Washington State Parent to Parent Support Programs
New Coordinator Checklist

☐ Get Coordinator Training Manual, read and set up orientation with the State Coordinator @ 1-800-821-5927

☐ Coordinator website and password access (see P2P Info Sheet attached)

☐ Attend Orientation with State Coordinator and/or experienced Coordinator designated by State Office

☐ Register with State Office for P2P Listserv through Yahoo Groups & introduce yourself

☐ Join Coordinator Facebook page-get access

☐ Visit another Parent to Parent Program

☐ Set up phone line/answering machine P2P listing

☐ Set up email/signature section P2P

☐ Update Coordinator listing sheet with state office

☐ Check with State Office about P2P brochures template and other materials

☐ Set up referral system; phone, e-mail, e-list, Facebook logs; see Coordinator manual for examples

☐ Develop introduction letter, see Coordinator manual for examples

☐ Attend a Helping Parent Training and review the H/P PowerPoint

☐ Plan one (1) Helping Parent training a year; review New Parent Matching protocol

☐ Discuss P2P budget and Work Plans with Sponsoring Agency and data & reporting requirements set out by the contract

☐ Develop with your Sponsoring Agency a calendar of events for the year

☐ Discuss with Sponsoring Agency about parents and professionals to advise Program - Need Advisory Board for Parent to Parent or can you use Arc Board, ICC etc.

☐ If possible, establish mailing lists by disability and age of child

☐ Talk with Sponsoring Agency on methods of communication with parents and professionals; by newsletter, e-group, Facebook.
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- Advertise and recruit parents for volunteer Helping Parent training or for retraining; discuss Helping Parent training for later in the year with State Coordinator

- Attend any Coordinator Trainings scheduled by State Parent to Parent Coordinator

- Attend ICC (DEL (ESIT – Early Support for Infants & Toddlers) Birth to five, Lead Agency FRC (Family Resource Coordinator). Talk with them on the phone or meet with them; find out and meet with Early Childhood Center staff

- Talk with CSHCN nurse frequently and/or attend the DOH-CSHCN meetings in County and Region

- Attend DD County meeting with Sponsoring Agency; meet with the DD County Coordinator

- Talk with the Office of the Education Ombudsman (OEO) about school districts in your county and if there is any training or help for families in working with their schools. Call OEO toll-free at 1-866-297-2597.

- Call and introduce yourself to your PAVE representative; Arc office in your area; Parent Coalition staff; Fathers Network

- Call and introduce yourself to the Seattle Children's Parent Support Program staff

REMINDERS:
- Dress professionally for meetings, conferences, and workshops. You are representing your Sponsoring Agency and Parent to Parent.

- Think carefully about sharing personal conversations and observations. Parent to Parent is based on confidentiality.

- Ask your State Office or a veteran Coordinator from another county for help.

* Only parents are allowed to attend P2P “parent” support groups and allowed on designated “parent” e-lists/Facebook pages (if noted that way).