

UPPER ARKANSAS AREA COUNCIL OF GOVERNMENTS
FREMONT COUNTY HEAD START SELF-ASSESSMENT
2009-2010

Fremont County Head Start began the self-assessment process in January, 2010 and completed the process in February, 2010. All teams were comprised of Head Start Parents, Head Start Staff and community partners and Management staff feel s this was a complete and thorough assessment, using the OHS (Office of Head Start) 2010 Monitoring Protocol.

PROGRAM DESIGN AND MANAGEMENT

The Program Self-Assessment Committee for the area of Program Design and Management met on February 2, 2010 at 2:30 pm.

The committee members consisted of; Chris McDonald-Policy Council, David Lewis-Head Start Teacher, Rhonda Webb-Parent Involvement Manager, Jo Beth Palmer-Director of Administration and Lois Grabowski-Director of Program Services.

Areas of Strength:

- Policy Council
- Parent report of “smooth running” program
- Community Assessment with the collaboration of EHS to develop report
- Community Representatives elected to Policy Council from St.Thomas More Hospital and Child Care Resource and Referral.
- Knowledgeable and Caring UAACOG Board
- Qualified and well trained staff with low turnover

Recommendations:

- Utilize Community Assessment more effectively in planning to address changes and involve staff more in planning of long range goals.
- Develop an On-going Monitoring Procedure
- Compile information from Manager’s weekly meetings to be shared with all staff specifically around decisions made for program activities.
- Post Revenue and Expenditures Report on Staff Bulletin Board for all program staff to access.
- Assure Annual Report includes most recent In-depth Monitoring results
- Develop System to assure that new staff receive a 60, 120 and 180 performance reviews.

Non-compliances: None found.

FISCAL

The Fiscal Self-Assessment team, consisting of Diane Swagger (Policy Council-Community), Nicole Harper (Policy Council-Parent), Carrie Farley (Policy Council-Parent), David Lewis (Head Start Teacher), Natasha Hagenau (Head Start Teacher), Jo Lozano (Head Start Data Entry), Deana Workman (Head Start Manager Asst.), Jeanne Dohrmann (Head Start Behavior Asst.) and Jo Beth Palmer (Head Start Director of Administration), met on January 26, 2010. The Office of Head Start Monitoring FY2010 Protocol was the tool used to complete the self-assessment.

Areas of Strength:

- Stable funding-multiple funding sources
- Fiscal organization—system
- Knowledge of federal, state and local requirements
- Annual Community Assessment
- Fiscal Officer with longevity

- Low administrative/planning costs
- Lower than approved indirect cost rate
- Non-Federal share exceeds 20%

Recommendations:

- Continuation grant procedure in writing (from 08-09 Self-Assessment)
- Head Start specific training for Fiscal Officer
- Review Fiscal Procedures manual annually

Non-compliances:

- Procurement procedure updated to include more detail
- Equipment Inventory to include percent (%) of federal funds and grant # that purchased listed equipment (completed 12/09)

The Fiscal Self-Assessment team concluded the fiscal component was very strong and went to extensive lengths to assure the funding is appropriately spent, as set forth in the grant requirements. The abovementioned recommendations will strengthen the fiscal component and the correction of non-compliances will bring this component into full compliance.

DISABILITY

The Program Self-Assessment Committee for the area of Disability met on January 19, 2010 at 10:00 am.

The committee members consisted of; Pam Walker-community representative EC Manager Re-1 Schools/ECHO Director, Kathe Kearney- MA ECESE Children’s Special Services STARPOINT, Curtis Aragon-Head Start parent, April Thrap-Head Start parent, Vic Fuhs-Head Start Special Needs Teacher’s Assistant and Lois Grabowski-Director of Program Services/Disability Manager.

Committee reviewed the “Addressing Developmental Concerns after a Child is enrolled”.

Areas of Strength:

- Special Needs Parent Teacher Conferences
- Collaboration and Coordination between Head Start and Local Education Agencies
- Inclusive therapy services within the child’s classroom.
- Meeting above 10% of Federal Requirement for serving children with Special Needs
- Inclusive staff training and meeting the needs of more serious developmental issues such as behavior, health issues, and severe disabilities.
- Parent communication from Head Start on child’s individual progress.

Recommendations:

- Communication on specific language strategies from therapists that parents can work on at home, such as monthly newsletters, information on specific strategies to share at parent teacher conferences, therapy schedules, therapist’s number where they can be reached and email addresses.
- Demographic changes for Special Needs children needs to be shared with appropriate people
- Disability Manager complete the ECE course “The Exceptional Child”

Non-compliances: None found

EDUCATION

Areas of Strength:

- Fremont County Head Start excels in the area of community collaboration. Through collaboration with our Early Childhood Council, Head Start is able to maintain a web based assessment tracking tool (Work Sampling online). This tool helps us produce, track and assess children's outcomes; Planning and decision making is based on these outcomes in conjunction with the findings of an annual Qualistar Rating and Classroom Monitoring profiles.

Recommendations:

- As per Performance Standards 1304.21(a)(4)(i)and 1304.21(a)(4)(iv) which states: Staff support children's cognitive and language skills through various strategies, including experimentation, inquiry, observation, play and exploration and at the child's individual level. This was a finding in last year's self assessment and was seen as an area for improvement again this year.
- Plan of action: Provide further training and coaching on how to intentionally plan and scaffold children's learning.
- As per performance standard 1304.21(c)(2)which states: Staff must use a variety of strategies to promote and support children's learning and developmental progress based on the observations and ongoing assessment of each child.
- The self assessment team reviewed three classrooms children's files. One of the classrooms out of the three had enough recorded observations to complete the assessment tool.

HEALTH COMPONENT

The Health Program Self Assessment t Team met 2/2/2010. Members present were:

Shelly Books, nurse consultant Fremont County Public Health, Sherry Warnock, Navigator UAACOG, Allice Knox, Fremont County Head Start bus driver, Crystal Sumptner , Fremont County Head Start Parent Policy Council Health Committee Member, April Aragon , Fremont County Head Start Parent

Recommendations:

- At the time of enrollment and included in the enrollment packet, information and requirements for the mandatory lead level testing will be shared with parents.

Non compliance:

- We addressed the PANC (potential Area of Non-Compliance) concerning blood lead level testing on all children.

ERSEA-Eligibility, Recruitment, Selection, Enrollment and Attendance

Areas of Strength:

- Great ERSEA "team"
- good documentation
- high percentage of Special Needs children
- continual waiting list
- good follow-up and support for attendance.
- Community Collaboration-Works closely with other area agencies to get children enrolled in a local preschool.

Recommendations:

- continue to use community data to update Eligibility Criteria.

Non-compliance-None found

FAMILY AND COMMUNITY PARTNERSHIPS

Areas of Strengths

- Head Start has a strong “team” approach.
- Community Collaboration-Head Start staff attend many different local agency meetings to help build relationships and the local community is very supportive of Head Start.
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Recommendations:

- Continue to improve the documentation for all referrals and work of family service workers.
- Hire a lead Family Service Worker to ease workload of managers.

Non-compliance-None found

TRANSPORTATION

January 21, 2010

Our Self Assessment for Transportation Services began at 10:00 a.m. on January 21, 2010. The Self assessment Team consisted of: Community Representative-Pam Caprio- Rocky Mountain Discovery Center, Community Representative-Pat Fish-Zerby Automotive, Policy Council Member/Parent -April Thrap, and Staff Members- Fran Haddock Transportation Manager, Jeremy Echols, Bus Driver/Parent Jeff Madone, Maintenance/Past Parent

Areas of Strength:

- Pam Caprio- was very appreciative of the Head Start Transportation service, not only for the thoroughness of documentation, but also for the community partnership. She was impressed with the commitment of keeping our buses well maintained.
- Pat Fish-was very impressed as to the thoroughness and extent of safety procedures and trainings. Pat works for Zerby Automotive which has the certified mechanics that maintain our buses in good and safe working condition, Kevin Zerby the owner gives us a 10% discount on all labor, which we very much appreciate.
- April Thrap- said that we were very thorough with our training , very extensive procedures for following through and using the Guidelines and going beyond training to personal feelings of safety guidelines.

Recommendations:

- Head Start needs new buses, the ones at Head Start are very old and break down. Everything else is very good.
- Buses need upgraded or new. The safety procedures for transportation and the trainings are excellent. But you can only do as good as your machines can. All procedures are well thought out and in place.

Non-compliances: None found

SAFE ENVIROMENTS

JANUARY 21, 2010

Our Self Assessment for began at 11:15 a.m. on January 21, 2010. The Self assessment Team consisted of: Community Representative-Pam Caprio- Rocky Mountain Discovery Center, Policy Council Member/Parent/ Safety Committee -April Thrap, and Staff Members- Fran Haddock Transportation Manager, Jeremy Echols, Bus Driver/Parent, Jeff Madone, Maintenance/Past Parent

Areas of Strength:

- Fremont County Head Start does a great job of providing safety standards and provides a safe and healthy environment. They maintain records to show compliance with Health and Safety Standards.
- There are very extensive precautions taken and guidelines are strictly followed and reports are done in a timely manner.

- Head Start is very good on their Safety and a good healthy environment.
- A & B back up plans in place, good reports and records

Non-compliances: None found

MENTAL HEALTH

Strengths:

- We found our community collaboration to be a great asset to the Head Start program. The Early Childhood Mental Health Action Team (a subcommittee of our Early Childhood Council) works collaboratively with community agencies to ensure that there is a seamless flow for Mental Health Referrals. Two Managers serve on this committee, the Education Manager and the Family and Community Partnership Manager. Fremont County Head Start uses these agencies and systems to ensure our families and children receive quality services in a timely manner. Also our community operates the Crib to Kindergarten Program which consists of two parts, the Behavior Support Team and the Early Childhood Mental Health Specialists. These two entities support Teacher's and Families by creating either individual behavior support plans or individual family plans. In addition Fremont County Head Start implements two social and emotional curriculums, The Pyramid Model and ECE CARES. Teachers receive monthly coaching and support to assist with implementation.

Recommendations:

- None at this time

Non-compliances: None found

NUTRITION

The Nutrition Committee met on February 2, 2010. Those in attendance were: April Aragon (Policy Council-Parent), Linda Townsend (Health Manager), Crystal Sumpter (Policy Council-Parent), Shelly Brooks (Head Start Nurse Consultant), Sheri Warnock (UAACOG Resource Navigator), Allice Knox (Head Start Bus Driver), Debbie Trekell (Policy Council-Grandparent, CPP), and Virginia Herrera (Nutrition Manager).

Strengths:

- Communication among staff and parents
- Fully meeting requirements of meal service
- Families/parents are always welcome to join in meals

Recommendations:

- None at this time

Non-compliances: None found