

## Family Development Associate (FDA) Credential - Portfolio Requirements

### Competency #1: Establish mutually respectful partnerships with families to enhance the quality of their lives and their communities.

Indicator	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
1a) Conduct outreach, recruitment and enrollment.	Provide three examples of tools that you have developed for recruitment efforts.	Flyers, Posters, Letters, etc.		
1b) Provide orientation on philosophy of program and services provided.	Submit written summary of the philosophy of Head Start/Early Head Start and the services provided by your program. This should be in your own words. Provide documentation of contents covered during a program orientation/home visit.	Summary, Home Visit Documentation		
1c) Establish and maintain ongoing partnerships based on trust with families.	While maintaining confidentiality, submit a series of completed contact logs or family case notes for three (3) families. These should showcase at least a three month period to highlight your connections, interventions, referrals, etc. with each family.	Contact logs, family notes, minutes, etc.		
1d) Communicate effectively using appropriate verbal and non-verbal messages and reflective listening skills.	Select three people that you have communicated with recently in your line of work. Provide a Learning Reflection that briefly describes the communication you had and identifies the types of communication used with each.	Learning Reflection		
1e) Implement strategies including home visits to learn about the families and the changing communities.	Host/co-host an event that brings family and community together. Provide a Learning Reflection of the planning and implementation process, include observed outcomes.	Learning Reflection		

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### Competency #2: Support families' efforts to reach their goals.

Indicator	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
2a) Develop strengths-based assessments with families that describe their goals, strengths, resources and support networks, as well as necessary services and supports.	<p>Provide three (3) family assessments you've completed, being sure to keep identifying information confidential, and provide a Learning Reflection on your experience of using the strength-based approach. The assessments should be of families with three (3) different backgrounds or life situations (i.e. Child with special need, over-income, ESL, homeless, single-parent, two-parent, grand-parent, etc.).</p> <p>You may use your agency's form/instrument or another instrument. However, the instrument should address the areas outlined in the "Indicator" section (2a). If your form does not capture all of these areas, discuss what impact you felt this may or may not have had during the assessment process with the family.</p>	Learning Reflection		
2b) Develop, in partnership with the family, an individualized family plan.	Provide an example of one initial Family Partnership Agreement (Family Plan), being sure to keep identifying information confidential.	Family Partnership Agreement		
2c) Facilitate families problem solving and teach problem solving skills.	Assist one family through the process of a family group conference. Provide a Learning Reflection of experience.	Learning Reflection		
2d) Coach, consult, educate and utilize counseling skills, where appropriate.	Provide a Learning Reflection that highlights counseling skills utilized during an interaction with a family.	Learning Reflection		
2e) Advocate for the family and support them in advocating for themselves.	Provide a Learning Reflection about a situation where you advocated for a family and assisted them in advocating for themselves.	Learning Reflection		
2f) Follow-up with a family on the progress toward meeting their goals and any revisions to the plan.	Provide a copy of one Family Partnership Agreement (Family Plan), with updates noted, being sure to keep identifying information confidential.	Family Partnership Agreement		
2g) Assist with transitions to other programs, communities and schools.	Develop a draft of two letters (one to school/ one to family) whose purpose is to facilitate transition between the family and the program/school.	Copies of letters		

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### Competency #3: Offer parents' opportunities to be involved in group activities, including policy groups and educational activities based on interest and need.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
3a) Identify common interests and needs of parents in order to plan appropriate activities.	Provide a Learning Reflection on how you, as a Family Worker, identify the needs of the families that you work with.	Learning Reflection, Attach any tool, such as a survey, that you may have used		
3b) Work with parent groups on group formation, group processing and leadership.	<p>Research the four (4) stage model of group development theory developed by Dr. Bruce Tuckman and use this information to complete a Learning Reflection explaining the stages of parent group formation, the group process and the evolution of the group leadership (ex: Forming, Storming, Norming, and Performing).</p> <p><i>Your reflection should demonstrate your knowledge of Dr. Tuckman's theory, as well as integrate your thoughts and experience with how this relates to parent group formation.</i></p>	Learning Reflection		
3c) Provide and/or coordinate training and educational opportunities for parents.	Provide minutes from three parent meetings, identifying speakers and topics.	Meeting Minutes		
3d) Engage parents in volunteering, community service and other ways of contributing to the program activities and services.	Provide a Learning Reflection explaining ways that you build awareness of volunteer opportunities for families within Early Head Start/Head Start program and within their community. Include information on program employment opportunities that you have shared with your families. (Volunteering, Substituting and Long Term Employment)	Learning Reflection, Attach flyers, ads or additional tools that you have created or used.		

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### Competency #4: Provide opportunities for children and families to participate in family literacy services.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
4a) Work with other program staff to support interactive literacy activities between parents and their children.	Work with at least one other staff member to create and implement activities for parents and children with a focus on literacy. Provide a Learning Reflection of the experience, as well as flyers/posters/brochures and any documentation of the activity that you implemented. (Consider the “How to Raise a Reader and a Writer” Program by visiting: <a href="http://www.naeyc.org/ece/1998/19.asp">http://www.naeyc.org/ece/1998/19.asp</a> )	Learning Reflection, Flyers, Brochures, etc.		
4b) Provide training for parents in how to be the primary teacher for their children and full partners in the education of their children.	Provide a training session, in cooperation with an EHS/HS teacher that focuses on Parents as First Teachers. Provide a Learning Reflection on the experience and include any flyers/posters/brochures that you create (be sure to remember your Home-Based educators).	Learning Reflection Flyers, Brochures, etc.		
4c) Assist parents as adult learners to recognize and address their own literacy goals.	Provide a Family Partnership Agreement (Family Plan) and two updates from a family whose goals include improving their own literacy or furthering their education with GED, Higher Education or Vocational Training.	Initial Family Partnership Agreement (Family Plan) and 2 updates to the plan		
4d) Link and support parents in engaging in literacy training that contributes to self-sufficiency.	Identify and locate local community literacy resources. Develop a Community Literacy Guide Book page (see Doc. 11) for at least three of these identified sources.	Guide Book pages		

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### Competency #5: Coordinate and integrate Head Start services in order to enhance effectiveness.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
5a) Serve as productive team member on an interdisciplinary team of professionals.	Provide a Learning Reflection on your experience as a part of any appropriate interdisciplinary committee. Interdisciplinary Committees can include those within your agency or within other community agencies.	Learning Reflection		
5b) Participate in and facilitate case conferences to promote service integration.	Provide a Learning Reflection of your experience with case conferencing (may also be titled staffing or supervision). Include who participated, their background/discipline and the outcome of the conference. Include your own role in the conference.	Learning Reflection		
5c) Apply knowledge of health, mental-health, disabilities and child development in order to ensure holistic service delivery.	Identify an indicator from an area of health, mental-health, disabilities and child development that may require further assessment. Describe the impact each indicator has/could have on the child's well being. Identify ways or examples that these indicators can be inter-related. Include a potential source of referral within your community. Provide a Learning Reflection on your experience.	Learning Reflection		
5d) Promote and support parent involvement and leadership throughout the program.	Provide a Learning Reflection of one family's success in accessing a specialized service and their role as their own advocates.	Learning Reflection		

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### Competency #6: Support families in accessing other community resources.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
6a) Research and keep up-to-date on program and community resources.	Participate in an annual update of Community Resource Guide for your agency and provide a Learning Reflection of your experience.	Community Resource Guide, Learning Reflection		
6b) Analyze a match of community resources to family needs and identify unmet needs.	With a family, utilize their initial Family Assessment to identify areas to where appropriate resources were needed and obtained. In addition, document those resources that were unavailable, difficult to access, or not family friendly. Provide a Learning Reflection on the experience.	Family Assessment and Learning Reflection		
6c) Refer families to community resources and follow-up on effectiveness of referrals.	Using the Community Resource Guide, assist a family in selecting appropriate resources. Complete a referral to the program/agency. Follow up with the family to assess effectiveness. Provide a Learning Reflection on the experience.	Referral Form, Learning Reflection		
6d) Promote community partnerships that will improve supports to families.	Arrange to talk with a family worker from another agency in your community. Choose someone that you know has referred families to your agency. At the meeting, discuss additional ways that your agencies can cooperate and coordinate services to the benefit of the families you serve. Provide a Learning Reflection describing the skills that you used to build a stronger relationship with that worker.	Learning Reflection		

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### Competency #7: Assist families in crisis.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
7a) Listen to families and assess the crisis situation.	Use active listening skills, door openers, encouragers and other communication skills to fully assess a crisis situation. Provide a Learning Reflection identifying what skills you used and the outcome.	Learning Reflection		
7b) Take active steps to ensure the safety of all involved.	Provide three examples of how to keep yourself safe when working with a family in a crisis situation, such as Substance Abuse, Family or Community Violence. Provide a Learning Reflection on the experience.	Learning Reflection		
7c) Decide when to intervene and when to refer a family.	Complete the Enough-Too Much Form (see Doc. 12) reflective of a family you are working with and provide a Learning Reflection on the experience.	Enough-Too Much Form, Learning Reflection		
7d) Identify, with the family, options, resources and consequences to address the situation.	Provide a series of contact logs or case notes from a family experiencing a crisis, being sure to keep identifying information confidential. Provide a Learning Reflection on the experience of assisting this family through a difficult time.	Contact log or case notes and Learning Reflection		
7e) Support families in making decisions and taking active steps to resolve current crisis and be prepared to solve future crisis.	Provide a Family Partnership Agreement from a family who is involved in a current crisis and is able to identify steps needed to solve the crisis and be willing to take steps to handle future crisis. Provide a Learning Reflection on this experience.	Family Partnership Agreement (Family Plan), Learning Reflection		

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### Competency #8: Respect and respond competently to the culture, traditions, lifestyle, language and values of each family and community.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
8a) Be knowledgeable about and sensitive to each family's values, beliefs, traditions, cultural influences, make-up and circumstances.  <i>Keeping in mind that culture can include age, gender, socioeconomic status, sexual orientation, body style, ability etc.</i>	Interview a family or a friend whose background is significantly different from your own. Share positive aspects of your cultures and what each of you would like people to know about your culture. Provide a Learning Reflection describing what you learned from this experience that you wouldn't have learned by simply observing and interacting with other cultures. Be sure to document the difference that you identified.	Learning Reflection		
8b) Work with families representing different cultures using a culturally competent and flexible approach.	Provide three examples of different cultures that you have come into contact with. How were these differences celebrated and respected while providing individualized services? Provide a Learning Reflection on the experience.	Learning Reflection		
8c) Identify and reflect on personal values, experiences and biases that facilitate and present barriers in working with certain groups of people.	Interview an elder member of your own family history and the values that were passed down to them. Provide a Learning Reflection on the experience, describing how the values you inherited influence your own life.	Learning Reflection		

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### Competency #9: Contribute to effective program practices and maintain a commitment to professionalism.

Indicators	Learning	Tools	Date Completed √	Date Verified √
Personal Philosophy	Write a short paragraph on the Learning Reflection form explaining how this particular competency is important in your work with families and how it aligns with your personal values.	Learning Reflection		
9a) Perform record-keeping and internal and external reporting tasks in a timely and objective manner.	Comply with agency requirements for reporting and documentation. Provide a Learning Reflection as to the importance of maintaining accurate records and reporting within the required time frame.	Learning Reflection		
9b) Effectively utilize supervisory professional development and technical assistance resources.	Complete a Family Partnership Agreement (Family Plan) with your supervisor, identifying your own goals and the steps that you will take to achieve it. Include two updates to the plan. <b>OR</b> Use your agencies current staff development process, such as a performance evaluations and professional development plans. Be sure to include updates identifying progress.	Family Partnership Agreement (Family Plan) <b>OR</b> Your agency's current performance evaluation, Relevant certificates of completion		
9c) Contribute to and participate in strategic planning, program self assessment and other efforts to improve program services and agency responsiveness.	Select one of the following: Participate in annual self-assessment of your program. Participate in service area planning. Participate in one advisory committee. Provide a Learning Reflection explaining your contribution to and the success of each effort and interaction.	Learning Reflection		
9d) Articulate an awareness of self, values and ethics as they impact on work with families.	Provide a Learning Reflection of the effects your personal values and ethics have on the families you serve. Include both strengths and potential challenges.	Learning Reflection		
9e) Maintain professional boundaries and confidentiality.	Review your agencies confidentiality policy. Identify its strengths and those areas that may require updating/strengthening. Provide a Learning Reflection on the experience.	Copy of agency policy, Learning Reflection		

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Indicators	Learning	Tools	Date Completed √	Date Verified √
9e) continued... Maintain professional boundaries and confidentiality.	Provide a Learning Reflection describing three examples of situations that have tested your boundaries. Explain how you maintained those boundaries or what you would do differently in future interactions.	Learning Reflection		
9f) Make decisions and act based on family support principles, theories, practices and code of ethics.	Provide a Learning Reflection on how you currently comply with each section of the NAEYC Code of Ethics in your work. Include how you might strengthen your professional practice in ways that are reflective of the NAEYC Code. (See <a href="http://www.naeyc.org/about/positions/PSETH05.asp">http://www.naeyc.org/about/positions/PSETH05.asp</a> for more information.)	Learning Reflection		

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