

2020-21 Macomb Community Action Head Start 0-5 Self-Assessment Improvement Plan

Service Area/ Management System	Identified Areas of Focus	HS 0-5 Staff Responsible	Time Frame	Anticipated Outcome	Updates Mid-year End of year
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*Blue denotes Areas of Focus carried over from 19/20 Self-Assessment Improvement plan.

<p>Program Governance (1301) Governing Body Policy Council Governance Trainings</p>	<p>Continue to seek solutions that strengthen parent and community participation at Policy Council meetings and Smart Connections parent meetings where PC reps are elected.</p>	<p>Teachers, FSC, Family Advocate</p>	<p>September/October 2020</p>	<p>Retaining elected parent representatives</p>	<p>In Process--Move to SA Area of Focus 20-21 Staff brainstorm</p>
	<p>Explore ZOOM or similar video conferencing for an updated format for holding monthly policy council meetings with elected representatives able to attend remotely.</p>	<p>Program managers, Program Supervisors</p>	<p>September/October 2020</p>	<p>Elected PC reps and guests may virtually attend monthly meetings due to inclement weather and/or illness</p>	
<p>ERSEA (1302.1 Subpart A) Community Needs Suspension/Expulsion Eligibility Recruitment Selection Enrollment Attendance</p>	<p>Focus on homeless family recruitment</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Create a homeless recruitment plan</p>	<p>In Process- move to SA Area of Focus 20-21</p>
	<p>-train all staff on the new ERSEA system – define changes, new steps and assign responsibility</p>	<p>Program Coordinators/ERSEA committee and ERSEA advocates</p>	<p>Current and Ongoing</p>	<p>Increase communication with families who apply</p>	<p>In Process-move to SA Area of focus</p>
	<p>Continue efforts to reduce paper use by scanning docs into Child Plus related to the child file documents</p>	<p>All staff</p>	<p>2020-21 program year and ongoing</p>	<p>Paperwork reduction program wide as updated policies promote the use of ChildPlus to maintain a minimum of 50% of child files</p>	
	<p>Continued collaboration with Community partners that also serve HS 0-5 families, such as, WIC, DHHS, Health Dept., Community Mental Health, etc</p>	<p>All program service areas</p>	<p>Summer 2020 and ongoing</p>	<p>Strengthening community partnerships to increase the quality of Head Start 0-5 services</p>	
	<p>Identified the need for an updated phone call system in the main office to better serve our families.</p>	<p>Data Maintenance Supervisor/Program Supervisors/ Program Managers</p>	<p>Summer/Fall 2020</p>	<p>Call volume will be better managed and the incoming calls will be handled more effectively</p>	

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Program Structure (1302.1 Subpart B)	Nothing Identified				
Education & Child Development (1302.1 Subpart C) Curriculum EHS-FCCERS; Home Base; HOVRS; ITERS HS - CLASS Scores; PQA TS GOLD/Coaching to Fidelity Parent & Family Engagement	<p>Address teaching staff turnover in Head Start and Early Head Start classrooms by better understanding why staff leave the program.</p> <p>Secure additional funding to add new library of books(50 titles@420 each) to each HS 0-5 classroom</p>	<p>HS 0-5 Program Managers</p> <p>Program Managers</p>	<p>Spring 2020 and ongoing</p> <p>Summer 2020</p>	<p>Exit interview data will be available regarding why staff leave their teaching positions in EHS and HS by using a Survey Monkey questionnaire developed in collaboration with Mathematica.</p> <p>Through additional discretionary funding each EHS/HS/CCP room will receive new books.</p>	
Health Services (1302.1 Subpart D) ASQ-SE Edinburgh Family Support Communication w/Parents Hearing/Vision Immunizations Dental Mental Health Child Nutrition Safety Practices	<p>Continuous evaluation of ongoing monitoring for health, mental health and disability assessments and screenings to maintain quality compliance.</p> <p>Focus on dietary requests to insure all doctor reported food allergies are addressed with an approved substitution</p> <p>Inform and increase parent awareness that food preferences are not the same as a serious food allergy and are not addressed as a program requirement.</p>	<p>Program Managers, Program Supervisors, Mental Health, Disability coordinators</p> <p>Registered Dietician and Health Coordinators</p> <p>All staff including teaching staff</p>	<p>Summer 2020, ongoing</p> <p>Summer 2020, ongoing</p> <p>Summer 2020, ongoing</p>	<p>An updated ongoing monitoring system is developed, trained on and implemented</p> <p>All staff are trained on the requirements for a severe dietary allergy policy.</p> <p>All staff are trained on the difference from between a parent preference and doctor identified food allergy.</p>	

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<p>Family & Community Engagement Services (1302.1 Subpart E) Community Partners Emergency Crisis Family Engagement Outcomes FPA's Needs Assessment One Call Now Parent Events-Engagement</p>	<p>Attendance Works! Redesigned and re-implemented to fit program needs in addressing attendance procedures in HSPPS.</p> <p>Research incorporating in-home program services to home bound children who have an illness, long-term injury/surgery recovery, etc. in order to maintain attendance and uninterrupted services during recovery.</p>	<p>Family Service Coordinators</p> <p>FSC's. Education Specialists, Health and other service areas, as needed.</p>	<p>Summer, 2020 and ongoing</p> <p>Summer 2020</p>	<p>Individual child attendance will meet minimal compliance standards</p> <p>Plan is implemented to secure an ill/injured home bound child received HS services.</p>	
<p>Disabilities Services (1302.1 Subpart F) ASQ 3/Brigance 10% Equipment IDEA Collaborations w/LEA's</p>	<p>Nothing identified</p>				
<p>Transition Services (1302.1 Subpart G) EHS → HS HS → Kindergarten EHS → other</p>	<p>-Identify effective oral and written communication strategies with parents of transitioning children to ensure that we are providing support to insure smooth transitions for children and families</p> <p>Develop a Head Start to kindergarten guideline for sharing written information w/families including but not limited to developmental screenings and goals</p>	<p>ALL staff as needed, teachers, advocates</p> <p>Program Coordinator, Education Specialists, district kindergarten teachers</p>	<p>Prior to the process starting</p> <p>Begin August, 2019 with final guidelines by February, 2020</p>	<p>Families and children feel supported during the transitioning process and are able to prepare themselves and their child for this "moving up or on" event</p> <p>Families will receive the recommended guidelines for the kindergarten round ups in Spring, 2020 to facilitated smoother transitions for those children/families transitioning to Kindergarten.</p>	<p>In Process</p> <p>Still in process</p>

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Pregnant Women Services (1302.1 Subpart H) #'s Trimesters Babies transitioned into EHS	Nothing identified				
Human Resources (1302.1 Subpart I) Staff Health & Wellness Performance Evaluations Staff Qualifications T/TA trends Volunteers Professional Development	Hiring process should include introduction of new staff to current staff. New hire, particularly after the start of the schoolyear, feel welcomed and a part of the program.	Head Start staff in cooperation with Macomb County HRLR staff			
Program Management & Quality Improvement (1302.1 Subpart J) Program Evaluations Annual Report Program Goals Self-Assessment Technology Warehouse/storage	-Develop a funded technology replacement plan that replaces classroom computers and iPads in a three year timeframe -	Fiscal Team, Program Managers, Program Coordinators, Education Specialists	June 2019-September 2019	A three to five year technology replacement plan will be developed and budgeted	Started only

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Fiscal Management (1303 Subpart A-D) Audits Facilities/Space Non Federal Share Transportation	-Add line item on budget for technology for systematic replacement of equipment	Fiscal Team, Program Managers, Program Coordinators, Education Specialists	June 2019-September 2019	A three to five year technology replacement plan will be developed and budgeted	In process

Policy Council Approval Date: May 14, 2020

Macomb County Action Advisory Board (MCAAB) Approval Date: May 19, 2020