

The NCCP Pathways Project and Tools were developed by Taniesha Woods, PhD, with the assistance of Melissa Christie. Woods has also developed and implemented the process for completing the tools.

## USER GUIDE: *PROGRAMS AND SERVICES MAPPING TOOL*

**Background on the Tool.** The Programs and Services Mapping Tool is designed for coalitions to map formal and informal interventions in their community using the six Pathways goals. This will help coalitions assess strengths to build on, as well as gaps in early childhood and family interventions. Also, having a centralized location for community resources improves families' access to services

### Directions for Completing the Programs and Services Mapping Tool

This tool should be completed as part of a collaborative process and it is important that the full coalition participates in the completion of the tool. Information collected for this tool includes:

- **Program Name:** Include both the national name of the program (Parents as Teachers) and the local program name (Parents and Children Together), if they are different. Coalitions should keep in mind that some key stakeholders may be more familiar with the national names of programs, and thus these names should be included in the list. If the program goes by an acronym, please include the full name the first time the program is listed.
- **Goal(s) and Description:** Describe the primary goals of the program and the services offered.
- **Capacity:** Describe whether the program is able to serve all eligible children and families in need of the program (for example, is there a waiting list?).
- **Eligibility:** Describe who is allowed to participate in the program (for example, age, income, family status requirements).
- **Quality:** Describe whether the program adheres to a specific quality standard (for example, NAEYC accreditation, fidelity of implementation tool).

- **Contact Information:** Include the program phone number, address, and website.

We recommend that coalitions assign a member or sub-committee the responsibility of completing each section of the tool. Typically, coalition members who are most knowledgeable about programs and services related to a Pathways goal are best suited to work on that section. With this in mind, we suggest that coalition members first provide information for the programs for which they are most knowledgeable and then give feedback on other listings. Given the collaborative nature of this tool, there may be several drafts of the tool before the coalition arrives at a final draft. Your coordinator will assist with incorporating completed program information into the final draft of the Programs and Services Mapping Tool.

**After Completing the Tool.** The information collected as part of the Programs and Services Mapping Tool will be helpful in identifying the areas where the community has existing capacity upon which to build as well as priority area(s) that are in need of improvement. This information should be used to inform completion of the Strategic Planning Tool. Also, once the coalition has a final draft of the Programs and Services Mapping Tool, we recommend that it is made accessible to members in the broader community. Findings from this tool will be useful to coalition members and other service providers who want to help their clients navigate the early childhood and social service system. Due to the changing nature of programs, we recommend updating this tool annually.