



Bright Futures Grant Process and Procedures

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Items Needed from Program to Provide Bright Futures Services:

1. Program will need to submit signed assurances, copy of APR, and copy of W-9 to Becky Peters at bpeters@kpata.org.

Referral Procedure:

1. Referral will be sent to the local program with initial option to serve the family.
2. Initial contact efforts with the family must be made within 48 hours and acknowledgement of contact must be emailed to Hilary Koehn at hkoehn@kpata.org to ensure grant compliance.
3. If you are unable to reach the family on the first or second attempt please contact the CPS worker to ensure you have the most accurate current way of reaching the family.
4. If you are still unable to reach the family, you must notify the CPS worker as well as Hilary Koehn.


Monthly Reporting Procedures for Programs Serving Bright Futures Family:

1. Program will complete the monthly reimbursement and performance report:

<https://kpata.wufoo.com/forms/bright-futures-performance-reimbursement-2021/>

Please note the report is due by 12:00 pm on the due dates listed. After completing the report, you will receive a response that will thank you for completing the form.

2. Program will complete the monthly DCF report and **send it to the CPS worker** for that referral:



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KANSAS PARENTS AS TEACHERS

Monthly DCF Report

Family Receiving Home Visit Services:

Number of Visits Completed: Number of Visits Canceled:

Service Delivery Statement (brief update of family progress and/or barriers this month):

PAT Program: Parent Educator:

Date of Monthly Report: Preparer of Report:

If you are unable to locate an email address for the CPS worker, please contact Becky or Hilary and we will be happy to assist.

Exit Procedures for a Bright Futures Family Referral:

1. When exiting a Bright Futures Family, the program must complete Section IV and V of the PPS4310 form. **The form needs to be emailed to the CPS worker and Hilary at hkoehn@kpata.org.**
2. This form must be completed if you are **unable to contact** and “enroll” a family in your PAT program but received the referral. The family will not count on your APR because they are not “PAT enrolled”, but for DCF purposes the exit information must be completed. The only exception to this is if the CPS worker retracts the referral.