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| **Year 1 Workplan** |
| **Project Goal:** To conduct activities designed to support programs and activities for families of children who are identified as DHH. Implementation of the Family-Based Training Initiative and provision of curriculum, training, resources and expertise to the NYSDOH/HRI, key partners and families who assist with New York State’s goal to support promote a network of parents to support children who are Deaf or Hard of Hearing (DHH) and their families |
| **Objective 1 Review of Current Educational Material and Training Curriculum Review:** By May 31, 2021 complete review and assessment of current NYEHDI training curriculum and educational material available for supporting families with children who are DHH.Providing content specific improvements following review and assessment. |
| **Planned Activities:** * **Review of current NYEHDI training curriculum and educational materials.**
* **Assessment of the available curriculum and materials.**
* **Conduct discussion with NYEHDI Program regarding the review and assessment.**
* **Development of a formal review report and initial roll-out plan.**
	+ **Formal review report should identify gaps for improving available training curriculum and educational materials from the Department of Health (DOH). Including recommendations on content specific improvements.**
	+ **Roll-out plan should include details such as: training development and facilitation timeline, educational material development and dissemination timeline, planning and facilitation of focus groups, timeline of continued reevaluation of project deliverables and how they support parent advocacy and leadership.**
	+ **Timelines should be in line with the noted timelines in this document and Workplan, Attachment 5. In addition, the plan should address how activities will incorporate content to assist families of young children who are DHH and incorporate parent leadership training to support families with children who are DHH.**
	+ **Plan of action will be subject to reevaluation mid-way through the project period to assess what is successful and what requires revision**
* **Submission of the formal review report and initial roll-out plan**
 | **Responsible Party:**  | **Timeframe:**  |
| **Objective 2 New Material and Training Development:** By November 30, 2021 develop or identify training curriculum and educational material to provide support for families with children who are Deaf or Hard of Hearing (DHH). To include information assisting and supporting families as they navigate the process from newborn hearing screening through diagnosis of permanent hearing loss and entry into early intervention or other appropriate services.*Training Curriculum and Educational Material should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.* |
| **Planned Activities:** * **Develop or identify training curriculum to provide support for families with children who are DHH. The focus of materials is on providing support for families from the time of referral through diagnosis of permanent hearing loss by an audiologist and ultimately receiving services (Early Intervention or other).**
* **Develop parent leadership and advocacy training to support parents of young children with hearing loss, including content specific to families of newly identified children who are deaf/hard-of-hearing (DHH), for parents and parent groups.**
* **Identify subject matter experts to assist in the development of training curriculum, to best support parents and families with children who are newly identified as DHH.**
* **The final training should be web-based and can be comprised of in-person sessions, web-based trainings, and/or support hotline, available statewide and can be accessed at a later time. Training should be compatible with a variety of different platforms.**
	+ **Training format should allow for viewing at a later time and compatible to share on the DOH website.**
	+ **Training Curriculum and Educational Material and Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.**
	+ **Submission of a developed draft training, with details.**
	+ **Should be detailed enough so external staff may deliver the training, ex. PowerPoint presentation with trainer notes for submission.**
	+ **Trainings should include evaluations to assess the efficacy of the trainings**
* **Develop or identify written educational material, such as pamphlets, brochures to provide to hospitals, physicians and audiologists so families with children who are newly identified DHH, can be provided with helpful and supporting information. Written material should take health literacy into consideration.**
	+ **Submission of draft content for developed educational material.**
* **Revaluate of training curriculum and educational material throughout the development period.**
* **Submission of draft training curriculum and educational material.**
* **Continued discussion with NYEHDI Program throughout the development process of the training curriculum and educational material.**
* **Discussion of draft training curriculum and educational material.**
 | **Responsible Party:** | **Timeframe:** |
| **Objective 3 Parental Leadership and Advocacy:** By March 31, 2022 complete all activities required todevelop the final training curriculum to include information assisting and supporting families as they navigate the process from newborn hearing screening through diagnosis of permanent hearing loss and entry into early intervention or other appropriate services; additionally, will include parent advocacy and leadership training for families of young children who are DHH. *Training Curriculum and Educational Material should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.* |
| **Planned Activities:** * **In coordination with developed draft training curriculum and educational material, enhancement of the training curriculum and education material, to address parental advocacy and leadership, will occur.**
* **Modeled after the DOH existing parent leadership training or other successful family support training models, to parent groups, including content specific to families of newly identified children who are deaf/hard-of-hearing (DHH).**
* **The final training should be web-based and can be comprised of in-person sessions, web-based trainings, and/or support hotline, available statewide and can be accessed at a later time. Training should be compatible with a variety of different platforms.**
	+ **Training format should allow for viewing at a later time and compatible to share on the DOH website.**
	+ **Training Curriculum and Educational Material and Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.**
* **Trainings should include evaluations to assess the efficacy.**
* **Submission of development and reevaluation reports for the enhanced training curriculum and education materials, as requested.**
 | **Responsible Party:** | **Timeframe:** |
| **Objective 4 Program Management, Administration and Evaluation:** By March 31, 2022 complete all activities required to coordinate, manage and monitor the program to achieve the goals and objectives**.** |
| **Planned Activities:** * **Monthly project calls with NYEHDI Program, providing updates on implementation of project deliverables.**
* **Submission of required reports as noted for each activity.**
* **Quarterly Progress reports will be required throughout the project year, providing details of completed and in progress project activities.**
	+ **Three (3) Quarterly Progress Reports for Project Year 1. Approximate submissions by July 30, 2021, October 31, 2021, January 31, 2022.**
* **Final Year Progress report will be required providing details of completed and in progress project activities.**
	+ **Approximate submission by April 30, 2022.**
* **Additional reporting details will be provided in advance of the submission date.**
* **Additional reporting and project call upon request of NYEHDI Program.**
 | **Responsible Party:**  | **Timeframe:** **Monthly** **Quarterly** **Annual**  |
| * **Quarterly submission of vouchers for request for reimbursement.**
* **Vouchers should request only for deliverables met during the vouchering or report per period.**
* **Vouchers will be submitted within 30-days after the end of the quarter.**
 |  | **Quarterly**  |

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| **Year 2 Workplan** |
| **Project Goal:** To conduct activities designed to support programs and activities for families of children who are identified as DHH. Implementation of the Family-Based Training Initiative and provision of curriculum, training, resources and expertise to the NYSDOH/HRI, key partners and families who assist with New York State’s goal to support promote a network of parents to support children who are Deaf or Hard of Hearing (DHH) and their families |
| **Objective 1 Planning for Focus Group Facilitation:** By June 31, 2022 complete all activities required to develop a plan to facilitate up to 4 focus groups to review current and enhanced training curriculum and educational material, in Year 2. *Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.* |
| **Planned Activities:** * **Develop a written plan to coordinate and facilitate up to 4 focus groups, in different locations statewide.**
	+ **Written plan should address; the location of the focus group, format of the focus group (which can be decided at the time in discussion with NYEHDI Program team), participant information (including background information, parent or professional, etc.), to ensure a diverse group of parents and professionals are reviewing the developed enhanced training curriculum and educational material.**
	+ **Additional details may be requested by NYEHDI Program.**
	+ **Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.**
 | **Responsible Party:** | **Timeframe:**  |
| **Objective 2 Focus Group Facilitation:** By December 31, 2022 facilitate focus groups to review and evaluate developed enhanced training curriculum and educational materials.*Training Curriculum and Educational Material should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.* |
| **Planned Activities:** * **Facilitation of up to 4 focus groups to review and evaluate developed enhanced training curriculum and educational materials.**
* **Focus groups should invite parents of children who are DHH and professionals, who provide services to families with children who are DHH, to review and evaluate the developed items.**
* **Evaluate feedback from focus groups to develop a formal written summary. Summary should include details of next steps to take, such as potential revisions to the training curriculum and educational material.**
 | **Responsible Party:** | **Timeframe:** |
| **Objective 3 Revision and Delivery:** By March 31, 2023 revise and submit the final enhanced training curriculum and educational material. Additionally, provide a plan for dissemination of the developed enhanced training curriculum. *Training Curriculum and Educational Material should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.* |
| **Planned Activities:** * **Revision and Plan for Delivery**
* **Revise and edit draft of the enhanced training curriculum and education material as noted in the focus group summary.**
* **Submit final draft of enhanced training curriculum and educational material.**
* **Delivery of finalized educational material to the Department/NYEHDI Program.**
 | **Responsible Party:** | **Timeframe:** |
| **Objective 4 Program Management, Administration and Evaluation:** By March 31, 2023 complete all activities required to coordinate, manage and monitor the program to achieve the goals and objectives**.** |
| **Planned Activities:** * **Monthly project calls with NYEHDI Program, providing updates on implementation of project deliverables.**
* **Submission of required reports as noted for each activity.**
* **Quarterly Progress Reports will be required throughout the project year, providing details of completed and in progress project activities.**
	+ **Three (3) Quarterly Progress Reports for Project Year 2. Approximate submissions by July 30, 2022, October 31, 2022, January 31, 2023.**
* **Final Year Progress report will be required providing details of completed and in progress project activities.**
	+ **Approximate submission by April 30, 2023.**
* **Additional reporting details will be provided in advance of the submission date.**
* **Additional reporting and project call upon request of NYEHDI Program.**
 | **Responsible Party:** | **Timeframe:** **Monthly** **Quarterly** **Annual** |
| * **Quarterly submission of vouchers to request for reimbursement.**
* **Vouchers should request only for deliverables met during the vouchering or report per period.**
* **Vouchers will be submitted within 30days after the end of the quarter.**
 |  | **Quarterly**  |

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| **Year 3 Workplan** |
| **Project Goal:** To conduct activities designed to support programs and activities for families of children who are identified as DHH. Implementation of the Family-Based Training Initiative and provision of curriculum, training, resources and expertise to the NYSDOH/HRI, key partners and families who assist with New York State’s goal to support promote a network of parents to support children who are Deaf or Hard of Hearing (DHH) and their families |
| **Objective 1 Plan for Delivery:** By June 30, 2023, provide a plan for dissemination of the developed enhanced training curriculum. |
| **Planned Activities:** * **Delivery of finalized training curriculum to the identified population.**
* **Develop a written plan to disseminate the training curriculum**
	+ **Written plan should include the following information; steps to disseminate training, recruitment of parent groups, etc.**
* **According to data for New York State, about 375 children were diagnosed with hearing loss in 2018. should include details on how these families will be reached and provided the developed enhanced training curriculum and educational material.**
	+ **Parent Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.**
	+ **Additional details may be requested by NYEHDI Program.**
 | **Responsible Party:** | **Timeframe:** |
| **Objective 2 Training Curriculum Delivery and Evaluation:** By March 31, 2024 deliver the developed enhanced training curriculum as planned, including training evaluations. *Training Curriculum and Educational Material should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.* |
| **Planned Activities:** * **Delivery of Training Curriculum**
	+ **Up to 4 training sessions. Combination of live and web-based training sessions, as modeled after the DOH parent leadership training project or other successful family support models, to parent groups.**
* **Continued reporting of ongoing delivery of training and materials provided to the NYEHDI Program team.**
* **Training evaluation**
	+ **For each training sessions delivered, submission of formal written summary of training evaluations.**
 | **Responsible Party:** | **Timeframe:** |
| **Objective 3 Program Management, Administration and Evaluation:** By March 31, 2024 complete all activities required to coordinate, manage and monitor the program to achieve the goals and objectives**.** |
| **Planned Activities:** * **Monthly project calls with NYEHDI Program, providing updates on implementation of project deliverables.**
* **Submission of required reports as noted for each activity.**
* **Quarterly Progress Reports will be required throughout the project year, providing details of completed and in progress project activities.**
	+ **Three (3) Quarterly Progress Reports for Project Year 3. Approximate submissions by July 30, 2023, October 31, 2023, January 31, 2024.**
* **Final Year Progress report will be required providing details of completed and in progress project activities.**
	+ **Approximate submission by April 30, 2024.**
* **Additional reporting details will be provided in advance of the submission date.**
* **Additional reporting and project call upon request of NYEHDI Program.**
 | **Responsible Party:** | **Timeframe:** **Monthly****Quarterly** **Annual** |
| * **Quarterly submission of vouchers to request for reimbursement.**
* **Vouchers should request only for deliverables met during the vouchering or report per period.**
* **Vouchers will be submitted within 30days after the end of the quarter.**
 |  | **Quarterly**  |