WAIT, describes a conference on improving the quality of services for teens. Workshops focused on perceptions about the "teen friendliness" of agencies, optimal services, and attitudes and behavior toward teens. Agency representatives, teens, and parents responded to surveys on what roles teens do and/or should play in determining agency services.

Model(s): Adolescent Programs

Document Type: Reports

Unique Number: 33-1-1

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Look at Me ... I'm a Healthy Baby!

This 3" x 4" magnetic photo frame, which can be placed on a refrigerator or metal cabinet, has a punch-out center that lists the 800 phone number. The frame is also available in Spanish.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 33-1-2

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Mirame ... ¡Estoy saludable! [In Spanish]

This 3" x 4" magnetic photo frame, which can be placed on a refrigerator or metal cabinet, has a punch-out center that lists the 800 phone number. The frame is also available in English.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 33-1-3

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Naptime & Nighttime

This vinyl switch plate cover, with a peel-off back, reminds people to place their babies on the back or side when laying them down to sleep and lists the 800-FOR-BABY phone number.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 33-1-4

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Healthy Families, Healthy Babies, Healthy Communities

This plastic bag has the "Healthy Families, Healthy Babies, Healthy Communities" message in English on one side and in Spanish on the other. The bag also lists the 800-FOR-BABY phone number.

Model(s): Outreach & Client Recruitment

Document Type: Handouts/Gifts

Unique Number: 33-1-5

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Our Families, Our Future [video]

This 14-minute video discusses the topic of low birthweight. Four women are interviewed and each discusses her experience. The video reminds viewers about the recommended way to lay a baby down to sleep. A discussion guide is also available to be used in conjunction with this video.

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

Document Type: Videotapes

Unique Number: 33-1-6

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Take the First Step for Your Baby ... [poster of six babies]

This 15" x 26" full-color poster contains six babies sitting in a row and the message

"If you're pregnant, planning a baby, or a new parent, give your baby a healthy start. Call us. 1-800-FOR-BABY."

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 33-1-7

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Love Your Body. Love Yourself.

This brochure describes the need for folic acid as part of a good diet, who needs it and why, how to get it from foods and supplements, and how to read food labels to ensure that enough folic acid is consumed each day. Foods that are rich in folic acid are listed. This brochure is also available in Spanish.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 33-1-8

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Ama a tu cuerpo. Amate a ti misma. [In Spanish]

This brochure describes the need for folic acid as part of a good diet, who needs it and why, how to get it from foods and supplements, and how to read food labels to ensure that enough folic acid is consumed each day. Foods that are rich in folic acid are listed. This brochure is also available in English.

Model(s): Risk Prevention, Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 33-1-9

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Are You Ready to Hold Me ... to Provide for Me ... to Love Me ... and to Be My Mommy?

This four-panel, full-color brochure discusses what a woman needs to think about before getting pregnant: how to pay for all the baby's needs, people who can help, timing, smoking, alcohol, street drugs, eating right, medical history, prescription taking, and previous problem pregnancies. The brochure gives phone numbers to call for more information.

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

Document Type: Brochures/Pamphlets

Unique Number: 33-1-10

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Are You Strong Enough ... Healthy Enough ... Man Enough ... to Be My Daddy?

This four-panel, full-color brochure discusses things a person should think about before becoming a father: physical health, helping his partner through the pregnancy, family medical history, smoking, alcohol, drugs, sexually transmitted diseases (STDs), and financial and emotional stability. The brochure provides phone numbers to call for more information (National STD Hotline, National AIDS Hotline, and First Step Hotline).

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

Document Type: Brochures/Pamphlets

Unique Number: 33-1-11

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

If You Smoke and Are Pregnant

This 20-page, 7" x 7" brochure was written by a former smoker to help mothers and pregnant women quit smoking. The brochure covers the following: the benefits of quitting, facts about quitting, if the woman has tried to quit before, making a plan to quit smoking, daily habit changes, cigarette substitutes, self-reward, withdrawal symptoms, a checklist for quitting, after the baby is born, and if the woman smokes again.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 33-1-12

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Healthy Baby's Family Album: A Guide for Having a Healthy Pregnancy and a Healthy Baby, The

This 12-page brochure, available in English and Spanish, summarizes how to have a healthy pregnancy and a healthy infant. It presents fetal infant mortality rates in the African-American community and stresses the importance of several healthy behaviors during pregnancy, including keeping blood pressure and diabetes under control; eating foods rich in folic acid; and not smoking, drinking alcohol, or using any other drug. The signs of preterm labor and contact information are also provided.

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

Document Type: Brochures/Pamphlets

Unique Number: 33-1-13

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Take the First Step for Your Baby [brochure]

This 7" x 8" full-color, 12-page brochure covers how pregnant women can help prevent birth defects by getting enough folic acid in the diet, how smoking and drinking affect pregnancy and birth, and how being underweight or overweight can affect pregnancy and the mother's health. Other topics covered are family medical history, the effects of street drugs on the fetus, breastfeeding, eating right, the warning signs of preterm labor, exercise, what to do after the baby is born, family planning, WIC, and services available from Baby Love.

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

Document Type: Brochures/Pamphlets

Unique Number: 33-1-14

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Take the First Step for Your Baby -- Catalog of Free Materials

This eight-page catalog lists the brochures, posters, videos, magazines, and handouts available free of charge from Baby Love Plus. The catalog includes a sample order form and a telephone number file card for the First Step Hotline.

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

Document Type: Brochures/Pamphlets

Unique Number: 33-1-15

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Together ... We Can Do It

This full-color 15" x 20" poster, with a photo of an African-American couple with a nurse in the background, lists available services and phone numbers.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 33-1-16

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Your Family ... It's Bigger Than You Think

This full-color 15" x 20" poster contains a photo of an African-American couple with an infant and photos of a relative, minister, health care provider, and friend. The poster focuses on the need for family support and gives phone numbers.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 33-1-17

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Take the First Step for Your Baby ... [poster of an African American infant]

This 15" x 20" full-color poster contains a photo of an African-American infant along with the message "Pregnant? Planning a Baby? A New Parent?" and lists the 800 phone number for First Step.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 33-1-18

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Take the First Step for Your Baby ... [poster of a Caucasian infant]

This 15" x 20" full-color poster contains a photo of a white infant with the message "Pregnant? Planning a Baby? A New Parent?" and lists the 800 phone number for First Step.

Model(s): Outreach & Client Recruitment

Document Type: Posters

Unique Number: 33-1-19

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Now I Lay Me ... [poster]

This 16" x 23" full-color poster, which has a photo of two children lying down, demonstrates the proper sleep positions (back and side) to prevent sudden infant death syndrome (SIDS). The poster also provides contact information.

Model(s): Risk Prevention

Document Type: Posters

Unique Number: 33-1-20

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Now I Lay Me ... [flier]

This 8" x 11" full-color flyer from the Baby Love Plus program contains information on reducing a baby's chances of dying from sudden infant death syndrome (SIDS), such as putting a healthy baby on his or her back or side for naps and at night. The front of the flyer shows two babies in proper sleep positions (back and side). The back contains two lists, one in English and one in Spanish, describing various ways in which a mother can protect her baby, such as putting the baby to sleep on something firm; getting prenatal care as soon as she thinks she is pregnant; stopping smoking during pregnancy; breastfeeding the baby, even for a short time; keeping the room temperature comfortable (not too hot); and taking the baby for regular checkups and all shots.

Model(s): Risk Prevention

Document Type: Handouts/Gifts

Unique Number: 33-1-21

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

See How We Grow -- Baby's First Year

This full-color document, also available in Spanish, contains five sections, each representing various stages in an infant's first year: newborn to 1 month, 1 to 2 months, 3 to 5 months, 6 to 8 months, and 9 to 12 months. The sections contain the following information for each particular stage: what a baby can do and suggestions on how to help a baby communicate, learn to trust, learn to feel comfortable, and learn how his or her body moves. Suggestions for games and toys are also included. The document can be displayed like a wall calendar.

Model(s): Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 33-1-22

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Observa Mi Crecimiento -- Durante El Primer Año [In Spanish]

This full-color document, also available in English, contains five sections, each representing various stages in an infant's first year: newborn to 1 month, 1 to 2 months, 3 to 5 months, 6 to 8 months, and 9 to 12 months. The sections contain the following information for each particular stage: what a baby can do and suggestions on how to help a baby communicate, learn to trust, learn to feel comfortable, and learn how his or her body moves. Suggestions for games and toys are also included. The document can be displayed like a wall calendar.

Model(s): Training and Education

Document Type: Brochures/Pamphlets

Unique Number: 33-1-23

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

Our Families, Our Future [book]

This 31-page book, which accompanies the *Our Families, Our Future* video, is a guide for showing the video and leading discussions on the North Carolina Minority Infant Mortality Reduction Project. The video and guide were created as part of a statewide media campaign to increase public awareness of the increased risks African-American families face and things that can be done to reduce these risks.

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

Document Type: Presentation Materials

Unique Number: 33-1-24

Raleigh, NC: Baby Love Plus (Eastern, Northeastern, and Triad)

First Step -- A Guide for Mothers and Mothers-To-Be

This full-color, 24-page booklet, is in magazine format. It contains articles on tobacco and nicotine, alcohol, prescription and over-the-counter drugs, street drugs (marijuana, cocaine/crack, amphetamines, inhalants, barbiturates, and hallucinogens), living with someone who uses drugs, and how to help a friend quit using drugs. Debbie's Story, which is about using drugs during pregnancy, is included. Other topics covered are mothers or mothers-to-be gaining control over their lives, making contracts with themselves to kick a habit, and managing stress. The back cover describes the First Step program and available services, and it provides contact information.

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

Document Type: Handouts/Gifts

Unique Number: 37-2-1

White City, OR: Rogue Family Center Healthy Start

Client Contact Sheet

This one-page form is used to collect a variety of information, including the client's name, date of contact, next prenatal visit (whether transportation is needed), date of next visit from Healthy Start, whether the client is taking vitamins, whether the client has plenty of food and diapers, and whether the home was clean or cluttered.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 37-2-2

White City, OR: Rogue Family Center Healthy Start

Intake Form

This two-sided form is used to record the following client information: health history (e.g., previous pregnancies, complications, feeding, WIC enrollment, HIV status); family health history (maternal and paternal); home environment (e.g., number of occupants, adequate water and heat, stability and safety at home, transportation needs); socioeconomic factors (household income, level of parental education); smoking, alcohol, and drug use history; mental health history; and psychosocial factors (e.g., whether there is support from the father or the mother's parents, what other children are in household, whether there are legal problems). The form is signed and dated by the caseworker.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 37-2-3

White City, OR: Rogue Family Center Healthy Start

Authorization for Release of Information

This two-sided form is used to collect client information and provide clients' authorization for the listed agencies to provide their records to any of the other listed agencies. The form describes the purpose of the exchange and provides an area for signatures and dates, including an area for clients to mark instead of sign if they cannot read and/or write. The flip side gives instructions for items such as mailed requests, photocopying, redisclosure, revocation, duration, and guardianship/custody.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 37-2-4

White City, OR: Rogue Family Center Healthy Start

Self-Sufficiency Plan

This two-sided form and accompanying rating chart asks for information on the needs of the client: whether the client has insurance, access to prenatal care, mental health counseling, housing, employment, risk of having a low-birthweight child, transportation, adult education, financial aid, and a birth control plan. The form also provides a space to write down goals and strategies. The rating chart helps the caseworker assign a number that indicates the level of the client's needs.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 37-2-5

White City, OR: Rogue Family Center Healthy Start

Prenatal Care Appointments

This one-page form is used to record the dates of a client's appointments for prenatal and postpartum care and for WIC and whether the client attended and, if not, why. The form is also used to record the dates of planned classes in Lamaze, breastfeeding, and birth control.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 37-2-6

White City, OR: Rogue Family Center Healthy Start

Closing Form

This one-page form is used to log information such as client name, case manager, date case was opened and closed, birthweight and current weight of child, main goal completed, referral (if any), and recommendations.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 37-2-7

White City, OR: Rogue Family Center Healthy Start

Nine Months to Get Ready ... You Can Make a Difference

This packet is designed for the mother-to-be. It contains drawings of the female body and the fetus at each month after conception, a description of the baby's growth in the womb, changes the mother will (or might) see in her own body, and some of the mother's responsibilities toward herself and her baby (things the mother can do to ensure that she has a healthy child and a smooth pregnancy and birth).

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

Document Type: References/Resources

Unique Number: 38-1-17

Philadelphia, PA: Philadelphia Healthy Start

Training Program for Maternal Child Health (MCH): An Integrated Approach to Prenatal and Postpartum Care

This program, which is funded by the Maternal and Child Health Bureau, trains outreach workers in the Philadelphia Healthy Start project area. Objectives and teaching activities are provided for 10 topics: (1) workplace courtesy, (2) engaging clients, (3) use of resources and services, (4) health promotion, (5) child development and behavior, (6) postpartum and newborn care, (7) domestic violence, (8) substance abuse, (9) transmission of HIV and other sexually transmitted diseases, and (10) stress management. Training forms are included.

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

Document Type: Curricula/Teaching Tools

Unique Number: 38-2-93

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Preterm Labor

This trifold brochure discusses preterm labor, the effects of early delivery on the baby, the warning signs of preterm labor, and when to call the doctor. An area for writing down important phone numbers (doctor, emergency room, health care provider, and name and number of delivery hospital) is provided.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-94

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Violence ... It's Not a Way of Life

This brochure announces a June 1997 seminar that covered these issues: gang involvement (what gangs mean to their members, how to keep kids out of gangs, and the initiation phases); relationship survival (getting out of an abusive relationship, safety planning, the dynamics of abuse, and when leaving is not an option); and violence and pregnancy (the effects of violence on mother and child, how violence affects child development, and the psychological and physical impact of violence on the child).

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 38-2-95

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Consumer's Health Dictionary

This 12-page, 5" x 8" booklet defines medical and physical terms pertaining to pregnancy and childbirth. Geared toward Healthy Start clients, the dictionary contains a chart that converts pounds and ounces to grams.

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

Document Type: Handouts/Gifts

Unique Number: 38-2-96

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Glossary of Terms

This 12-page booklet defines terms pertaining to pregnancy, birth, newborn health, and the postpartum period. The book was developed as a resource for Healthy Start clients. It also includes conversion tables for weight, length, and temperature.

Model(s): Training and Education

Document Type: Handouts/Gifts

Unique Number: 38-2-97

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Info Pack

This is a packet of fact sheets covering general information, infant mortality and low birthweight, cost savings of preventing low birthweight, teen pregnancy and infant mortality, Healthy Start House, and case management: the core team model, chemical dependency and healthy families, infant mortality, and domestic violence.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 38-2-98

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat (May 1997)

The four-page newsletter focuses on hepatitis A: what it is, how common it is, how it's transmitted, who's at risk, identification and control, changes over time in the county population, state and national comparison, and where to go from here.

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

Document Type: Newsletters

Unique Number: 38-2-99

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat (June 1997)

The four-page newsletter focuses on hepatitis B: what it is, how common it is, how it's transmitted, who's at risk, identification and control, changes over time in the county population, state and national comparison, and where to go from here.

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

Document Type: Newsletters

Unique Number: 38-2-100

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health Beat (February 1998)

This four-page newsletter focuses on cesarean sections: how common they are, statistics on all cesarean sections in Allegheny County, data limitations, primary and repeat cesarean sections, and where to go from here.

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

Document Type: Newsletters

Unique Number: 38-2-101

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Don't Wait: Vaccinate

This camera-ready mini-poster contains a black-and-white photo of four babies and asks the question "Do you have the shots you need?" The poster also provides the Healthy Start helpline phone number.

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

Document Type: Posters

Unique Number: 38-2-102

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Give Your Baby a Healthy Start!

This 18" x 24" poster in lavender and blue lists the symptoms of premature labor and what to do if symptoms appear and remain. The poster also lists the phone number of the Healthy Start helpline.

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

Document Type: Posters

Unique Number: 38-2-103

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Health and Income in Allegheny County

This 38-page book presents statistics, charts, and diagrams and explains data. It covers health indicators; problems and barriers to access; system, economic, social, and educational barriers; and overlapping areas. The book contains recommendations, a bibliography, and appendices.

Model(s): Consortium

Document Type: Reports

Unique Number: 38-2-104

**Pittsburgh, PA: Pittsburgh/Allegheny County
Healthy Start**

Hospital Discharges in Allegheny County, 1995

This book contains a 24-page report and 29 pages of data. The report covers hospital discharge data (patient demographics); discharges by diagnosis (circulatory system, mental health, respiratory system, digestive system, pregnancy related); discharges by age (infants, young children, youth, young adults, adults 25 to 44, middle age adults 45 to 64, and the elderly 65 and over); discharges by procedure (for women, men, and specific procedures over time); and costs and insurance coverage. The report poses the question, "Where do we go from here?" in terms of changes in hospital ownership and health system organization and areas for future examination.

Model(s): Consortium

Document Type: Reports

Unique Number: 38-2-105

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Promising Futures: A Health Scan of Adolescent Girls in Pittsburgh and Allegheny County

This 24-page book includes an executive summary, an introduction, and chapters on the status of adolescent females, focus group results, services for adolescent females, recommendations, and appendices (Female Adolescent Health Scan Advisory Committee, maps, risk table, and a list of surveyed service providers). The committee was formed to answer the following questions: (1) How do adolescents fare across a number of risk factors? (2) What do they think about existing health services? (3) Are these services available in their communities? (4) What are the gaps in the services available? (5) How can we better address their needs and problems?

Model(s): Adolescent Programs, Consortium, Enhanced Clinical Services

Document Type: Reports

Unique Number: 38-2-106

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Healthy Children 2000: A Report on the Health Status of Children and Youth in Allegheny County

This third edition was published in December 1997. The 28-page book includes an introduction and summary of findings: the corporate response to *Healthy Children 2000* and progress toward *Healthy People 2000* goals. These goals are to reduce infant mortality and low birthweight births; provide early prenatal care; reduce births to girls under age 18; decrease total death rates, including deaths from motor vehicle crashes, residential fires, drowning, suicide, homicides, and firearms; reduce gonorrhea rates; increase immunization levels; reduce the incidence of lead poisoning; decrease youth risk behaviors; and provide clinical preventive services. The book contains appendices, figures, and tables.

Model(s): Adolescent Programs, Consortium, Enhanced Clinical Services

Document Type: Reports

Unique Number: 38-2-108

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Quality Assurance Plan

This packet describes the quality assurance plan and contains Gantt charts of goals and tasks, procedural flowcharts, and notes on the following: things to consider, performance standards, determining the number of cases to be reviewed, frequency of assessments, determining who will perform the review, types of corrective action, guidelines for documentation, and reporting results. Appendix A contains the following one-page forms: participant intake form, maternal health record, risk assessment form, prenatal progress record, labor and delivery record, postpartum visit record, infant birth record, and infant pediatric care information form.

Model(s): Care Coordination/Case Management

Document Type: Program Descriptions

Unique Number: 38-2-109

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Regional Consortia Survey

This one-page survey asks what training respondents would like to have offered for community development (e.g., how to improve outreach efforts, build joint collaborations, improve service delivery, and conduct community assessments) and what kind of special training they would be interested in (e.g., family planning, teen pregnancy, sexually transmitted diseases, infant development, and health issues). The survey also asks for the region in which the respondent works and what schedule the respondent recommends.

Model(s): Training and Education, Consortium

Document Type: Questionnaires/Surveys

Unique Number: 38-2-110

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Employee Handbook

This 36-page document introduces Healthy Start and explains its structure. It also covers employee benefits, employment policies and procedures, employment status records, timesheets and payroll, work hours and conditions, and employee conduct and corrective action.

Model(s): Consortium

Document Type: Personnel Tools

Unique Number: 38-2-111

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Questions and Answers for Pregnant Women

This packet contains four one-page flyers: Questions and Answers for Pregnant Women (which contains information on prenatal and well baby care), DOs and DON'Ts for Mothers-To-Be, DOs and DON'Ts for New Parents, and a Quiz for New Moms and Dads.

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

Document Type: Handouts/Gifts

Unique Number: 38-2-112

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Management

This packet includes useful materials for consortia members: (1) a five-page excerpt from "Conflicts of Interest," which includes avoiding conflicts of interest, the three duties of a board member, and building ownership in an organization; (2) a six-page excerpt from The Grantmanship Center's "The Structure of the Board"; (3) a news article titled "How to be a good nonprofit board member"; (4) a sample job description for a board member; (5) a one-page list of do's and don'ts for board members; (6) a sample orientation agenda; (7) a board confidentiality policy; (8) a board member's code of ethics; and (9) a one-page review of parliamentary procedure.

Model(s): Consortium, Training and Education

Document Type: Standards

Unique Number: 38-2-113

Pittsburgh, PA: Pittsburgh/Allegheny County Healthy Start

Community/Public/Private Partnership

This packet is designed to help consortia build partnerships in a number of directions. Materials cover the role of a nonprofit in county government, the evolution of Healthy Start in Pittsburgh, and how the board evolved from the consortia. Some notes on how to get results and a copy of the bylaws are included.

Model(s): Consortium

Document Type: References/Resources

Unique Number: 38-3-1

Chester, PA: Chester Healthy Start Fact Sheet for Service Providers

This two-sided fact sheet describes the mission, goal, and objectives of the Chester Healthy Start program. It also lists criteria for eligibility to enter the program so that providers can make referrals, and it gives contact and location information plus hours of operation.

Model(s): Care Coordination/Case Management

Document Type: Protocols/Procedures

Unique Number: 38-3-2

Chester, PA: Chester Healthy Start Fact Sheet for Consumers

This one-page fact sheet summarizes services available at the Chester Healthy Start program. It provides the location of and contact information for Chester Healthy Start and hours of operation. The document is also available in Spanish.

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

Document Type: Brochures/Pamphlets

Unique Number: 38-3-3

Chester, PA: Chester Healthy Start Informacion sobre el programa Comienzo Saludable de Chester [In Spanish]

This one-page fact sheet summarizes services available at the Chester Healthy Start program. It provides the location of and contact information for Chester Healthy Start and hours of operation. This document is also available in English.

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

Document Type: Brochures/Pamphlets

Unique Number: 38-3-4

**Chester, PA: Chester Healthy Start
Referral Form/Formulario de referido**

This form is to be filled out by the client and referring agency. It is not a guarantee of enrollment. The form asks for client identifying information, pregnancy status, family size, primary language, and name of provider. The provider is asked to write in client needs and referrals already made on behalf of the client. One side is in English and the other is in Spanish.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-5

**Chester, PA: Chester Healthy Start
Referral Criteria**

This is a one-page list of referral criteria: clients must be living in the 19013 zip code and must either be pregnant or the parent or caregiver of a child under 2 years of age. There are no income requirements. The referring agency must make the client aware of the referral. The document also gives the fax number and mailing address for sending referral forms to Healthy Start.

Model(s): Care Coordination/Case Management

Document Type: Policies

Unique Number: 38-3-6

**Chester, PA: Chester Healthy Start
Referral Form Log Sheet**

This one-page form is used to log receipt of referrals turned in by clients and outreach workers and referrals received by fax, mail, or phone from providers. The log asks for the client's name; the date and time the referral was received; how the referral was received (fax, mail, or phone); the source of the referral; the outreach worker assigned to the case; and the client's enrollment date.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-7

**Chester, PA: Chester Healthy Start
Enrollment Form**

This one-page form, which is for office use only, asks for the client's identifying information, marital status, primary language, health insurance information, doctor's name, and pregnancy status. The form also asks for information on the client's children (name, age, date of birth, sex, and relationship) and the client's concerns and needs, what information the client was given by Healthy Start, and why the client was referred. This form is also available in Spanish.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-8

**Chester, PA: Chester Healthy Start
Program comienzo saludable formulario de
registration [In Spanish]**

This one-page form, which is for office use only, asks for the client's identifying information, marital status, primary language, health insurance information, doctor's name, and pregnancy status. The form also asks for information on the client's children (name, age, date of birth, sex, and relationship) and the client's concerns and needs, what information the client was given by Healthy Start, and why the client was referred. This form is also available in English.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-9

**Chester, PA: Chester Healthy Start
Letter/Card**

This form letter is used by outreach workers to introduce themselves and the Healthy Start program. The form, which the worker fills out and leaves on someone's door or in a mailbox, asks the recipient to call about setting up an appointment. Two copies of the letter are on one 8" x 11" perforated postcard. This letter is also available in Spanish.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-3-10

**Chester, PA: Chester Healthy Start
Letter/Card [In Spanish]**

This form letter is used by outreach workers to introduce themselves and the Healthy Start program. The form, which the worker fills out and leaves on someone's door or in a mailbox, asks the recipient to call about setting up an appointment. Two copies of the letter are on one 8" x 11" perforated postcard. The letter is also available in English.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 38-3-11

**Chester, PA: Chester Healthy Start
Permission to Participate**

This nonbinding agreement is signed by the client in order to participate in the Healthy Start program. The form summarizes requirements for ongoing participation in the program. This document is also available in Spanish.

Model(s): Care Coordination/Case Management

Document Type: Contracts/Pledges

Unique Number: 38-3-12

**Chester, PA: Chester Healthy Start
Permiso para participar [In Spanish]**

This nonbinding agreement is signed by the client in order to participate in the Healthy Start program. The form summarizes requirements for ongoing participation in the program. This document is also available in English.

Model(s): Care Coordination/Case Management

Document Type: Contracts/Pledges

Unique Number: 38-3-13

**Chester, PA: Chester Healthy Start
Request for Information**

This one-page form, completed by clients, allows Healthy Start to request information from other agencies regarding clients and their children. This document is also available in Spanish.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 38-3-14

**Chester, PA: Chester Healthy Start
Permiso para revelar/Obtener informacion [In Spanish]**

This one-page form, completed by clients, allows Healthy Start to request information from other agencies regarding clients and their children. This document is also available in English.

Model(s): Care Coordination/Case Management

Document Type: Consent Forms

Unique Number: 38-3-15

**Chester, PA: Chester Healthy Start
Family Care Plan**

This packet contains three forms. Part 1 is used to record the date of review and the family's strengths, concerns, and priorities. Part 2 is used to record the date and the family's goals, steps to meet the goals, persons responsible, a timetable, and a progress review date. Part 3 is used to record referrals made for the family. One copy of each form is for the office, and one is for the family.

Model(s): Care Coordination/Case Management

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-16

**Chester, PA: Chester Healthy Start
Daily Tracking Report of Referrals and
Appointments**

This form is a two-page list of possible referrals for a client. It is used to record the client's name and case identification number. Services available are listed. The case manager fills in the following information for any service for which the client is being referred: the name of the agency that will receive the referral; the date of the referral; whether the referral was accepted, received, or denied or is pending; the appointment date; and whether the appointment was kept or rescheduled, failed to serve its purpose, or is pending.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-17

Chester, PA: Chester Healthy Start
Prenatal Home Visit and Telephone Contact Schedule

The first page of this packet is a chart showing how many home visits should be conducted per month for low-, moderate-, and high-risk clients during four periods of the pregnancy (4 to 25 weeks, 25 to 28 weeks, 28 to 36 weeks, and 36 to 40 weeks). The second page lists general topics to be covered with clients during home visits, shifting the focus from the mother's needs to the infant's needs as the pregnancy progresses.

Model(s): Care Coordination/Case Management

Document Type: Standards

Unique Number: 38-3-18

Chester, PA: Chester Healthy Start
Letter of Agreement

This one-page letter of agreement confirms the collaboration on client referral between Chester Healthy Start (HS) and other organizations. Sample language includes "Chester HS agrees to accept referrals from your organization for services based upon our established enrollment criteria. For clarification of available services, please contact the CHS program."

Model(s): Care Coordination/Case Management

Document Type: Contracts/Pledges

Unique Number: 38-3-19

Chester, PA: Chester Healthy Start
Care Coordination Log: Community Outreach Worker Assignment

This one-page log is used to record caseloads for three outreach workers. Under each worker's name are columns for customer identification, enrollment date, risk level, pregnancy status, due date, and number of children. This log allows the case manager and program manager to see each worker's caseload.

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

Document Type: Forms/Tools/Worksheets

Unique Number: 38-3-20

Chester, PA: Chester Healthy Start
Van Mileage/Transportation Log

This one-page log is used to record each van's daily activities. There are columns for date, starting mileage, ending mileage, person(s) transported, purpose of trip, and driver's signature. Weekly total mileage can be written at the bottom of the log.

Model(s): Facilitating Services

Document Type: Forms/Tools/Worksheets

Unique Number: 41-1-16

Aberdeen, SD: Northern Plains Healthy Start
Baby's First Year: A Keepsake Calendar

This full-color calendar, which contains pastel drawings, is designed for parents to fill out for the baby's first year. The page above each month's calendar can be used to mount photographs and write about the baby's progress and what was happening in the world (e.g., news headlines from the baby's day of birth and popular songs, movies, and clothing). Other items can be recorded, such as immunizations and the baby's favorite things, family tree, special events, "My Firsts" (e.g., dates when the baby first smiled, held up his or her head, or laughed), travels and visits, and growth. Also provided is a page of stickers for parents to place on the dates when a given activity was first noticed (e.g., when the baby sleeps all night, rolls from back to tummy).

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

Document Type: Calendars

Unique Number: 41-1-26

**Aberdeen, SD: Northern Plains Healthy Start
*Think Twice***

This 25-minute video discusses the problem of teen pregnancy in the American Indian community. The video, which includes tribal elders telling their stories, takes a candid look at what changes are imposed on teens and their parents after the birth of a child and how they feel before and after the birth. The video stresses the need for supporting young parents instead of blaming them; for young people to think twice before engaging in sex or unprotected sex; for teens to consider the impact of their personal choices on a baby, not just on themselves; and for young people not to leave pregnancy up to chance and give up their dreams. The video ends with tips on how to have a healthy pregnancy and delivery.

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

Document Type: Videotapes

Unique Number: 41-1-27

**Aberdeen, SD: Northern Plains Healthy Start
*Northern Plains Healthy Start [postcard]***

This postcard congratulates new parents and explains how Healthy Start outreach workers can help them with various issues such as infant care education, parenting skills, family planning, emergencies, referrals, and transportation. The front of the postcard has a Sioux-oriented color drawing, and the back provides the Flandreau office address and phone number.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 41-1-28

**Aberdeen, SD: Northern Plains Healthy Start
*Northern Plains Healthy Start [trifold brochure]***

This trifold brochure introduces the Healthy Start program, lists services, and explains how a client moves into and through the program. It also lists what pregnant women, new mothers, fathers, and family members and friends of pregnant women should do. The brochure describes the Wacipi ceremony to honor and welcome newborns. It provides the address and fax and phone numbers of the Flandreau office.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 41-1-29

**Aberdeen, SD: Northern Plains Healthy Start
*"Future Is with Us Here Today ..., The"***

This trifold brochure, which contains color photos and pencil drawings, discusses how relatives have helped raise children in the past and how they and community members can help now by doing the following: (1) encouraging pregnant women to get early and regular prenatal care; (2) encouraging young mothers and fathers to learn more about pregnancy and raising children; (3) being aware of current trends in child care and offering support instead of criticism; and (4) setting an example for a healthy lifestyle by paying attention to child safety and offering babies lots of love. The address and phone number of the Aberdeen Healthy Start office is provided.

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

Document Type: Brochures/Pamphlets

Unique Number: 41-1-30

**Aberdeen, SD: Northern Plains Healthy Start
*We, As Indian People, Have Never Forgotten the Status of Women***

This trifold brochure with color photos and pencil drawings discusses family planning and breastfeeding, both in the traditional Sioux context and in today's context. The brochure describes the Healthy Start program and lists things a pregnant woman can do to ensure a healthy pregnancy and successful delivery. The address and phone number of the Aberdeen Healthy Start office is provided.

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

Document Type: Brochures/Pamphlets

Unique Number: 41-1-31

**Aberdeen, SD: Northern Plains Healthy Start
*Car Seat Program***

This brochure discusses the car seat program, which distributes these seats to people who need them, and describes the 1-hour training session on proper use. Facts on car crashes and tips for using car seats is included. The brochure contains drawings on proper and improper use of car seats.

Model(s): Risk Prevention

Document Type: Brochures/Pamphlets

Unique Number: 41-1-32

**Aberdeen, SD: Northern Plains Healthy Start
*For Guys Only***

This trifold brochure discusses the male reproductive system, testicular cancer and self-examination, sexually transmitted diseases, birth control, use of condoms, withdrawal method, permanent sterilization, and ways males can help their partners (e.g., by giving her time to use her method of birth control and encouraging her to use it every time they have sex). The brochure also lists family planning and health clinics in South Dakota.

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

Document Type: Brochures/Pamphlets

Unique Number: 41-1-33

**Aberdeen, SD: Northern Plains Healthy Start
*Ponca Tribe of Nebraska***

This trifold brochure provides information on the local Healthy Start program. It describes available services, the target population, and program goals. The addresses and phone numbers of the Omaha, Norfolk, and Lincoln, Nebraska, offices are provided.

Model(s): Outreach & Client Recruitment

Document Type: Brochures/Pamphlets

Unique Number: 41-1-34

**Aberdeen, SD: Northern Plains Healthy Start
*Having a Child Changes the Rest of Your Life***

This is a camera-ready page for two sizes of the same poster. The black-and-white poster states, "Having a child changes the rest of your life. Reach for your goals now and make a brighter future for yourself by waiting. The strength of our Nation depends on our children. Care for the future. Give your baby a healthy start." The center of the poster contains a photo of teenagers at a picnic table. Two other posters with similar messages are also available. One contains an illustration of a grandmother with a child and the other contains an illustration of a mother holding her infant.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Posters

Unique Number: 41-1-35

**Aberdeen, SD: Northern Plains Healthy Start
*We Are All Part of the Sacred Circle of Life***

This 16" x 24" color poster features black-and-white drawings of a baby with relatives. The poster contains the following message: "We are all part of the sacred circle of life. Each of us has a responsibility and role in helping our young relatives receive a good beginning in life. We can have a positive impact on the future by having a positive impact on our children today." It also gives the address and phone number for Healthy Start in Aberdeen.

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

Document Type: Posters

Unique Number: 43-1-42

**Dallas, TX: Dallas Healthy Start
*Beyond ABC: Growing Up in Dallas County***

This 57-page book contains statistics on the health, security, education, and safety of children and youth in Dallas County from 1990 through 1995. The book contains a summary and description of methodology for gathering the data, a data summary, recommendations, demographic data, and a description of recent studies on children's issues in Dallas County.

Model(s): Consortium

Document Type: Reports

Unique Number: 43-1-45

**Dallas, TX: Dallas Healthy Start
*Facilitating Services Model***

This packet includes policies and procedures for the Mom-Mobile Transportation Program and a form for parents to sign to give permission for a minor to ride the Mom-Mobile. A two-page satisfaction survey is provided (one in English and one in Spanish).

Model(s): Facilitating Services

Document Type: Program Descriptions

Unique Number: 43-4-1

**Houston, TX: Sunny Futures—Healthy Start
Financial Statements and Single Audit Reports for
the Year Ended December 31, 1998**

This packet of financial statements summarizes the financial position of Neighborhood Centers, Inc., as of December 31, 1997 and 1998. It provides specific information on changes in its net assets and cashflows for those years.

Model(s): Consortium

Document Type: Reports

Unique Number: 46-1-26

**Richmond, VA: Richmond Healthy Start
Initiative**

Handbook for Training Teen Leaders

This handbook is used for Postponing Sexual Involvement: An Educational Series, a program developed by the Emory/Grady Teen Services Program of Atlanta, Georgia, to train teens to conduct classes for other teens. The handbook covers trainer preparation, teen leader recruitment, screening and selection, teen leader training sessions, and training program evaluation. An appendix is included.

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

Document Type: Curricula/Teaching Tools

Unique Number: 46-1-35

**Richmond, VA: Richmond Healthy Start
Initiative**

Handbook for Training Adult Leaders

This handbook is used to train adults to conduct classes for teens and parents of teens as part of Postponing Sexual Involvement: An Educational Series, produced by the Emory/Grady Teen Services Program of Atlanta, Georgia. The handbook includes an introduction, trainer preparation, the training program (influences on adolescent sexual behavior and presenting the Postponing Sexual Involvement series), and an appendix.

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

Document Type: Curricula/Teaching Tools

Unique Number: 49-2-16

**Milwaukee, WI: Milwaukee Healthy Women &
Infants Project (Inactive Healthy Start Site)**

Job Description: Members of Board of Directors

This is a one-page description of the participation, communication, and decision-making duties of the members of the board of directors. It covers attendance at meetings, striving to reach sustainability, membership on committees, becoming familiar with the issues, giving advice and expertise, and supporting the community in owning and leading the project. 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: 49-2-139

**Milwaukee, WI: Milwaukee Healthy Women &
Infants Project (Inactive Healthy Start Site)**

Call ... 226-BABY

This 11" x 17" full-color poster encourages women to seek adequate medical care before, during, and after pregnancy to ensure maximum health and enjoyment for themselves and their babies. This poster has a matching brochure. 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: Posters

Unique Number: 51-1-122

**Washington, DC: District of Columbia Healthy
Start**

Resource Center Library Card

This is a sample library card for the Washington, DC, Healthy Start resource center. The cards, which are plastic-laminated, state "DC Healthy Start" and contain the client's name and his or her Social Security number in bar codes.

Model(s): Other, Family Resource Center, Facilitating Services

Document Type: ID Cards/Library Cards

Unique Number: 51-1-123

Washington, DC: District of Columbia Healthy Start

Rules for Patients: DC Healthy Start Transportation Services

This mini-brochure, which folds up to fit in a wallet, lists the service's rules and eligibility requirements.

Model(s): Facilitating Services, Adolescent Programs

Document Type: Brochures/Pamphlets

Unique Number: 51-1-124

Washington, DC: District of Columbia Healthy Start

Woodson Adolescent Wellness Center

This brochure describes the mission of the center and lists fees/payment information, center hours and location, and types of services available.

Model(s): Adolescent Programs

Document Type: Brochures/Pamphlets

Unique Number: 53-14

HSNRC

Tightrope PSA Campaign Roll-Out Kit

This kit contains tips and tools for Healthy Start sites to use when planning a local campaign, placing public service announcements, working with the news media, and working with the community. The kit contains print ads, logos, a certificate of appreciation, fliers, clip art, fact sheets, and other reproducibles for Healthy Start sites to use when developing their own flyers and public service announcements. A list of resources and sample campaign materials (e.g., a poster, brochure, storyboards) are included.

Model(s): Consortium, Outreach & Client Recruitment

Document Type: Presentation Materials

Unique Number: 53-15

HSNRC

Demonstrating the Value of Healthy Start Interventions to Managed Care Organizations

This comprehensive document covers prenatal care in managed care Medicaid; evidence of the effectiveness of social case management, outreach, and home visits; and methods (basic method and data issues) for estimating the impact of Healthy Start interventions on managed care organization (MCO) costs related to low birthweight (LBW) infants. The approaches for estimating this impact are to use (1) national, state, and other published data; (2) local data; and (3) MCO-specific data. The document contains tables, a bibliography, and appendices (research results and evidence of the effectiveness of social case management, outreach, and home visits; tables and profiles of selected model programs; available data sources on LBW rates and costs; and a sample data request from local sources).

Model(s): Consortium

Document Type: References/Resources

Unique Number: 53-16

HSNRC

Healthy Start's Conducting a Community Needs Assessment Workshop

This packet includes photocopies of overheads used during the Healthy Start workshop and materials that cover why conducting a needs assessment is important, steps for conducting a needs assessment, who should be involved, how to maximize resources, how the findings affect services you plan to provide, necessary data, and barriers to conducting a needs assessment.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 53-17

HSNRC

Implementation of Healthy Start: Lessons for the Future, November 1997, The

This scaled-down version of the report includes lessons for the future, Healthy Start (HS) components, administering HS, gaining community involvement, providing HS services, other important components, next steps in national evaluation, and instructions on how to get the full report. For ordering information, please contact the Mathematica Publications department at 609-275-2350 or visit their website at www.matematica-mpr.com.

Model(s): Consortium

Document Type: Reports

Unique Number: 53-18

HSNRC

Healthy Start Resource Development and Sustainability: "Where Do We Go from Here?"

This booklet contains notes of the November 1994 Healthy Start (HS) grantee meeting. The following topics are covered: the infant mortality review; qualitative techniques for analyzing maternal interviews; analytical strategies, preventability, and service intervention; public information and education; development of quality assurance protocols for HS; national evaluation update and site visit report; collaboration/consortia development; exploration of technical assistance needs; consumer caucus; lessons learned (outreach, case management, and social support services); grantee communication/electronic linkages; and HS forum. Remarks by Thurma McCann (Director, Division of HS), Audrey Nora (Director, Maternal and Child Health Bureau), and Walter Broadnax (Deputy Secretary, U.S. Department of Health and Human Services) are included.

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

Document Type: Reports

Unique Number: 53-22

HSNRC

Healthy Start Initiative

This 1996 trifold brochure addresses Healthy Start's challenge in reducing infant mortality and why Healthy Start is unique. It also covers Healthy Start's guiding principles, lessons learned, keys to success, models of intervention, and legacies.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 53-25

HSNRC

Infant Mortality: Healthy Start Planning Grantee Meeting, January 1998

This packet contains an overview and covers ground rules for meeting goals, community consortia, public funds, infant mortality, sustainability, lessons learned, outcomes model, things to remember before beginning, where to find support, and building public consensus.

Model(s): Consortium

Document Type: Presentation Materials

Unique Number: 53-32

HSNRC

22 Healthy Start Communities, The

This flyer lists the original 22 Healthy Start sites and shows their location on a U.S. map. On the reverse side, a summary of the Healthy Start Initiative and the additional seven special projects is provided.

Model(s): Consortium

Document Type: Brochures/Pamphlets

Unique Number: 53-33

HSNRC

Every Child Deserves a Healthy Start

This fourfold, full-color brochure summarizes the Healthy Start Initiative, what an individual can do to help, and what every pregnant woman needs. It also lists resources to contact for more information.

Model(s): Consortium

Document Type: Brochures/Pamphlets

