

2017-18 Macomb Community Action Head Start 0-5 Self-Assessment Improvement Plan
General Focus: all content areas including fiscal, education, health, disabilities, mental health, family services, ERSEA, nutrition will focus on the NEW HSPPS and program specific procedures to insure the standards are implemented.

| Service Area/ Management System | Identified Areas for Improvement Plan | Staff Responsible | Time Frame | Anticipated Outcome | Updates |
|--|---|---|--|--|---------|
| Health Services | <ul style="list-style-type: none"> EHS-CCP partner/teaching staff training for the implementation of the Health Action Plan procedures and process Ongoing ChildPlus training/monitoring for tracking accurate health data entry | <ul style="list-style-type: none"> Health Coordinator Health Assistants Education Specialists Family Services Coordinator ChildPlus 1-1 contract | <ul style="list-style-type: none"> August 2017 On-going, as needed EHS-CCP trainings, ongoing One year CP contract 3/17-3/18 | <ul style="list-style-type: none"> All HAP procedures are properly trained on, understood and followed. Training will result in less data entry errors and more accurate information reported in monitoring reports and on PIR. | |
| Nutrition Services | <ul style="list-style-type: none"> Continue to provide support and guidance to promote breastfeeding; promote long-term breastfeeding. Particularly for our new EHS-CCP partners Continue to establish strong partnership with WIC director and staff to ensure families receive seamless services from WIC and HS 0-5. | <ul style="list-style-type: none"> Registered Dietician Health Home Visitors EHS/HS classroom staff Program Coordinator | <ul style="list-style-type: none"> August 2017 Monthly Ongoing after training, as needed Throughout 17-18 program year | <ul style="list-style-type: none"> EHS designated staff attends monthly Breastfeeding Coalition meetings. EHS and WIC develop more collaborative partnerships for promoting breastfeeding. WIC collaboration to provide families with support and nutrition related resources | |
| Family & Community Services | <ul style="list-style-type: none"> Child attendance data entry procedure system requires review and revising to incorporate Attendance Works into that process New standards require monitoring of each child's individual attendance along with classroom and program attendance. | <ul style="list-style-type: none"> Program Coordinator Family Services Coordinators Education Specialists Advocates FSC's, Advocates, current PC | <ul style="list-style-type: none"> August 2017 Monthly Center parent meetings | <ul style="list-style-type: none"> Comprehensive training related to EHS to HS transitions. Improved monitoring of staff to ensure transition procedure is being properly followed. Advocates will continue providing home visits.(summer 2017) Review home-visit training for Advocates Child attendance is reviewed daily in order to insure that family barriers are | |

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| | | members <ul style="list-style-type: none"> Family Services Coordinators Family Advocates Program Coordinators | <ul style="list-style-type: none"> June 2017 August 2017 Ongoing | addressed regarding attendance. | |
| Disability Services | <ul style="list-style-type: none"> Teaching and home visiting staff would like further training on strategies to assist children with special needs, as well as, hands-on modeling for handling behaviors that accompany some special needs. Parents of children identified as needing further evaluation from the school district special education department continue to report the challenge of completing the required documentation at the district administration offices and need HS support. | <ul style="list-style-type: none"> Disability Coordinator/Advocates Education Specialist District personnel, HS Disabilities Coordinator | <ul style="list-style-type: none"> August 2017 On-going | <ul style="list-style-type: none"> Provide on-going mentor/coaching with strategies for individualizing and handling challenging behaviors. Coordinate and insure HS staff are knowledgeable and available to accompany parents to assist them in learning how to navigate the districts system for assessing and identifying their child's special need. | |
| Mental Health Services | <ul style="list-style-type: none"> Teachers would like further training and hands-on modeling of strategies to assist children with anger and challenging behaviors, as well as parents of these children. An identified need for HS 0-5 teaching staff and supervisors to learn and implement strategies to support children presenting with trauma. | <ul style="list-style-type: none"> Education Specialists Mental Health Specialist Mental Health Specialist Education | <ul style="list-style-type: none"> August 2017 June 2017-May 2018 | <ul style="list-style-type: none"> Flip-It social emotional resilience training for all staff Social-Emotional Competency building training for all HS 0-5 staff through the Trauma Smart training and coaching model Provide on-going mentor/coaching with strategies for individualizing and handling challenging behaviors. | |

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| | | Specialists | | <ul style="list-style-type: none"> • Provide ongoing Second Step training/coaching to all HS 3-5 teaching staff | |
| Education & Early Childhood Development Services | <ul style="list-style-type: none"> • TSGOLD HS data analysis continues to identify math skills are consistently lower than expected • TSGOLD EHS data analysis shows science skills are consistently lower than expected • Continue to support full implementation of Second Step strategies and lessons | <ul style="list-style-type: none"> • EHS/HS Education Specialists Mental health staff | <ul style="list-style-type: none"> • August 2017 • November 2017 • March 2017 • Ongoing <p>August 2017 and ongoing</p> | <ul style="list-style-type: none"> • Materials to enhance classroom activities related to math skills will be purchased and utilized on a daily basis to increase skills in HS classrooms. • Materials to enhance classroom activities related to science/nature skills will be purchased and utilized on a daily basis to increase skills in EHS classrooms. • Training/ mentor-coaching for HS 0-5 teaching staff related to use of Second Step curriculum | |
| Fiscal Management | <ul style="list-style-type: none"> • Inventory for classroom equipment and materials for EHS, EHS-CCP need an updated system for purchasing/tracking • An update on county procurement policy training for Support staff is needed • All HS 0-5 support staff and teaching staff need full training regarding Non Federal Share requirements for each grant option; EHS, EHS-CCP and HS | <ul style="list-style-type: none"> • Administrative Aide • EHS/HS Education Specialists • Program Managers • Agency accountants/fiscal supervisor • NFS committee formed | <ul style="list-style-type: none"> • Sept 2017 • On-going <p>April 2017 May 2017 August 2017 Ongoing</p> | <ul style="list-style-type: none"> • Train Administrative Aide on inventory monitoring and ordering procedures. • Train EHS/EHS-CCP Education Specialists on inventory and ordering procedures. • All support staff will be trained and supervised in procurement policies • All staff will participate fully in the acquisition of our federally mandated 20% match for each grant funded program. EHS, EHS-CCP, HS | |

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| Program Planning / Self-Assessment | <ul style="list-style-type: none"> Continue to seek out high quality Child Care partners for EHS-CCP grant Continue to develop professional development plans and program plans for all grants and staff NEW HSPPS and procedures need rewritten | <ul style="list-style-type: none"> Program Managers Program Coordinators HS 0-5 and EHS-CCP Education Specialists ALL support staff | <ul style="list-style-type: none"> On-going May 2017-August 2017 | <ul style="list-style-type: none"> Network and identify high quality childcare in areas where we have identified a need for families Review the HS 0-5 and EHS-CCP Professional Development Plans. All procedures a written to include and incorporate the NEW HSPPS | |
| ERSEA | <ul style="list-style-type: none"> Securing classroom space for the 17-18 school year for HS preschool to accommodate Duration grant award of adding 6 more FD/SY classrooms Identified need to establish procedure for OI children with IEP's and transitioning qualified EHS children to HS 3-5 | <ul style="list-style-type: none"> Program Coordinators Program Managers ERSEA Specialists ERSEA committee | <ul style="list-style-type: none"> April 2017-August 2017 Spring 2017 Ongoing | <ul style="list-style-type: none"> Program Managers/Coordinators will contact all of the school districts in March asking for space commitments for next school year. New procedure will be trained on and monitored | |
| Communication | <ul style="list-style-type: none"> Continue to focus on translation services for families, as needed, in high volume centers, like Hatherly. Continue to focus on supports for DLL | <ul style="list-style-type: none"> Education Specialist Family Service Coordinators Program Managers | <ul style="list-style-type: none"> August 2017 March 2017 Monthly Ongoing | <ul style="list-style-type: none"> Hiring qualified DLL staff, whenever, possible to insure fluid two way communication with families | |

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| | <ul style="list-style-type: none"> families and children Continue to use One Call Now for notifying/reminding families regarding application dates/times Continue to strive toward effective two-way communication among all staff by asking for feedback during pre-service | <ul style="list-style-type: none"> Program Coordinators ALL staff | <ul style="list-style-type: none"> August 2017 Pre-Service, ongoing as needed | <ul style="list-style-type: none"> Communication Procedure training and monitoring | |
| Record Keeping and Reporting | <ul style="list-style-type: none"> Year 2 of identified need for ongoing support from ChildPlus data monitoring by supervisors, in all service areas, on a bi-weekly basis for inaccuracies and follow-up training. These trends must be discussed and a path to resolution must be determined during service area meetings. | <ul style="list-style-type: none"> Health Coordinator Mental Health Coordinator Disability Coordinator Education Specialists Family Services Coordinators Prog. Coordinators | <ul style="list-style-type: none"> June 2017, 3 day training On-going 2 more onsite trainings for 17-18 | <ul style="list-style-type: none"> Provide ERSEA training updates to all Advocates, quarterly Monthly monitoring, by supervisors and Program Coordinators, using CP reports to insure accurate Advocate data entry | |
| On-Going Monitoring | <ul style="list-style-type: none"> Review NEW procedure implementation with all support staff, advocates and teaching staff to insure accuracy in this program system process is followed. | <ul style="list-style-type: none"> Program Managers Program Coordinators Health Coordinator Mental Health/Disability Coordinators Family Services Coordinators Education Specialists | <ul style="list-style-type: none"> monthly On-going | <ul style="list-style-type: none"> Improved monitoring and accountability of all staff; continue to implement the On-Going Monitoring documentation, monthly. | |
| Program Governance | <ul style="list-style-type: none"> Need for rotating the schedules of staff to provide opportunities for participation in policy council meetings. Promote parent leadership by engaging the representative at the site level to lead and develop the agenda for the parent | <ul style="list-style-type: none"> Family Services Coordinators Advocates Program Managers Program Coordinators | <ul style="list-style-type: none"> Enrollment Parent orientation in August 2017 Bi-monthly Policy council meetings, | <ul style="list-style-type: none"> Revise the parent meeting procedures to ensure the parents are established as the leaders of the meetings. Parent meeting subcommittee will regularly address concerns from parents regarding center parent meetings | |

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| | meetings at the centers. • Develop a parent-meeting planning sub-committee. | | monthly | | |
| Human Resources | • Continue to work with division director and HRLR to add a new position of Program Aides to assist HS in meeting the consideration of hiring HS parents and enroll them in a CDA programs • Continue to promote and foster trusting relationships between supervisors/staff and staff/parent/children. | • Division Directors • Fiscal Supervisor • Program Managers • Program Coordinators • All Support Staff | • On-going | Confirm the funds and position to provide a gateway for HS 0-5 parents to be hired, trained and employed by HS 0-5 or a childcare partner. • On site HRLR orientations • Include in every professional development experience, trust-building and relationship building activities. | |

Policy Council Approval Date: 5/17/17

Macomb County Action Advisory Board Approval Date: 4/26/17