

One Step at a Time: Activities to Get ALL Involved

1. Type of Activity:

<input type="checkbox"/>	Communications/Marketing
<input type="checkbox"/>	Events
<input type="checkbox"/>	Parent Leadership
<input checked="" type="checkbox"/>	Partnerships/Collaboration

<input type="checkbox"/>	Playgroups/Field Trips
<input type="checkbox"/>	Resources
<input type="checkbox"/>	Training
<input type="checkbox"/>	Transition

2. Logo:



3a. Early Steps Name:

Gold Coast / Broward

3b. Contact Information: Provide your contact information

Name: **Audrey Evans and Anide Metellus-Thompson**
 Title: **Family Resource Specialist**
 Location (Address): **1401 S. Federal Highway, Fort Lauderdale, FL 33316**
 Phone Number: **954-728-1029 954-728.1023**
 E-mail: [**a1evans@browardhealth.org**](mailto:a1evans@browardhealth.org)

4a. Program Name:

Gold Coast – Broward Early Steps’ “Information Exchange”

4b. Basic Information:

The **Information Exchange** is akin to a community resource fair; however, it is an internal event for the benefit of Early Steps and other CDTC staff. It is staged to allow Broward County agencies that serve children with special needs to introduce their programs and services. Participants have an unfettered opportunity to network, cultivate relationships, explain programming and discuss coordination of services. As a result of the Exchange, service coordinators and clinic staff broaden their awareness of community resources and referral opportunities that may be of value to our families.

Secondarily, the Exchange showcases the CHILDREN’S DIAGNOSTIC & TREATMENT CENTER as a principal resource for children with special healthcare needs: offering early intervention, primary care/comprehensive medical home services: including case management, nutrition, evaluations, dental care, specialty care, research.

4c. How it Began:

Five years ago, the Information Exchange was conceived as an opportunity for community partners to informally discuss their programs, answer procedural questions and develop relationships with significant referral sources. It has now become a signature event, scheduled annually since. Between 30 and 35 local agencies, both npo and governmental participate; each sends a knowledgeable representative who is prepared to explain the agency’s services and how Early Steps staff and families may access them. It helps providers to identify the “go to person” within an agency: access that is vital when looking for special assistance in behalf of a family.

4d. Program Benefits:

In the fluid world of healthcare and social services, this event promotes awareness among community organizations of ongoing changes in programming, funding and referral procedures.

- Agencies have an opportunity to profile services offered for infants & toddlers, families
- Agencies can represent changes in programming that have occurred in the past twelve months: i.e. eligibility, capacity, access, etc.
- Early Steps and CDTC staff provide on-site tours, introductions, and information
- Participants receive printed materials, brochures, referral forms, educational information, business cards
- Everyone attending benefits from networking with colleagues

5. Tell Me How:

- a) Identify the organizations in your community that offer services of value to families whose children may have special needs, handicapping conditions, developmental delays and/or families needing special assistance services. (This task is made easier because Broward Early Steps maintains a detailed directory, The Broward ES Resource Guide, with contact information for these local, state and national organizations);
- b) Ask ES Service Coordinators to identify agencies / services about which they wish more detailed information; and/or if there are services they are challenged to find within the community;
- c) Develop an invitation list of approximately 40 organizations (capacity); contact to identify the community relations representative for each organization.
- d) Update the list with each organization's current community relations representative, contact information, including e-mail address;
- e) Prepare and distribute by e-mail a "Save the Date" flyer at least three months prior to the event; (Broward has established February as best month for this annual event – agencies now anticipate receiving a notice in November/December); this flyer is sent to invitees and to ES/CDTC staff; flyer is also posted in the Center;
- f) Two months before the event, send a reminder flyer and registration form; attendees are advised: time to arrive for set up, location for unloading and for reserved parking, time they may dismantle displays;
- g) Continuously review the confirmation list and send follow-up reminders for those organizations that have not responded; acknowledge respondents as the reservation is received;
- h) Notify operations staff of the number of attendees, room layout and reserved parking needs 7-10 days prior to event;
- i) One week before event send reminder flyer/email again thanking all confirmed participants and letting others know if time remains to secure a space;
- j) Send reminders to staff informing them of the agencies attending and encouraging them to bring questions;
- k) Identify volunteers to staff the front reception room (to escort guests to the Event); the registration table (to check off each attendee); to be greeters inside the meeting room; note: operations staff / or other identified volunteers will assist attendees to unload their materials in the parking lot and to transport them to meeting room;
- l) The evening before the Event, the room is set up: the layout has been pre-planned, a schematic of the room has been printed, agency names have been printed and affixed to the tables;
- m) The morning of the event, coffee, juices, granola bars are set out for guests and staff; volunteers are oriented to the room layout;
- n) Five minutes after the Event commences, there is a Welcoming Statement, introduction of ES leadership, review of the day's activities; following event participants are offered a tour of the Center;
- o) During the event, FRS and volunteers rotate through the room to ensure all participants are comfortable and feel welcomed;
- p) After guests leave, FRS collect left-over materials; these are added to our resource cabinet for future use;

6. Program Costs: \$50 - \$60

- Colorful disposable table cloths; cardboard for room signage
- Coffee, creamers, sweeteners, paper products
- Snacks – granola bars, bananas cut in half, juice, small waters
- (Note: CDTC has tables / chairs, sound system available)

7. Program Partners:

- Children's Diagnostic & Treatment Center: Primary Care clinic, Medical Home, in addition to Early Step Team

8. Fun Fact:

- Because of Broward's Med-3000 roll-out in February 2014, we almost canceled the Exchange. Our minds were changed when agencies and staff began calling to ask why they had not received a "Save the Date" notice for the event. We were thrilled to learn that our colleagues now circle their calendars in anticipation of attending the Information Exchange. We hastily moved forward, just scheduling this event a month later than usual.

9. Attachments:

Save the Date

2014 INFORMATION EXCHANGE



Friday
March 7, 2014
8:30 a.m. – 12:30 p.m.

The Children's Diagnostic & Treatment Center

is hosting an *information exchange* for organizations that serve children with special needs and their families

Sponsored by the Broward Early Steps Program

You are receiving this notice because the Center's healthcare and social services staff have requested that a representative from your organization participate

For additional information, please contact Audrey Evans, Family Resource Specialist
@ 954.728.1029

- ✓ Your agency representative should be prepared to answer detailed questions regarding program services: eligibility criteria, referral, cost,
- ✓ Anticipate bringing materials sufficient for 100 attendees.
- ✓ Agencies will be asked to arrive and begin set-up at 8:00 a.m. and to remain until the conclusion of the event; take-down will begin at 12:30 p.m.
- ✓ Each agency will be provided a table and two chairs; if other equipment is needed, please let us know.



Beyond Medicine into the Heart of Care

1401 South Federal Highway, Fort Lauderdale, Florida

www.childrensdiagnostic.org



Information Exchange Registration Form

March 7, 2014 at 8:30 am – 12:30 pm

Please print or type all information

ORGANIZATION NAME

STREET ADDRESS

CITY/ZIP

TELEPHONE NO.

FAX NO.

Briefly describe the programmatic materials and information you will have available.

AGENCY CONTACT NAME / TITLE

REPRESENTATIVE ATTENDING EVENT / TITLE

E-MAIL ADDRESS

PHONE/EXT.

E-MAIL ADDRESS

PHONE/EXT.

Access to electrical outlets is limited: will you require? Yes No

**Please fax or e-mail registration form to:
Children's Diagnostic & Treatment Center / Early Steps Program**

ATTN: Audrey Evans

Phone: 954.728.1029 Fax: 954.779.2316

E-mail: a1evans@browardhealth.org

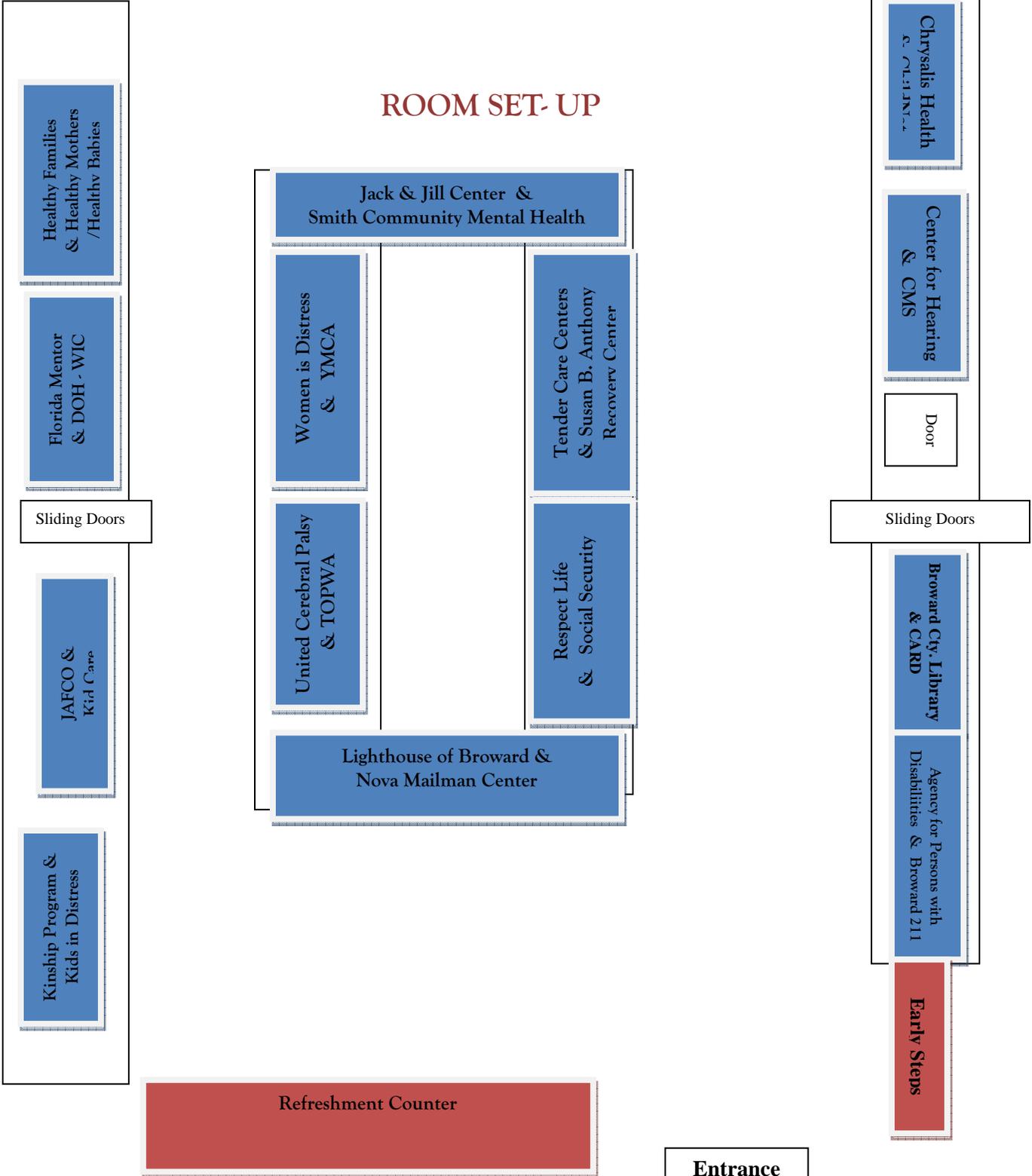
- ✓ Your representative should be prepared to answer detailed questions regarding program services: eligibility criteria, referral, cost, access.
- ✓ Agencies will be asked to arrive and begin set-up at 8:00 a.m. and to remain until the conclusion of the event; take-down will begin at 12:30 p.m.
- ✓ Anticipate bringing materials sufficient for 100 attendees.

1401 SO. FEDERAL HIGHWAY, FT. LAUDERDALE 33316

Family Success Centers & FDLRS ESE

Darrell Gwynn Foundation & Family Central

ROOM SET-UP



	Information Exchange Participating Agencies (typical attendees)
Agency	Program Services
211 Broward	2-1-1 Broward connects callers with community, health, and disaster services through a free, 24/7 phone service and searchable online database. Identified resources and 211 focused services include: Special Needs Connection, Children’s Services, Homeless Helpline, Senior Touchline, Teen Space, Behavioral & Mental Health, Healthcare, Suicide Prevention, Financial Assistance, Military & Veterans Services, Disaster Related Services.
Agency for persons with Disabilities	FL Governmental agency tasked with serving the needs of Floridians with six developmental disabilities: autism, cerebral palsy, spina bifida, intellectual disabilities, Down syndrome, Prader-Willi syndrome; additionally, children age 3-5 who are at a high risk of a developmental disability; APD administers the Medicaid HCBS Waiver, placement in intermediate care facilities, supported employment services, supported living services, among other services;
Ann Stork Center-Preschool	The Ann Storck Center operates four neighborhood group homes and two Intermediate Care Facilities (providing 24 hour nursing services) for individuals with intellectual disabilities; additionally the Center offers: a developmental preschool for children infant to 5 years who live with their natural or foster families that provides daily educational and therapeutic services; Adult Day Training; Expressive Arts Program; and Music Therapy;
ARC Broward	ARC Broward provides 21 programs (Children’s Services, Adult Services, Health care, and the innovative Workforce Division); Children’s services include: Alternative Behavioral Learning Environment (ABLE) program providing an enriched and specialized afterschool program for children with developmental disabilities and behavioral challenges who are ages 3 to 21; Summer Camp ABLE; Parents as Teachers (PAT) Program; Developmental preschool services provide early education and therapy services to toddlers and young students ages 18 months through 5 years; Respite Care; In-home behavioral analysis based upon the science of applied behavior analysis to reduce or eliminate the target behaviors and increase adaptive/functional responses; Rehabilitation therapy services;
Broward Children's Center	BCC provides provide a continuum of programs and services to children and young adults with complex medical, developmental and therapeutic needs that include specialized care in a variety of environments: home health, PPEC, skilled nursing facility, group homes, a unique charter school, developmental preschools, medical case management and outpatient therapeutic services; .
Broward County Family Success Centers	Through five locations throughout Broward County families receive a one-stop source of social services information, referrals and services to in setting goals, learning skills, and accessing the services they need to build a stronger, healthier and self-sufficient family unit. Working with on-site community partners, the Centers provide the following services: integrated intake, assessment and case management; rent/mortgage and utility supports; information and referrals are provided for job training and employment, housing and budget counseling, legal aid services, family support services, subsidized child care, children’s services, health services, elderly and veterans services;
Broward Gold Coast Down Syndrome Organization	Monthly meetings are hosted that often include social activities and presentations by educators, mental health counselors, physicians and allied health care professionals. Periodic educational workshops are conducted to assist families to improve and enhance the lives of individuals with Down Syndrome.

CARD- The Center for Autism & Related Disabilities	CARD serves individuals of any age with Autism Spectrum Disorders and related disabilities and their families. Assistance addresses • providing information about an individual's disability; • referring families to federal, state and local service agencies; • helping families find support groups; • supporting families in planning for the future; • conducting training sessions on how to work effectively with individuals with autism and related disabilities; Importantly, CARD offers consultation to caregivers and professionals on how best to work with an individual with a disability, in order to: teach new skills, understand and resolve challenging behavior, include individuals with autism and related disabilities in typical school and community settings, develop meaningful communication skills, help individuals with autism and related disabilities become more socially competent members of society;
Center for Hearing and Communication	CHC specializes in state-of-the-art hearing testing, hearing devices, speech therapy, and emotional health and wellness services for children and adults with hearing loss and auditory conditions. It is also a nonprofit organization dedicated to empowering people with hearing loss for more than 100 years. Services represent a comprehensive, interdisciplinary approach to hearing healthcare through specialized clinical and support services for adults and children: afterschool and summer programs for children & teens, educational workshops, ASL instruction, career development, psychological evaluation and counseling including therapy for families impacted by a child's hearing loss, support groups, free hearing screenings, specialized telephone distribution program, hearing testing, hearing aid evaluation/sales/repairs, assistive technology counseling;
Children's Healing Institute	With a mission to prevent child abuse, family strengthening services are available to families dealing with crisis, challenge and change. Through Healthy Start and W.I.S.H. (Women's Initiative to Start Healthy – available in zip code 33311) Programs, the Institute offers home visiting, childbirth / breastfeeding, and parenting support and education for at-risk pregnant women & mothers of children under the age of three;
Children's Home Society	Family preservation and intervention program assisting parents who are under extreme pressures related to parenting, unemployment, illness, relationship and/or financial troubles; services: parent education, conflict resolution, budgeting and supportive counseling. for parents/caregivers whose child has been removed from the home by the child welfare system, CHS offers individual and family therapy, domestic violence and substance abuse intervention, parenting education and case management with a goal of supporting reunification. CHS also operates an adolescent shelter in Broward and statewide facilitates foster care recruitment/placements and adoptions;
ChildNet	Selected by DCF to serve as the lead agency for community based care in both Broward and Palm Beach Counties. As such it manages a system of services for children in the protection of child welfare: foster care, adoption, protective and related services for abused, neglected and abandoned children. Provides case management, independent living and adoption services, and subcontracts with social service agencies to provide foster care, family preservation/reunification and strengthening programs, residential group homes and shelter placements, childcare and assessments;
Children's Medical Services	A Division of the Department of Health, CMS provides a collection of programs for children with special healthcare needs: administers the CMS Network and MMA, operates health clinics for specific medical conditions, conducts newborn screenings / hearing, credentials a network of physicians providing primary and specialty care and contracts for the delivery of Part C/early intervention services;
Community Access Center	Provides community access and outreach services, parenting classes, immigration and refugee assistance, case management, mental health and substance abuse counseling;
Chrysalis Health	Provides mental health services to children, adolescents and their families; offers residential services for more intensive mental health care; S.T.E.P.S. - (Structured Therapeutic & educational Program Services) provides comprehensive mental health services to children and families on-site in their educational environments: schools and child care centers;

Early Head Start & Head Start – (Broward Schools)	<p>The School Readiness Dept. (Broward Cty. Public Schools) administers the Early Head Start and Head Start programs locally.</p> <p>Early Head Start for children birth to three is provided in a North and a South Broward location and through individualized in-home educational programming with monthly socialization programs in the center sites;</p> <p>Head Start is a full day pre-school program offered in 64 school sites for three and four year old children; health, nutrition and developmental screenings; parent support services designed for self-sufficiency: i.e. parenting, counseling and educational/employment opportunities;</p>
Family Central and HIPPI programs	<p>FCI provides free child care resource and referral services for all families; eligibility determination and enrollment of children for subsidized child care and Volunteer Prekindergarten; education, training and coaching of child care teachers and directors to improve quality, as well as other quality improvement programs such as Positive Parenting Support, Master Teachers and Inclusion Specialists providing support for child care providers/schools;</p> <p>HIPPY (Home Instruction for Parents of Preschool Youngsters, 3 - 5 yrs) is a structured, home-based model focused on parent-child centered learning designed to remove barriers and to reach low income families with limited education to become their child's first teacher.</p> <p>Parents as Teachers (PAT) focuses on families impacted by substance abuse, with children ages birth to five (5) years old; services include home-based school readiness and developmental programs experiential, interactive, and comprehensive parent education, health education and family support;</p> <p>Nurturing Parenting Program (NPP) is a short term intensive in-home visitation parent education program using the Nurturing Parenting Skills for Families (NSF) framework; highly trained bachelor level staff are supervised by a Licensed Clinical Social Worker; families and their children, birth – 11 years old, are eligible for services. NSF utilizes competency-based instruction to strengthen the parent-child bond.</p> <p>Positive Behavior Support (PBS) program coaches and supports directors, teachers, parents and children in the acquisition of the skills needed for successful social/emotional development; this model promotes three levels of interventions: (1) building nurturing relationships and creating safe environment for the children; (2) providing social emotional support to targeted students, and (3) providing intensive individual intervention including home visiting;</p>
Healthy Families Broward	<p>Voluntary, community-based home visitation services designed to prevent the need for sheltering a child; for positive parenting skills, child development education and support for up to 5 years. Enhanced services including marriage/relationship education and couple/family support for targeted zip codes.</p>
Institute for Family Centered Services	<p>Intensive in-home family centered services provide practical support during times of crisis by working with family members to resolve conflict more effectively by improving communication skills, addressing attentional needs, or organization/planning when the tasks of daily living become overwhelming.</p>
Jack & Jill Children Center	<p>Located in the 33311 zip code this landmark early learning center provides preschool for children 6 weeks – five years and intensive, structured family support services for economically-disadvantaged working families;</p> <p>Family Strengthening Programs are designed to empower families and reduce their levels of stress by giving them formal skills, follow-up, and professional guidance;</p> <p>Classes include: Parenting Enrichment, Work Empowerment, Financial Literacy</p> <p>Additional support services are case management, individual and family counseling, behavioral analysis and a food/clothing bank;</p>
JAFCO	<p>Operates a 24 / 7 emergency shelter for children 0-12 yrs. placed by child welfare services due to a removal resulting from abuse, neglect or abandonment;</p> <p>Family Preservation provides case management and 24-hour crisis support to at-risk families where at least one parent grandparent or other relative can provide a safe home; programs include Multi-Systemic Family Therapy (children 10 to 18 years) and kinship care for seniors who are caring for their grandchildren;</p> <p>Independent Living Group Home for children 13-21 years</p> <p>Children's Village – six group homes staffed by house-parents</p> <p>Developmental Disabilities programs for children birth to 22 years; services include child enrichment activities, family support, training, counseling, therapies, and respite care;</p>

<p>Broward Department of Health</p> <ul style="list-style-type: none"> • KidCare (outreach) • WIC 	<p>Florida's child health insurance program for children from birth through age 18 who do not have insurance. Eligibility for Florida KidCare is based on income and family size; overview of the on-line application and documents required to establish eligibility for Medicaid and CMS Specialty Plan and fees for Healthy Kids;</p> <p>federally funded nutrition program for Women, Infants, and Children, WIC provides no cost: healthy foods, nutrition education and counseling, breastfeeding support, and referrals for health care.</p>
<p>Kids In Distress</p>	<p>Operates a continuum of child abuse prevention and treatment services:</p> <p>Education Services: preschool, day camp (seasonal sessions), afterschool and summer camp</p> <p>Family Strengthening</p> <ul style="list-style-type: none"> • KID FIRST (brief, in-home family preservation for families in crisis) • KID HOMEBUILDERS (intensive programming for families at imminent risk of a child being removed) • Healthy Start • Healthy Families <p>Child Services</p> <ul style="list-style-type: none"> • Foster Care recruitment, placement, supervision • Kinship (Relative Caregiving) • Adoption Support <p>Supportive Housing</p> <ul style="list-style-type: none"> • Housing Empowerment Achievement Recovery Triumph (HEART) (implementation of an HHS 5-yr. study on alternatives to homelessness) • Federal Housing Study <p>Therapeutic Services</p> <ul style="list-style-type: none"> • Coordinated Family Services • The Family Counseling Center Visitation Services • KID SAFE Visitation <p>Health Services</p> <ul style="list-style-type: none"> • KID Dental Clinic • The Eye Care Institute at KID • Florida Introduces Physical Activity and Nutrition to Youth (FLIPANY)
<p>Smith Community Mental Health Center</p>	<p>Provides mental health services for children, adults and families including psychiatric evaluation and pharmacological management, psychological testing, day treatment for children and adolescents, in home therapy, outpatient counseling, and a therapeutic after-school program</p>
<p>Social Security</p>	<p>Representative from local office explains eligibility, benefits, and application process for the Supplemental Security Income (SSI) program for disabled children who have limited income and resources</p>
<p>United Cerebral Palsy</p>	<p>In addition to Cerebral Palsy, children and adults with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay are enrolled in a variety of programs:</p> <p>Preschool, structured afterschool programs for children and high-school students, respite care, residential group homes, supported living and employment, adult day training, advocacy education and assistance</p>

Event Photos



