



Building a Regional Parenting Education Framework: First Year Guidelines for Hubs (Lead Agencies and Partners)

Part I: Regional Inventory and Gap Analysis

- Administer Community Organization Survey
 - Using the instrument developed by Oregon State University, administer the survey to community organizations that offer programming, make referrals, or are in some way connected to parenting education. This survey will be electronic. Your OPEC Hub will receive a paper copy and online link that can be distributed to community organizations.
 - We highly recommend you complete this survey by December 15 (of your OPEC Hub's first fiscal year).
 - If needed, consult with OSU team in analysis of survey results.
- Administer Parent Survey
 - Using the instrument developed by Oregon State University, administer the survey to at least 100 random parents (not parents currently participating in your programs, but parents reached through schools, partner agencies or community events). Parents may have children of any age to participate in the survey, but there should be targeted efforts to reach families with children ages 0-6. The survey will be available in hard copy as well electronically. The survey is available in both English and Spanish.
 - Survey includes questions regarding:
 - ✓ parental attitudes about parenting education
 - ✓ parental knowledge about parenting issues
 - ✓ perceptions of community needs
 - ✓ where parents currently get their parenting information
 - We highly recommended that you complete this by the end of December 15 (of your OPEC Hub's first fiscal year).
 - If needed, consult with OSU team in analysis of survey results.
- Participate in baseline Hub Self-Assessment survey. The first step involves completing the self-assessment (hard copy) with key partners. This information will help to identify Hub strengths and challenges. There are two approaches you could take to complete this survey depending on the needs of your Hub.
 - Option 1: Conduct a meeting with your advisory group and key partners physically present to discuss each item together and come to a consensus as to where your Hub currently scores.
 - Option 2: Send copies of the survey to your advisory group and ask them to complete it about your Hub in their own time. Collect surveys and compile their results by averaging their scores on each item into one survey.Submit the final scores to OSU through the following online link:
<https://www.surveymonkey.com/r/OPECselfassessment2016>. You should only enter one

survey for your Hub that contains the combined scores from your community partners. Please enter this survey by December 15 (of your OPEC Hub's first fiscal year).

- Utilize additional mechanisms for identifying services and gaps if needed. These may include but are not limited to existing data collected in your community, focus groups with community partners and/or parents, interviews with key informants such as school principals, faith-based leaders, and service providers.
- With partners and advisory group members, use findings and data from the above steps to complete the "Hub Framework" worksheets (template provided) to capture strengths, gaps, and determine Hub goals.
- Develop a three-to-five-year strategic plan (Part II)

Part II: Strategic Plan

1. Strategic plan narrative outline:

- a. *Overview* – brief (one-paragraph) overview of the Hub
- b. *Mission and vision* – (for the Hub; not your existing organization)
- c. *Governance* – Describe the structure of your advisory group and how decisions are made within the group. Include a list of community agency partners with their roles and a list of advisory council members and their affiliations. *If your OPEC Hub is also the backbone organization for your region's Early Learning Hub, please describe any overlap in the governance, etc. of these two initiatives.* (Lists can be either in the Appendices or in the body of the narrative.)
- d. *Gaps and Strengths Assessment* – Describe the process for how you and your advisory group assessed needs, gaps, and strengths. This includes a brief overview of how you collected the data used for the process.
- e. *Findings* – Describe what was learned from the data collected. (e.g. availability of services, strengths, unmet needs, etc.)
- f. *Priority Needs* – Discuss the *process* your advisory group used to determine priority needs for your region based on the findings. List and briefly describe the priority needs (including infrastructure, programming, and system-building) to be addressed in the coming three to five years
- g. *Goals and strategies* – What goals were set to address the determined priority needs? Identify the strategies you will be working on to address each of the goals (e.g. fundraising; provision of training; coordination of services; replication or expansion of programs; garnering partner support; marketing and communication; new partnerships with groups such as the business community; schools and the faith community)

2. Strategic Plan Appendices

1. Updated Logic Model
2. Updated Work Plan
3. Hub Framework Worksheets

Note: There should be alignment between the goals and strategies identified in the strategic plan narrative and your Logic Model and Work Plan.

Submit Strategic Plan via email to all of the following by June 30th at the end of your Hub's first fiscal year:

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Christy Cox (ccox@tfff.org)

Oregon State University team (shauna.tominey@oregonstate.edu)