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**San Bernardino County Preschool Services Department
Head Start Shared Governance Board Meeting
Agenda
October 18, 2018**

JOSIE GONZALES, CHAIR
SBC Fifth District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MAXWELL OHIKHUARE, M.D., HEALTH OFFICER
SBC Public Health

VERONICA KELLEY, DIRECTOR
SBC Behavioral Health

KATHY TURNBULL, CHILDREN'S NETWORK OFFICER
SBC Children's Network

REYNA SANCHEZ
Head Start Policy Council Chair
Yucaipa Head Start – Early Head Start
SGB Representative

MOLLY ARANCIBIA
Head Start Policy Council Member
Westminster Head Start
SGB Representative

JENNIFER MOHLER
Head Start Policy Council Member
Crestline Head Start
SGB Representative

TIME: 2:00 P.M. to 4:00 P.M.

**PLACE: San Bernardino County Preschool Services Administration
662 S. Tippecanoe Avenue
Conference Room A
San Bernardino, CA 92415**

- 1. CALL TO ORDER** Supervisor Josie Gonzales, Chair
- 2. WELCOME/INTRODUCTIONS** Supervisor Josie Gonzales, Chair
2.1 2018/19 Policy Council Shared Governance Board
Representatives Introductions Phalos Haire, Interim Director
- 3. PRESENTATION OF THE AGENDA** Shar Robinson, Secretary
Notice of minor revisions to agenda items, items removed or continued.
- 4. EXECUTIVE REPORTS/PROGRAM UPDATES**
4.1 Receive report of Program Updates (Oral Report) Phalos Haire, Interim Director
4.2 Receive 2017-18 Program Information Status Report - Final Phalos Haire, Interim Director
4.3 Receive Finance Report Cheryl Adams, Administrative Manager
 - 4.3.1 Budget to Actual 2017-18
 - 4.3.2 Budget to Actual 2018-19

"Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call PSD staff (909) 383-2078 to request the service. This location is handicapped accessible."

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|------------|----------------------------------------------------------------------------------------------------|--------------------------------------|
| 4.4 | Receive Child and Adult Care Food Program 2018-19 Status Report (Oral Report) | Cheryl Adams, Administrative Manager |
| 4.5 | Receive report on 2017-18 San Bernardino County Quarterly Performance Measures – Final | Phalos Haire, Interim Director |
| 5. | CONSENT ITEMS | |
| 5.1 | Approve August 23, 2018 SGB Minutes | Supervisor Josie Gonzales, Chair |
| 5.2 | Approve September 20, 2018 SGB Minutes | |
| 6. | DISCUSSION ITEMS | |
| 6.1 | Approve Focus Area 2 – Corrective Action Plan | Phalos Haire, Interim Director |
| 6.2 | Approve Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Recruitment Policy | Eddie Amaya, Program Manager |
| 7. | INFORMATIONAL ITEMS | Supervisor Josie Gonzales, Chair |
| 7.1 | Next Shared Governance Board Meeting - January 24, 2019 | |
| 7.2 | Self-Assessment for 2018-19 Program Year - Week of November 26, 2018 | |
| 7.3 | 2016-17 PSD Annual Report | |
| 8. | PUBLIC COMMENT | Supervisor Josie Gonzales, Chair |
| 9. | EXECUTIVE COMMENT | Supervisor Josie Gonzales, Chair |
| 10. | ADJOURNMENT | Supervisor Josie Gonzales, Chair |

Preschool Services Department Administration



2017-2018 PSD PIR Summary for Head Start

Enrollment	
Funded	3602
Cumulative	4361
Cumulative Enrollment by Type of Eligibility	
Receipt of public assistance such as TANF, SSI	1124
Status as a foster child- # children only	272
Status as homeless	65
Staff	
Total staff for Head Start program	752*
Of the total staff, the number who are current or former Head Start parents	198
Health Insurance	
Number of children with health insurance at enrollment	4351
Number of children with health insurance at end of enrollment year	4360
Medical Home	
Number of children with medical home at enrollment	4346
Number of children with medical home at end of enrollment year	4361
Medical Services-Children - <i>Number of all children who are up-to-date on a schedule of age-appropriate preventative and primary health care, according to the relevant state's EPSDT schedule for well child care</i>	
At enrollment	4346
At end of enrollment year	4361
Dental Home	
Number of children with dental home at enrollment	4306
Number of children with dental home at end of enrollment year	4361
Mental Health Services	
Number of children for whom the mental health professional consulted with program staff about the child's behavior/mental health	4361
Disability Services	
Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the Local Education Agency (LEA) to receive special education and related services	373
Number of Families Served	
Number of two-parent families	1944
Number of single-parent families	2141

Employment		
Two-parent families	Both parents/guardians are employed	241
	One parent/guardian is employed	1300
	Both parents/guardians are not employed	403
One-parent families	The parent/guardian is employed	1120
	The parent/guardian is not employed	1020
Family Services - Number of families received at least one of the services such as emergency/crisis intervention, housing assistance, mental health services, job training, etc.		
Need identified		2923
Services received		2939
Father Involvement - <i>Number of fathers/father figures who were engaged in the following activities during this program year</i>		
Involvement in child's Head Start child development experience		1911
Head Start program governance, such as participation in the Policy Council or policy committees		250
Homeless Services		
Total number of <i>families</i> experiencing homeless that were served during the enrollment year		67
Total number of <i>children</i> experiencing homelessness that were served during the enrollment year		70
Total number of families experiencing homelessness that acquired housing during the enrollment year		26
Foster Care and Child Welfare		
Total number of enrolled children who were in foster care at any point during the program year		313
Total number of enrolled children who were referred to Head Start/Early Head Start services by child welfare agency		73

*Head Start/Early Head Start Staff: 750 Contracted Staff: 2



Preschool Services Department Administration

2017-2018 PSD PIR Summary for Early Head Start

Enrollment	
Funded	322
Cumulative	570
Cumulative Enrollment by Type of Eligibility	
Receipt of public assistance such as TANF, SSI	142
Status as a foster child- # children only	72
Status as homeless	15
Staff	
Total staff for Head Start program	133
Of the total staff, the number who are current or former Head Start parents	30
Health Insurance	
Number of children with health insurance at enrollment	543
Number of children with health insurance at end of enrollment year	543
Medical Home	
Number of children with medical home at enrollment	543
Number of children with medical home at end of enrollment year	543
Medical Services-Children - <i>Number of all children who are up-to-date on a schedule of age-appropriate preventative and primary health care, according to the relevant state's EPSDT schedule for well child care</i>	
At enrollment	121
At end of enrollment year	366
Dental Home	
Number of children with dental home at enrollment	543
Number of children with dental home at end of enrollment year	543
Mental Health Services	
Number of children for whom the mental health professional consulted with program staff about the child's behavior/mental health	511
Disability Services	
Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they have been determined eligible by the Part C agency to received early intervention services under the Individuals with Disabilities Education Act (IDEA)	38
Number of Families Served	
Number of two-parent families	232
Number of single-parent families	266

Employment		
Two-parent families	Both parents/guardians are employed	45
	One parent/guardian is employed	155
	Both parents/guardians are not employed	31
One-parent families	The parent/guardian is employed	143
	The parent/guardian is not employed	123
Family Services - Number of families received at least one of the services such as emergency/crisis intervention, housing assistance, mental health services, job training, etc.		
Need identified		227
Services received		228
Father Involvement - <i>Number of fathers/father figures who were engaged in the following activities during this program year</i>		
Involvement in child's Head Start child development experience		225
Head Start program governance, such as participation in the Policy Council or policy committees		34
Homelessness Services		
Total number of families experiencing homelessness that were served during the enrollment year		13
Total number of children experiencing homelessness that were served during the enrollment year		16
Total number of families experiencing homelessness that acquired housing during the enrollment year		3
Foster Care and Child Welfare		
Total number of enrolled children who were in foster care at any point during the program year		84
Total number of enrolled children who were referred to Head Start/Early Head Start services by child welfare agency		27



Preschool Services Department Administration

2017-2018 PSD PIR Summary for Early Head Start-Child Care Partnership

Enrollment	
Funded	120
Cumulative	195
Cumulative Enrollment by Type of Eligibility	
Receipt of public assistance such as TANF, SSI	86
Status as a foster child- # children only	20
Status as homeless	3
Staff	
Total staff for Head Start program	86*
Of the total staff, the number who are current or former Head Start parents	10
Health Insurance	
Number of children with health insurance at enrollment	195
Number of children with health insurance at end of enrollment year	195
Medical Home	
Number of children with medical home at enrollment	195
Number of children with medical home at end of enrollment year	195
Medical Services-Children - <i>Number of all children who are up-to-date on a schedule of age-appropriate preventative and primary health care, according to the relevant state's EPSDT schedule for well child care</i>	
At enrollment	139
At end of enrollment year	143
Dental Home	
Number of children with dental home at enrollment	195
Number of children with dental home at end of enrollment year	195
Mental Health Services	
Number of children for whom the mental health professional consulted with program staff about the child's behavior/mental health	189
Disability Services	
Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they have been determined eligible by the Part C agency to received early intervention services under the Individuals with Disabilities Education Act (IDEA)	1
Number of Families Served	
Number of two-parent families	31
Number of single-parent families	139

Employment		
Two-parent families	Both parents/guardians are employed	17
	One parent/guardian is employed	11
	Both parents/guardians are not employed	3
One-parent families	The parent/guardian is employed	94
	The parent/guardian is not employed	45
Family Services - Number of families received at least one of the services such as emergency/crisis intervention, housing assistance, mental health services, job training, etc.		
Need identified		138
Services received		145
Father Involvement - <i>Number of fathers/father figures who were engaged in the following activities during this program year</i>		
Involvement in child's Head Start child development experience		28
Head Start program governance, such as participation in the Policy Council or policy committees		2
Homelessness Services		
Total number of families experiencing homelessness that were served during the enrollment year		4
Total number of children experiencing homelessness that were served during the enrollment year		4
Total number of families experiencing homelessness that acquired housing during the enrollment year		1
Foster Care and Child Welfare		
Total number of enrolled children who were in foster care at any point during the program year		20
Total number of enrolled children who were referred to Head Start/Early Head Start services by child welfare agency		3

*Head Start/Early Head Start staff: 51 Contracted staff: 35

Preschool Services Department

9700 - PIR Report

Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

A. Enrollment & Program Options			
1. Enrollment Year	a. Start Date	07/01/2017	b. End Date 06/30/2018

Funded Enrollment

2. Funded Head Start or Early Head Start Enrollment		
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA		3602
b. Funded Enrollment from non-federal sources, i.e. state, local, private		0
c. Funded Enrollment from the MIECHV Grant Program, for Early Head Start services		0
3. Center-based option - 5 days per week		
a. Full-day enrollment		485
1. Of these, the number available as full-working-day enrollment		399
a. Of these, the number available for the full-calendar-year		395
b. Part-day enrollment		582
1. Of these, the number in double sessions		576
4. Center-based option - 4 days per week		
a. Full-day enrollment		0
b. Part-day enrollment		2535
1. Of these, the number in double sessions		2535
5. Home-based option		0
6. Combination option		0
7. Family child care option		0
a. Of these, the number available as full-working-day enrollment		0
1. Of these, the number available for the full-calendar-year		0
8. Locally Designed Option		0

Funded Enrollment of pregnant women

9. Total number of pregnant women positions in funded enrollment	0
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Funded enrollment at child care partners in the center-based program option

10. Funded enrollment at child care partners in the center-based program option	0
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Total Funded Enrollment at Child Care Partners

11. Total funded enrollment at child care partners (A.10, center-based and A.7, family child care program options)	<i>System Calculates Total</i>
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Classes and groups

12. Total number of classes operated	245
a. Of these, the number in double sessions	192

Cumulative Enrollment

13. Cumulative enrollment by child age:			
a. Under 1 year	0	d. 3 years old	1835
b. 1 year old	0	e. 4 years old	2234
c. 2 years old	292	f. 5 years and older	0
14. Total cumulative enrollment of pregnant women			0
15. Total cumulative enrollment. Includes preschool children (preschool programs), infants, toddlers and pregnant women in EHS programs.			4361

Preschool Services Department

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Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

A. Enrollment & Program Options

Cumulative enrollment by type of eligibility

16. Cumulative enrollment by eligibility:	
a. Income below 100% of federal poverty line	2300
b. Receipt of public assistance such as TANF, SSI	1124
c. Status as a foster child - # children only	272
d. Status as homeless	65
e. Over income	375
f. Enrollees exceeding the allowed over income enrollment with family incomes between 100% and 130% of the federal poverty guideline	225
17. If the program serves enrollees under a.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	

Prior enrollment

18. Enrolled in Head Start or Early Head Start for:	
a. The second year	1226
b. Three or more years	96

Turnover in enrollment

19. Total number of children who dropped out any time after classes or home visits began and did not re-enroll	909
a. The number of children who were in class less than 45 days	312
b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	1667

Transition and turnover (EHS programs)

20. Total number of children who dropped out any time after classes or home visits began and did not re-enroll	0
a. The number of children who were enrolled less than 45 days	0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. The number of infants and toddlers who entered a Head Start program	0
2. The number of infants and toddlers who entered another early childhood program	0
3. The number of infants and toddlers who did NOT enter another early childhood program	0
21. Total number of pregnant women who left the program after receiving early head start services but before the birth of their infant, and did not re-enroll	0
22. Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in the program	0

Transition and turnover (Migrant programs)

23. Total number of children who left the program any time after classes or home visits began and did not re-enroll	0
a. The number of children who were enrolled less than 45 days	0
b. The number of preschool children who aged out, i.e. left the program in order to attend kindergarten	0

Child Care Subsidy

24. The number of enrolled children for whom the program and/or its partners received a child care subsidy	0
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Preschool Services Department

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Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

A. Enrollment & Program Options

Race

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	27	15
b. Asian	7	83
c. Black or African American	50	733
d. Native Hawaiian or Pacific Islander	9	16
e. White	2599	463
f. Biracial/Multi-racial	152	138
g. Other	27	41
h. Unspecified	2	0
25.g.1 Comments:		
25.h.1 Comments:		

Primary language of family at home

26. Cumulative enrollment by primary language of family at home. Of the total cumulative enrollment (A.16)			
a. English	3369	g. Native North American/Alaskan	0
b. Spanish	862	h. Pacific Island Languages	0
c. Native Central American, South American	0	i. European & Slavic Languages	0
d. Caribbean Languages	0	j. African Languages	0
e. Middle Eastern & South Asian	0	k. Other	0
f. East Asian Languages	0	l. Unspecified	130
26.m. Comments:			

Transportation

27. Does the program provide transportation to some or all of your enrolled children (either directly or through a formal contractual agreement with a transportation provider)?	Yes
a. Number of children for whom transportation is provided	80
28. Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0
29. Are any of the buses used by the program leased by the program itself?	No
a. Number of buses leased	

Record Keeping

30. Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?			Yes
If yes, list software programs -primary tool first	Name/title	Locally designed Yes (Y) /No (N)	Web-based Yes (Y) /No (N)
a. Enter name/title,if locally designed and if web-based	ChildPlus	No	Yes
b. Enter name/title,if locally designed and if web-based			
c. Enter name/title,if locally designed and if web-based			

Preschool Services Department

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Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total Staff	750	2
a. Of the total staff, the number who are current or former Head Start parents	198	0
b. Of the total staff, the number who left during the year	108	0
1. Of these, the number who were replaced during the year	0	0

Volunteers by type

2. The total number of persons providing any volunteer services to your program this enrollment year	309
a. Of the total volunteers, the number who are current or former Head Start parents	123

Management staff - salaries	(1) Annual Salary	(2) Percentage of Salary Funded by Head Start
3. Management staff:		
a. Executive Director	0	0
b. Head Start or Early Head Start Program Director	0	0
c. Child Development & Education Manager	0	0
d. Health Services Manager	0	0
e. Family and Community Partnerships Manager	0	0
f. Disability Services Manager	0	0
g. Fiscal Officer	0	0

Coordination of services	Average # of hours per week
4. On average, the number of hours per week services managers spend coordinating services:	
a. Child Development and Education Manager	40
b. Health Services Manager	10
c. Family and Community Partnerships Manager	20
d. Disability Services Manager	10

Preschool Services Department 9700 - PIR Report

Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

B. Program Staff & Qualifications

Preschool child development staff qualifications (HS and Migrant programs)	(1) Teachers	(2) Assistant Teachers
5. Total number of preschool child development staff by position	284	139
<i>Of B.5, the number who have the following degree or credentials</i>		
a. An advanced degree in:		
1. Early childhood education	12	1
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	5	1
b. A baccalaureate degree in:		
1. Early childhood education	38	1
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	104	12
3. Any field and admitted to Teach for America and passed early childhood content exam	0	0
<i>Of those with a baccalaureate degree, the number enrolled in:</i>		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	4	0
c. An associate degree in:		
1. Early childhood education	41	22
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	67	24
<i>Of those with an associate degree, the number enrolled in:</i>		
3. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	9	1
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	12	78
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	11	70
<i>Of those with a CDA, the number enrolled in:</i>		
2. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	1	19
e. Of the child development staff, the number who do not have the qualifications listed in B.5.a through B.5.d	5	0
<i>Of those in b.5.e, the number enrolled in:</i>		
1. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	2	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

Preschool Services Department

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Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

B. Program Staff & Qualifications	
6. Total number of center-based option classes serving preschool-aged children	245
7. Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam. An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	3

Preschool Services Department

9700 - PIR Report

Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

B. Program Staff & Qualifications

Infant & toddler child development staff qualifications(EHS and Migrant programs)

8. Total number of infant and toddler child development staff by position	0
<i>Of B.8, the number who have the following degree or credentials</i>	
a. An advanced degree in:	
1. Early childhood education	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0
b. A baccalaureate degree in:	
1. Early childhood education	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0
<i>Of those with a baccalaureate degree, the number enrolled in:</i>	
3. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
c. An associate degree in:	
1. Early childhood education	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0
<i>Of those with an associate degree, the number enrolled in:</i>	
3. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
<i>Of the infant and toddler child development staff with the credentials in B.8.d above, the number enrolled in:</i>	
2. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
3. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
e. Of the child development staff, the number who do not have the qualifications listed in B.8.a through B.8.d	0
<i>Of those in b.8.e, the number enrolled in:</i>	
1. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
2. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

Preschool Services Department 9700 - PIR Report

Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

B. Program Staff & Qualifications

Child development staff qualifications: home-based and FCC	(1) Visitors	(2) Visitors Supervisors	(3) Child Care Providers	(4) Child Care Specialists
9. Total number of child development staff by position	0	0	0	0
<i>Of B.9, the number with the following degrees and licenses:</i>				
a. An advanced degree in:				
1. Social work/Licensed clinical social worker (LCSW)/Licensed master social worker (LMSW)	0	0	0	0
2. Marriage and family therapy/Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
1. Specify				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
1. Specify				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
1. Specify				

Preschool Services Department 9700 - PIR Report

Head Start 2017-18 (Last calculated: 09/5/2018 1:25PM)

B. Program Staff & Qualifications				
<i>Of B.9, the number with the following licenses, certifications, or credentials:</i>				
d. License, certification, or credential held:				
1.Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
1. Specify				
e. Of the child development staff by position, the number who do not have the qualifications listed in B.9.a through B.9.d	0	0	0	0
<i>Of those in B.9.e, the number enrolled in:</i>				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0

Child development staff - classroom teacher salary by level of education

10. Classroom teacher salary by level of education:		
a. Advanced degree in early childhood education or related degree		0
b. Baccalaureate degree in early childhood education or related degree		0
c. Associate degree in early childhood education or related degree		0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements		0
e. Classroom teachers that do not have the qualifications listed in b.9.a - b.9.d		0

Child development staff - average salary

11. Average salary:	Avg. Annual Salary	Avg. Hourly Rate
a. Classroom teachers	0	0.00
b. Assistant teachers	0	0.00
c. Home-based visitors	0	0.00
d. Family child care providers	0	0

Child development staff - race

12. Race and Ethnicity:	(1)Hispanic/Latino	(2)Non-Hispanic
a. American Indian or Alaskan Native	2	1
b. Asian	0	19
c. Black or African American	0	90
d. Native Hawaiian or Pacific Islander	0	1
e. White	184	74
f. Biracial/Multi-racial	2	6
g. Other	12	7
h. Unspecified	8	17

12.g.1 Comments:

12.h.1 Comments:

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B. Program Staff & Qualifications

Child development staff - language

13. The number who are proficient in a language(s) other than English	35
a. Of these, the number who are proficient in more than one language other than English	0
14. Language groups in which staff are proficient:	
a. Spanish	32
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other (e.g., American Sign Language)	0
14.j.1 Comments:	
k. Unspecified (language is not known or staff declined identifying the language)	3

Child development staff - classroom teacher turnover

15. The number of classroom teachers who left the program during the year	32
16. Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	2
b. Change in job field	0
c. Other	30
16.c.1 Comments: Declined to state	
17. Number of classroom teacher vacancies in the program that remained unfilled for a period of three months or longer	0
18. Number of classroom teachers hired during the year due to turnover	32

Child development staff - home-based visitor turnover

19. The number of home-based visitors who left the program during the year	0
20. Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
20.c.1 Comments:	
21. Number of home-based visitor vacancies in the program that remained unfilled for a period three months or longer	0
22. Number of home-based visitors hired during the year due to turnover	0

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B. Program Staff & Qualifications

	(1) Family Workers	(2) Family and Community Partnerships Supervisors
Family & community partnerships staff - qualifications		
23. Total number of family & community partnerships (FCP) staff	67	6
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload:		1
24. Comments on staff shared by head start and early head start programs		
25. Of the family & community partnerships (FCP) staff, the number with the following as the highest level of education completed:		
a. A related advanced degree	2	0
b. A related baccalaureate degree	14	2
c. A related associate degree	7	0
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	34	4
Of the staff in B.25.e. above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
26. Of the family & community partnerships staff, the number with a family development-related credential, regardless of highest level of education completed	0	0

	# of ECD managers/ coordinators
Education & child development management staff - qualifications	
B.27. Total number of education and child development managers/coordinators	8
<i>Of these, the number with the following degrees or credentials</i>	
a. Advanced degree in early childhood education or related degree with experience teaching preschool-age children	4
b. Baccalaureate degree in early childhood education or related degree with experience teaching preschool-age children	2
c. Associate degree in early childhood education or related degree with experience teaching preschool-age children	0
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	1
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
e. None of the qualifications listed in B.28.a through B.28.d	1
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
B.28. Comments on education and child development managers/coordinators shared by Head Start and Early Head Start programs:	

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C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	4351	4360
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	4114	4125
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	3	3
c. Number with private health insurance (for example, parent's insurance)	154	152
d. Number with health insurance other than those listed above, e.g., Military Health (Tri-Care or CHAMPUS)	80	80
1. Specify: CHAMPUS		
2. Number of all children with no health insurance	10	1

	(1) At enrollment	(2) At end of enrollment year
Health insurance - pregnant women (EHS programs)		
3. Number of pregnant women with at least one type of health insurance.	0	0
a. Number enrolled in Medicaid	0	0
b. Number enrolled in state-only funded insurance	0	0
c. Number with private health insurance (for example, parent's insurance)	0	0
d. Number with health insurance other than those listed above, e.g., Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify:		
4. Number of pregnant women with no health insurance	0	0

	(1) At enrollment	(2) At end of enrollment year
Medical home - children		
5. Number of children with an ongoing source of continuous, accessible health care	4346	4361
6. Number of children receiving medical services through the Indian Health Service	27	32
7. Number of children receiving medical services through a migrant community health center	0	0

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
8. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	4346	4361
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's pir was reported		223
1. Of these, the number who have received or are receiving medical treatment		223
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it: Parents did not keep/make appointment		
9. Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:		
a. Anemia	31	102
b. Asthma	104	6
c. Hearing Difficulties	11	2
d. Vision Problems		
e. High Lead Levels		
f. Diabetes		

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C. Child & Family Services

Body Mass Index (BMI) - children (HS and Migrant programs)

10. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	Children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	377
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	2903
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	444
d. Obese (BMI at or above 95th percentile for child's age and sex)	637

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
11. Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	4293	4304
12. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	61	48
13. Number of children who meet their state's guidelines for an exemption from immuni	4	3

Pregnant women - services (EHS programs)

14. Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. Mental health interventions and follow-up	0
d. Substance abuse prevention	0
e. Substance abuse treatment	0
f. Prenatal education on fetal development	0
g. Information on the benefits of breastfeeding	0

Pregnant women - prenatal health (EHS programs)

15. Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
16. Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

	(1) At enrollment	(2) At end of enrollment year
Dental home - children		
17. Number of children with continuous, accessible dental care provided by a dentist	4306	4361

Preschool dental services (HS and Migrant programs)

18. Number of children who received preventive care since last year's PIR was reported	3651
19. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	3593
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported	587
1. Of these, the number of children who have received or are receiving treatment	375
b. Specify the primary reason that children who needed treatment did not receive it: Parents did not keep/make appointment	

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C. Child & Family Services

Infant and toddler preventive dental services (EHS and migrant programs)

20. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule	0
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Pregnant women dental services (EHS programs)

21. Of the number of pregnant women served, the number who received a professional dental examination (s) and/or treatment since last year's PIR was reported	0
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Mental Health Services

Mental health professional

22. Average total hours per operating month a mental health professional(s) spends on-site	758
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Mental health services

23. Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported:	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	4361
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	490
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	515
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	387
c. Number of children for whom the MH professional provided an individual mental health assessment	347
d. Number of children for whom the MH professional facilitated a referral for mental health services	251

Mental health referrals

24. Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	224
a. Of these, the number who received mental health services since last year's PIR was reported	191

Disability Services

Preschool disability services (HS and Migrant programs)

25. Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	373
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to enrollment into the program for this enrollment year	268
2. During this enrollment year	105
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

26. Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they have been determined eligible by the Part C agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	0
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to enrollment into the program for this enrollment year	0
2. During this enrollment year	0
b. Of these, the number who have not received early intervention services under IDEA	0

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C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
27. Diagnosed primary disability:		
a. Health impairment(i.e.meeting IDEA definition of "other health impairment")	1	1
b. Emotional/behavioral disorder	0	0
c. Speech or language impairments	353	353
d. Intellectual disabilities	2	2
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	1	1
g. Visual impairment, including blindness	0	0
h. Learning disabilities	1	1
i. Autism	12	12
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	3	3
l. Multiple disabilities	0	0
m. Deaf-blind	0	0

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C. Child & Family Services

Education

Screening

28. Number of all newly enrolled children since last year's PIR was reported	3040
29. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	2040
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	170
30. The instrument(s) used by the program for developmental screening:	
a. Accuscreen	
b. ASQ-SE (Ages & Stages Questionnaire Social-Emotional)	
c.	

Assessment

31. Approach or tool(s) used by the program for ongoing child assessment:	Locally designed
a. DRDP (Desired Results Developmental Profile)	No
b.	No
c.	No

Curriculum

32. Curriculum used by the program:	Locally designed
a. For center-based services:	
1. Creative Curriculum (PreSchool)	No
2.	No
3.	No
b. For family child care services:	Locally designed
1.	No
2.	No
3.	No
c. For home-based services:	Locally designed
1.	No
2.	No
3.	No
d. For pregnant women services:	Locally designed
1.	No
2.	No
3.	No

Staff-child interaction observation tools

	Yes (Y)/ No (N)
33. Does the program use staff-child interaction observation tools to assess quality?	Yes
34. If yes, interaction observation tool(s) used by the program:	Locally designed
a. Center-based settings	No
b. Home-based settings	No
c. Family child care settings	No

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C. Child & Family Services

Family and Community Partnerships

Number of families

35. Total number of families:	4084
a. Of these, the number of two-parent families	1944
b. Of these, the number of single-parent families	2141

Parent/Guardian Figures

36. Of the number of two-parent families, the number of families in which the parent/guardian figures are best described as:	
a. Parents (biological, adoptive, stepparents, etc.)	1728
b. Grandparents	29
c. Relatives other than grandparents	16
d. Foster parents not including relatives	171
e. Other	0
1. Specify	
37. Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	
a. Mother (biological, adoptive, stepmother, etc.)	1811
b. Father (biological, adoptive, stepfather, etc.)	131
c. Grandparent	34
d. Relative other than grandparent	22
e. Foster parent not including relative	142
f. Other	0
1. Specify	

Employment

38. Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are employed	241
b. One parent/guardian is employed	1300
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	403
39. Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is employed	1120
b. The parent/guardian is not working (unemployed, retired, disabled)	1020
40. The number of all families in which at least one parent/guardian is a	
a. Member of the United States military on active duty	67
b. Veteran of the United States military	105

	(1) At enrollment	(2) At end of enrollment year
Federal or other assistance		
41. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	1186	1040
42. Total number families receiving Supplemental Security Income (SSI)	186	179
43. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	2853	2849
44. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	2245	2063

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C. Child & Family Services

Job training/school

45. Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are in job training or school	67
b. One parent/guardian is in job training or school	112
c. Neither parent/guardian is in job training or school	1765
46. Of the number of single-parent families, the number of families in which:	
a. The parents/guardian is in job training or school	95
b. The parent/guardian is not in job training or school	2045
47. Of the total number of families, the number in which one or more parent/guardian	
a. Completed a grade level in school, prior to high school graduation (8th grade, 11th grade)	287
b. Completed high school or was awarded a GED during this program year	456
c. Completed an associate degree during this program year	163
d. Completed a baccalaureate or advanced degree during this program year	87
48. Of the total number of families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	274

Parent guardian education

49. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	199
b. An associate degree, vocational school, or some college	1302
c. High school graduate or GED	1418
d. Less than high school graduate	1167

Family Services

	Needs Identified	Services Received
50. The number of families who received the following services since last year's PIR was reported:		
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	325	396
b. Housing assistance such as subsidies, utilities, repairs, etc.	332	335
c. Mental health services	363	374
d. English as a second language (ESL) training	376	321
e. Adult education such as GED programs and college selection	963	993
f. Job training	716	678
g. Substance abuse prevention	23	25
h. Substance abuse treatment	51	42
i. Child abuse and neglect services	24	24
j. Domestic violence services	37	35
k. Child support assistance	67	55
l. Health education	847	997
m. Assistance to families of incarcerated individuals	48	34
n. Parenting education	1302	1384
o. Marriage education	188	178
p. Asset building services	391	359
51. Of these, the number that received at least one of the services listed above	2923	2939

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C. Child & Family Services

Father Involvement

52. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	1971
b. Family goal setting	1794
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	1911
d. Head Start program governance, such as participation in the Policy Council or policy committees	250
e. Parenting education workshops	609

Homelessness Services

53. Total number of families experiencing homelessness that were served during the enrollment year	67
54. Total number of children experiencing homelessness that were served during the enrollment year	70
55. Total number of families experiencing homelessness that acquired housing during the enrollment year	26

Foster care and child welfare

56. Total number of enrolled children who were in foster care at any point during the program year	313
57. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	73

Formal Agreements with Child Care Partners

58. Total number of formal agreements with Child Care Partners during the program year	0
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

Local education agency (LEA)

59. The number of LEAs in your program's service area	17
60. Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	17
b. To coordinate transition services	17

Public school pre-kindergarten programs

61. Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
a. If yes, the number of formal agreements in which the program is currently participating	4

Part C agencies

62. Number of Part C agencies in the program's service area	1
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	1
63. Does the program have formal collaboration agreements with child welfare agencies?	Yes
a. If yes, the number of formal agreements in which the program is currently participating	1

General Comments

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A. Enrollment & Program Options			
1. Enrollment Year	a. Start Date	07/01/2017	b. End Date 06/30/2018

Funded Enrollment

2. Funded Head Start or Early Head Start Enrollment		
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA		322
b. Funded Enrollment from non-federal sources, i.e. state, local, private		0
c. Funded Enrollment from the MIECHV Grant Program, for Early Head Start services		0
3. Center-based option - 5 days per week		
a. Full-day enrollment		72
1. Of these, the number available as full-working-day enrollment		72
a. Of these, the number available for the full-calendar-year		72
b. Part-day enrollment		0
1. Of these, the number in double sessions		0
4. Center-based option - 4 days per week		
a. Full-day enrollment		0
b. Part-day enrollment		0
1. Of these, the number in double sessions		0
5. Home-based option		250
6. Combination option		0
7. Family child care option		0
a. Of these, the number available as full-working-day enrollment		0
1. Of these, the number available for the full-calendar-year		0
8. Locally Designed Option		0

Funded Enrollment of pregnant women

9. Total number of pregnant women positions in funded enrollment	0
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Funded enrollment at child care partners in the center-based program option

10. Funded enrollment at child care partners in the center-based program option	0
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Total Funded Enrollment at Child Care Partners

11. Total funded enrollment at child care partners (A.10, center-based and A.7, family child care program options)	<i>System Calculates Total</i>
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Classes and groups

12. Total number of classes operated	9
a. Of these, the number in double sessions	0

Cumulative Enrollment

13. Cumulative enrollment by child age:			
a. Under 1 year	112	d. 3 years old	37
b. 1 year old	178	e. 4 years old	0
c. 2 years old	216	f. 5 years and older	0
14. Total cumulative enrollment of pregnant women			24
15. Total cumulative enrollment. Includes preschool children (preschool programs), infants, toddlers and pregnant women in EHS programs.			570

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A. Enrollment & Program Options

Cumulative enrollment by type of eligibility

16. Cumulative enrollment by eligibility:	
a. Income below 100% of federal poverty line	270
b. Receipt of public assistance such as TANF, SSI	142
c. Status as a foster child - # children only	72
d. Status as homeless	15
e. Over income	51
f. Enrollees exceeding the allowed over income enrollment with family incomes between 100% and 130% of the federal poverty guideline	17
17. If the program serves enrollees under a.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	

Prior enrollment

18. Enrolled in Head Start or Early Head Start for:	
a. The second year	206
b. Three or more years	57

Turnover in enrollment

19. Total number of children who dropped out any time after classes or home visits began and did not re-enroll	0
a. The number of children who were in class less than 45 days	0
b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	0

Transition and turnover (EHS programs)

20. Total number of children who dropped out any time after classes or home visits began and did not re-enroll	264
a. The number of children who were enrolled less than 45 days	32
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	155
1. The number of infants and toddlers who entered a Head Start program	141
2. The number of infants and toddlers who entered another early childhood program	8
3. The number of infants and toddlers who did NOT enter another early childhood program	6
21. Total number of pregnant women who left the program after receiving early head start services but before the birth of their infant, and did not re-enroll	3
22. Number of pregnant women receiving Early Head Start services at the time their infant was born	10
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	10
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in the program	0

Transition and turnover (Migrant programs)

23. Total number of children who left the program any time after classes or home visits began and did not re-enroll	0
a. The number of children who were enrolled less than 45 days	0
b. The number of preschool children who aged out, i.e. left the program in order to attend kindergarten	0

Child Care Subsidy

24. The number of enrolled children for whom the program and/or its partners received a child care subsidy	0
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A. Enrollment & Program Options

Race

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	3	3
b. Asian	0	11
c. Black or African American	5	108
d. Native Hawaiian or Pacific Islander	2	0
e. White	290	89
f. Biracial/Multi-racial	19	34
g. Other	0	0
h. Unspecified	2	1
25.g.1 Comments:		
25.h.1 Comments: Family did not identify ethnicity/race		

Primary language of family at home

26. Cumulative enrollment by primary language of family at home. Of the total cumulative enrollment (A.16)			
a. English	478	g. Native North American/Alaskan	0
b. Spanish	74	h. Pacific Island Languages	0
c. Native Central American, South American	0	i. European & Slavic Languages	0
d. Caribbean Languages	0	j. African Languages	0
e. Middle Eastern & South Asian	0	k. Other	0
f. East Asian Languages	0	l. Unspecified	15
26.m. Comments:			

Transportation

27. Does the program provide transportation to some or all of your enrolled children (either directly or through a formal contractual agreement with a transportation provider)?	No
a. Number of children for whom transportation is provided	0
28. Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0
29. Are any of the buses used by the program leased by the program itself?	No
a. Number of buses leased	

Record Keeping

30. Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?			Yes
If yes, list software programs -primary tool first	Name/title	Locally designed Yes (Y) /No (N)	Web-based Yes (Y) /No (N)
a. Enter name/title,if locally designed and if web-based	ChildPlus	No	Yes
b. Enter name/title,if locally designed and if web-based			
c. Enter name/title,if locally designed and if web-based			

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B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total Staff	133	0
a. Of the total staff, the number who are current or former Head Start parents	30	0
b. Of the total staff, the number who left during the year	21	0
1. Of these, the number who were replaced during the year	0	0

Volunteers by type

2. The total number of persons providing any volunteer services to your program this enrollment year	107
a. Of the total volunteers, the number who are current or former Head Start parents	0

Management staff - salaries	(1) Annual Salary	(2) Percentage of Salary Funded by Head Start
3. Management staff:		
a. Executive Director	0	0
b. Head Start or Early Head Start Program Director	0	0
c. Child Development & Education Manager	0	0
d. Health Services Manager	0	0
e. Family and Community Partnerships Manager	0	0
f. Disability Services Manager	0	0
g. Fiscal Officer	0	0

Coordination of services	Average # of hours per week
4. On average, the number of hours per week services managers spend coordinating services:	
a. Child Development and Education Manager	40
b. Health Services Manager	10
c. Family and Community Partnerships Manager	20
d. Disability Services Manager	10

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B. Program Staff & Qualifications

Preschool child development staff qualifications (HS and Migrant programs)	(1) Teachers	(2) Assistant Teachers
5. Total number of preschool child development staff by position	0	0
<i>Of B.5, the number who have the following degree or credentials</i>		
a. An advanced degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0
b. A baccalaureate degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0
3. Any field and admitted to Teach for America and passed early childhood content exam	0	0
<i>Of those with a baccalaureate degree, the number enrolled in:</i>		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
c. An associate degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0
<i>Of those with an associate degree, the number enrolled in:</i>		
3. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	0
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
<i>Of those with a CDA, the number enrolled in:</i>		
2. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
e. Of the child development staff, the number who do not have the qualifications listed in B.5.a through B.5.d	0	0
<i>Of those in b.5.e, the number enrolled in:</i>		
1. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

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B. Program Staff & Qualifications	
6. Total number of center-based option classes serving preschool-aged children	0
7. Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam. An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0

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B. Program Staff & Qualifications

Infant & toddler child development staff qualifications(EHS and Migrant programs)

8. Total number of infant and toddler child development staff by position	21
<i>Of B.8, the number who have the following degree or credentials</i>	
a. An advanced degree in:	
1. Early childhood education	1
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	1
b. A baccalaureate degree in:	
1. Early childhood education	2
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	7
<i>Of those with a baccalaureate degree, the number enrolled in:</i>	
3. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
c. An associate degree in:	
1. Early childhood education	4
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	5
<i>Of those with an associate degree, the number enrolled in:</i>	
3. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
<i>Of the infant and toddler child development staff with the credentials in B.8.d above, the number enrolled in:</i>	
2. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
3. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
e. Of the child development staff, the number who do not have the qualifications listed in B.8.a through B.8.d	
<i>Of those in b.8.e, the number enrolled in:</i>	
1. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
2. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

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B. Program Staff & Qualifications

Child development staff qualifications: home-based and FCC	(1) Visitors	(2) Visitors Supervisors	(3) Child Care Providers	(4) Child Care Specialists
9. Total number of child development staff by position	27	1	0	0
<i>Of B.9, the number with the following degrees and licenses:</i>				
a. An advanced degree in:				
1. Social work/Licensed clinical social worker (LCSW)/Licensed master social worker (LMSW)	0	0	0	0
2. Marriage and family therapy/Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	1	1	0	0
1. Specify	HB visitor: Master of Education. HB visitor supervisor: Master of Education			
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	1	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	1	0	0	0
7. Other	2	0	0	0
1. Specify	HB visitors: Human Development, Social Science			
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	6	0	0	0
7. Other	0	0	0	0
1. Specify				

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B. Program Staff & Qualifications				
<i>Of B.9, the number with the following licenses, certifications, or credentials:</i>				
d. License, certification, or credential held:				
1.Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	16	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
1. Specify				
e. Of the child development staff by position, the number who do not have the qualifications listed in B.9.a through B.9.d				
	0	0	0	0
<i>Of those in B.9.e, the number enrolled in:</i>				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0

Child development staff - classroom teacher salary by level of education

10. Classroom teacher salary by level of education:		
a. Advanced degree in early childhood education or related degree		0
b. Baccalaureate degree in early childhood education or related degree		0
c. Associate degree in early childhood education or related degree		0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements		0
e. Classroom teachers that do not have the qualifications listed in b.9.a - b.9.d		0

Child development staff - average salary

11. Average salary:	Avg. Annual Salary	Avg. Hourly Rate
a. Classroom teachers	0	0.00
b. Assistant teachers	0	0.00
c. Home-based visitors	0	0.00
d. Family child care providers	0	0

Child development staff - race

12. Race and Ethnicity:	(1)Hispanic/Latino	(2)Non-Hispanic
a. American Indian or Alaskan Native	0	0
b. Asian	0	1
c. Black or African American	0	13
d. Native Hawaiian or Pacific Islander	0	0
e. White	17	7
f. Biracial/Multi-racial	0	1
g. Other	0	0
h. Unspecified	2	5

12.g.1 Comments:	
12.h.1 Comments:	Staff did not specify race or ethnicity

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B. Program Staff & Qualifications

Child development staff - language

13. The number who are proficient in a language(s) other than English	0
a. Of these, the number who are proficient in more than one language other than English	0
14. Language groups in which staff are proficient:	
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other (e.g., American Sign Language)	0
14.j.1 Comments:	
k. Unspecified (language is not known or staff declined identifying the language)	0

Child development staff - classroom teacher turnover

15. The number of classroom teachers who left the program during the year	4
16. Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	1
c. Other	3
16.c.1 Comments: Staff do not always indicate reason for leaving the program	
17. Number of classroom teacher vacancies in the program that remained unfilled for a period of three months or longer	0
18. Number of classroom teachers hired during the year due to turnover	2

Child development staff - home-based visitor turnover

19. The number of home-based visitors who left the program during the year	3
20. Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	1
c. Other	2
20.c.1 Comments: Staff did not provide reason	
21. Number of home-based visitor vacancies in the program that remained unfilled for a period three months or longer	0
22. Number of home-based visitors hired during the year due to turnover	1

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B. Program Staff & Qualifications

	(1) Family Workers	(2) Family and Community Partnerships Supervisors
Family & community partnerships staff - qualifications		
23. Total number of family & community partnerships (FCP) staff	7	0
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload:		0
24. Comments on staff shared by head start and early head start programs		
25. Of the family & community partnerships (FCP) staff, the number with the following as the highest level of education completed:		
a. A related advanced degree	0	0
b. A related baccalaureate degree	1	0
c. A related associate degree	2	0
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	3	0
Of the staff in B.25.e. above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
26. Of the family & community partnerships staff, the number with a family development-related credential, regardless of highest level of education completed	0	0

	# of ECD managers/ coordinators
Education & child development management staff - qualifications	
B.27. Total number of education and child development managers/coordinators	7
<i>Of these, the number with the following degrees or credentials</i>	
a. Advanced degree in early childhood education or related degree with experience teaching preschool-age children	4
b. Baccalaureate degree in early childhood education or related degree with experience teaching preschool-age children	2
c. Associate degree in early childhood education or related degree with experience teaching preschool-age children	0
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	1
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
e. None of the qualifications listed in B.28.a through B.28.d	0
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
B.28. Comments on education and child development managers/coordinators shared by Head Start and Early Head Start programs:	

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C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	543	543
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	519	519
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	13	13
d. Number with health insurance other than those listed above, e.g., Military Health (Tri-Care or CHAMPUS)	11	11
1. Specify: CHAMPUS		
2. Number of all children with no health insurance	0	0

	(1) At enrollment	(2) At end of enrollment year
Health insurance - pregnant women (EHS programs)		
3. Number of pregnant women with at least one type of health insurance.	14	24
a. Number enrolled in Medicaid	13	23
b. Number enrolled in state-only funded insurance	0	0
c. Number with private health insurance (for example, parent's insurance)	0	0
d. Number with health insurance other than those listed above, e.g., Military Health (Tri-Care or CHAMPUS)	1	1
1. Specify: CHAMPUS		
4. Number of pregnant women with no health insurance	10	0

	(1) At enrollment	(2) At end of enrollment year
Medical home - children		
5. Number of children with an ongoing source of continuous, accessible health care	543	543
6. Number of children receiving medical services through the Indian Health Service	6	6
7. Number of children receiving medical services through a migrant community health center	0	0

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
8. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	121	366
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's pir was reported		15
1. Of these, the number who have received or are receiving medical treatment		12
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it: Parents did not keep/make appointment		
9. Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:		
a. Anemia	14	15
b. Asthma	22	9
c. Hearing Difficulties	12	8
d. Vision Problems		
e. High Lead Levels		
f. Diabetes		

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C. Child & Family Services

Body Mass Index (BMI) - children (HS and Migrant programs)

10. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	Children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	0
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	0
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	0
d. Obese (BMI at or above 95th percentile for child's age and sex)	0

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
11. Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	500	468
12. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	31	24
13. Number of children who meet their state's guidelines for an exemption from immuni	2	2

Pregnant women - services (EHS programs)

14. Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	13
b. Postpartum health care	7
c. Mental health interventions and follow-up	6
d. Substance abuse prevention	10
e. Substance abuse treatment	2
f. Prenatal education on fetal development	12
g. Information on the benefits of breastfeeding	12

Pregnant women - prenatal health (EHS programs)

15. Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	13
c. 3rd trimester (6-9 months)	11
16. Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	6

	(1) At enrollment	(2) At end of enrollment year
Dental home - children		
17. Number of children with continuous, accessible dental care provided by a dentist	543	543

Preschool dental services (HS and Migrant programs)

18. Number of children who received preventive care since last year's PIR was reported	0
19. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	0
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported	0
1. Of these, the number of children who have received or are receiving treatment	0
b. Specify the primary reason that children who needed treatment did not receive it:	

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C. Child & Family Services

Infant and toddler preventive dental services (EHS and migrant programs)

20. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule	302
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Pregnant women dental services (EHS programs)

21. Of the number of pregnant women served, the number who received a professional dental examination (s) and/or treatment since last year's PIR was reported	1
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Mental Health Services

Mental health professional

22. Average total hours per operating month a mental health professional(s) spends on-site	98
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Mental health services

23. Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported:	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	511
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	42
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	59
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	37
c. Number of children for whom the MH professional provided an individual mental health assessment	58
d. Number of children for whom the MH professional facilitated a referral for mental health services	24

Mental health referrals

24. Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	23
a. Of these, the number who received mental health services since last year's PIR was reported	23

Disability Services

Preschool disability services (HS and Migrant programs)

25. Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	0
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to enrollment into the program for this enrollment year	0
2. During this enrollment year	0
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

26. Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they have been determined eligible by the Part C agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	38
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to enrollment into the program for this enrollment year	30
2. During this enrollment year	8
b. Of these, the number who have not received early intervention services under IDEA	0

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C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
27. Diagnosed primary disability:		
a. Health impairment(i.e.meeting IDEA definition of "other health impairment")	0	0
b. Emotional/behavioral disorder	0	0
c. Speech or language impairments	0	0
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Learning disabilities	0	0
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities	0	0
m. Deaf-blind	0	0

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C. Child & Family Services

Education

Screening

28. Number of all newly enrolled children since last year's PIR was reported	271
29. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	250
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	10
30. The instrument(s) used by the program for developmental screening:	
a. ASQ-SE (Ages & Stages Questionnaire Social-Emotional)	
b.	
c.	

Assessment

31. Approach or tool(s) used by the program for ongoing child assessment:	Locally designed
a. Creative Curriculum Developmental Continuum for Infants, Toddlers and Twos	No
b.	No
c.	No

Curriculum

32. Curriculum used by the program:	Locally designed
a. For center-based services:	
1. Creative Curriculum for Infants, Toddlers, and Twos	No
2.	No
3.	No
b. For family child care services:	Locally designed
1.	No
2.	No
3.	No
c. For home-based services:	Locally designed
1. Creative Curriculum for Infants, Toddlers, and Twos	No
2.	No
3.	No
d. For pregnant women services:	Locally designed
1. Partners For A Healthy Baby (Florida State University)	No
2.	No
3.	No

Staff-child interaction observation tools

	Yes (Y)/ No (N)
33. Does the program use staff-child interaction observation tools to assess quality?	Yes
34. If yes, interaction observation tool(s) used by the program:	Locally designed
a. Center-based settings	Toddler CLASS, ITERS
b. Home-based settings	HOVRS A+
c. Family child care settings	

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C. Child & Family Services

Family and Community Partnerships

Number of families

35. Total number of families:	498
a. Of these, the number of two-parent families	232
b. Of these, the number of single-parent families	266

Parent/Guardian Figures

36. Of the number of two-parent families, the number of families in which the parent/guardian figures are best described as:	
a. Parents (biological, adoptive, stepparents, etc.)	193
b. Grandparents	2
c. Relatives other than grandparents	0
d. Foster parents not including relatives	37
e. Other	0
1. Specify	
37. Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	
a. Mother (biological, adoptive, stepmother, etc.)	234
b. Father (biological, adoptive, stepfather, etc.)	10
c. Grandparent	6
d. Relative other than grandparent	0
e. Foster parent not including relative	16
f. Other	0
1. Specify	

Employment

38. Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are employed	45
b. One parent/guardian is employed	155
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	31
39. Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is employed	143
b. The parent/guardian is not working (unemployed, retired, disabled)	123
40. The number of all families in which at least one parent/guardian is a	
a. Member of the United States military on active duty	4
b. Veteran of the United States military	18

Federal or other assistance

	(1) At enrollment	(2) At end of enrollment year
41. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	147	128
42. Total number families receiving Supplemental Security Income (SSI)	29	27
43. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	407	399
44. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	249	211

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C. Child & Family Services

Job training/school

45. Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are in job training or school	10
b. One parent/guardian is in job training or school	15
c. Neither parent/guardian is in job training or school	207
46. Of the number of single-parent families, the number of families in which:	
a. The parents/guardian is in job training or school	18
b. The parent/guardian is not in job training or school	248
47. Of the total number of families, the number in which one or more parent/guardian	
a. Completed a grade level in school, prior to high school graduation (8th grade, 11th grade)	86
b. Completed high school or was awarded a GED during this program year	97
c. Completed an associate degree during this program year	18
d. Completed a baccalaureate or advanced degree during this program year	17
48. Of the total number of families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	19

Parent guardian education

49. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	40
b. An associate degree, vocational school, or some college	188
c. High school graduate or GED	160
d. Less than high school graduate	111

Family Services

	Needs Identified	Services Received
50. The number of families who received the following services since last year's PIR was reported:		
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	36	41
b. Housing assistance such as subsidies, utilities, repairs, etc.	23	16
c. Mental health services	11	11
d. English as a second language (ESL) training	22	20
e. Adult education such as GED programs and college selection	50	53
f. Job training	47	40
g. Substance abuse prevention	0	2
h. Substance abuse treatment	1	1
i. Child abuse and neglect services	3	3
j. Domestic violence services	7	5
k. Child support assistance	7	8
l. Health education	47	49
m. Assistance to families of incarcerated individuals	3	3
n. Parenting education	55	63
o. Marriage education	18	21
p. Asset building services	33	32
51. Of these, the number that received at least one of the services listed above	227	228

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C. Child & Family Services

Father Involvement

52. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	219
b. Family goal setting	198
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	225
d. Head Start program governance, such as participation in the Policy Council or policy committees	34
e. Parenting education workshops	39

Homelessness Services

53. Total number of families experiencing homelessness that were served during the enrollment year	13
54. Total number of children experiencing homelessness that were served during the enrollment year	16
55. Total number of families experiencing homelessness that acquired housing during the enrollment year	3

Foster care and child welfare

56. Total number of enrolled children who were in foster care at any point during the program year	84
57. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	27

Formal Agreements with Child Care Partners

58. Total number of formal agreements with Child Care Partners during the program year	0
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

Local education agency (LEA)

59. The number of LEAs in your program's service area	1
60. Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	1
b. To coordinate transition services	1

Public school pre-kindergarten programs

61. Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
a. If yes, the number of formal agreements in which the program is currently participating	1

Part C agencies

62. Number of Part C agencies in the program's service area	1
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	1
63. Does the program have formal collaboration agreements with child welfare agencies?	Yes
a. If yes, the number of formal agreements in which the program is currently participating	1

General Comments

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A. Enrollment & Program Options			
1. Enrollment Year	a. Start Date	07/01/2017	b. End Date 06/30/2018

Funded Enrollment

2. Funded Head Start or Early Head Start Enrollment		
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA		120
b. Funded Enrollment from non-federal sources, i.e. state, local, private		0
c. Funded Enrollment from the MIECHV Grant Program, for Early Head Start services		0
3. Center-based option - 5 days per week		
a. Full-day enrollment		20
1. Of these, the number available as full-working-day enrollment		0
a. Of these, the number available for the full-calendar-year		0
b. Part-day enrollment		0
1. Of these, the number in double sessions		0
4. Center-based option - 4 days per week		
a. Full-day enrollment		0
b. Part-day enrollment		0
1. Of these, the number in double sessions		0
5. Home-based option		0
6. Combination option		0
7. Family child care option		100
a. Of these, the number available as full-working-day enrollment		4
1. Of these, the number available for the full-calendar-year		4
8. Locally Designed Option		0

Funded Enrollment of pregnant women

9. Total number of pregnant women positions in funded enrollment	0
------------------------------------------------------------------	---

Funded enrollment at child care partners in the center-based program option

10. Funded enrollment at child care partners in the center-based program option	0
---------------------------------------------------------------------------------	---

Total Funded Enrollment at Child Care Partners

11. Total funded enrollment at child care partners (A.10, center-based and A.7, family child care program options)	<i>System Calculates Total</i>
---------------------------------------------------------------------------------------------------------------------	--------------------------------

Classes and groups

12. Total number of classes operated	40
a. Of these, the number in double sessions	0

Cumulative Enrollment

13. Cumulative enrollment by child age:			
a. Under 1 year	46	d. 3 years old	31
b. 1 year old	61	e. 4 years old	2
c. 2 years old	55	f. 5 years and older	0
14. Total cumulative enrollment of pregnant women		0	
15. Total cumulative enrollment. Includes preschool children (preschool programs), infants, toddlers and pregnant women in EHS programs.		195	

Preschool Services Department

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A. Enrollment & Program Options

Cumulative enrollment by type of eligibility

16. Cumulative enrollment by eligibility:	
a. Income below 100% of federal poverty line	83
b. Receipt of public assistance such as TANF, SSI	81
c. Status as a foster child - # children only	20
d. Status as homeless	3
e. Over income	7
f. Enrollees exceeding the allowed over income enrollment with family incomes between 100% and 130% of the federal poverty guideline	1
17. If the program serves enrollees under a.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
See explanation on the actual PIR submitted to Head Start (not enough room here)	

Prior enrollment

18. Enrolled in Head Start or Early Head Start for:	
a. The second year	93
b. Three or more years	26

Turnover in enrollment

19. Total number of children who dropped out any time after classes or home visits began and did not re-enroll	0
a. The number of children who were in class less than 45 days	0
b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	0

Transition and turnover (EHS programs)

20. Total number of children who dropped out any time after classes or home visits began and did not re-enroll	82
a. The number of children who were enrolled less than 45 days	22
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	34
1. The number of infants and toddlers who entered a Head Start program	7
2. The number of infants and toddlers who entered another early childhood program	26
3. The number of infants and toddlers who did NOT enter another early childhood program	1
21. Total number of pregnant women who left the program after receiving early head start services but before the birth of their infant, and did not re-enroll	0
22. Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in the program	0

Transition and turnover (Migrant programs)

23. Total number of children who left the program any time after classes or home visits began and did not re-enroll	0
a. The number of children who were enrolled less than 45 days	0
b. The number of preschool children who aged out, i.e. left the program in order to attend kindergarten	0

Child Care Subsidy

24. The number of enrolled children for whom the program and/or its partners received a child care subsidy	128
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Preschool Services Department

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A. Enrollment & Program Options

Race

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	0	1
b. Asian	0	1
c. Black or African American	10	39
d. Native Hawaiian or Pacific Islander	0	0
e. White	97	18
f. Biracial/Multi-racial	14	13
g. Other	1	1
h. Unspecified	0	0
25.g.1 Comments:	Parents declined to identify their race	
25.h.1 Comments:		

Primary language of family at home

26. Cumulative enrollment by primary language of family at home. Of the total cumulative enrollment (A.16)			
a. English	187	g. Native North American/Alaskan	0
b. Spanish	6	h. Pacific Island Languages	0
c. Native Central American, South American	0	i. European & Slavic Languages	0
d. Caribbean Languages	0	j. African Languages	0
e. Middle Eastern & South Asian	0	k. Other	0
f. East Asian Languages	0	l. Unspecified	2
26.m. Comments:			

Transportation

27. Does the program provide transportation to some or all of your enrolled children (either directly or through a formal contractual agreement with a transportation provider)?	No
a. Number of children for whom transportation is provided	0
28. Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0
29. Are any of the buses used by the program leased by the program itself?	No
a. Number of buses leased	

Record Keeping

30. Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?			Yes
If yes, list software programs -primary tool first	Name/title	Locally designed Yes (Y) /No (N)	Web-based Yes (Y) /No (N)
a. Enter name/title,if locally designed and if web-based	ChildPlus	No	Yes
b. Enter name/title,if locally designed and if web-based			
c. Enter name/title,if locally designed and if web-based			

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B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total Staff	51	35
a. Of the total staff, the number who are current or former Head Start parents	10	0
b. Of the total staff, the number who left during the year	1	14
1. Of these, the number who were replaced during the year	0	1

Volunteers by type	(1) Annual Salary	(2) Percentage of Salary Funded by Head Start
2. The total number of persons providing any volunteer services to your program this enrollment year		18
a. Of the total volunteers, the number who are current or former Head Start parents		0

Management staff - salaries	(1) Annual Salary	(2) Percentage of Salary Funded by Head Start
3. Management staff:		
a. Executive Director	0	0
b. Head Start or Early Head Start Program Director	0	0
c. Child Development & Education Manager	0	0
d. Health Services Manager	0	0
e. Family and Community Partnerships Manager	0	0
f. Disability Services Manager	0	0
g. Fiscal Officer	0	0

Coordination of services	Average # of hours per week
4. On average, the number of hours per week services managers spend coordinating services:	
a. Child Development and Education Manager	40
b. Health Services Manager	10
c. Family and Community Partnerships Manager	20
d. Disability Services Manager	10

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B. Program Staff & Qualifications

Preschool child development staff qualifications (HS and Migrant programs)	(1) Teachers	(2) Assistant Teachers
5. Total number of preschool child development staff by position	0	0
<i>Of B.5, the number who have the following degree or credentials</i>		
a. An advanced degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0
b. A baccalaureate degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0
3. Any field and admitted to Teach for America and passed early childhood content exam	0	0
<i>Of those with a baccalaureate degree, the number enrolled in:</i>		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
c. An associate degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0
<i>Of those with an associate degree, the number enrolled in:</i>		
3. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	0
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
<i>Of those with a CDA, the number enrolled in:</i>		
2. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
e. Of the child development staff, the number who do not have the qualifications listed in B.5.a through B.5.d	0	0
<i>Of those in b.5.e, the number enrolled in:</i>		
1. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

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B. Program Staff & Qualifications	
6. Total number of center-based option classes serving preschool-aged children	0
<p>7. Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following:</p> <p style="margin-left: 20px;">An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or</p> <p style="margin-left: 20px;">A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam.</p> <p style="margin-left: 20px;">An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children</p>	0

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B. Program Staff & Qualifications

Infant & toddler child development staff qualifications(EHS and Migrant programs)

8. Total number of infant and toddler child development staff by position	4
<i>Of B.8, the number who have the following degree or credentials</i>	
a. An advanced degree in:	
1. Early childhood education	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0
b. A baccalaureate degree in:	
1. Early childhood education	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0
<i>Of those with a baccalaureate degree, the number enrolled in:</i>	
3. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
c. An associate degree in:	
1. Early childhood education	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0
<i>Of those with an associate degree, the number enrolled in:</i>	
3. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
<i>Of the infant and toddler child development staff with the credentials in B.8.d above, the number enrolled in:</i>	
2. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
3. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
e. Of the child development staff, the number who do not have the qualifications listed in B.8.a through B.8.d	
<i>Of those in b.8.e, the number enrolled in:</i>	
1. A baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	1
2. An associate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	3
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

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B. Program Staff & Qualifications

Child development staff qualifications: home-based and FCC	(1) Visitors	(2) Visitors Supervisors	(3) Child Care Providers	(4) Child Care Specialists
9. Total number of child development staff by position	0	0	23	2
<i>Of B.9, the number with the following degrees and licenses:</i>				
a. An advanced degree in:				
1. Social work/Licensed clinical social worker (LCSW)/Licensed master social worker (LMSW)	0	0	0	0
2. Marriage and family therapy/Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	1	0	0
1. Specify				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	1	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	1	1
7. Other	0	0	0	0
1. Specify				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
1. Specify				

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B. Program Staff & Qualifications				
<i>Of B.9, the number with the following licenses, certifications, or credentials:</i>				
d. License, certification, or credential held:				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	9	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
1. Specify				
e. Of the child development staff by position, the number who do not have the qualifications listed in B.9.a through B.9.d				
0	0	12	1	
<i>Of those in B.9.e, the number enrolled in:</i>				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	1	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	1	0

Child development staff - classroom teacher salary by level of education

10. Classroom teacher salary by level of education:		
a. Advanced degree in early childhood education or related degree		0
b. Baccalaureate degree in early childhood education or related degree		0
c. Associate degree in early childhood education or related degree		0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements		0
e. Classroom teachers that do not have the qualifications listed in b.9.a - b.9.d		0

Child development staff - average salary

11. Average salary:	Avg. Annual Salary	Avg. Hourly Rate
a. Classroom teachers	0	0.00
b. Assistant teachers	0	0.00
c. Home-based visitors	0	0.00
d. Family child care providers	0	0

Child development staff - race

12. Race and Ethnicity:		(1)Hispanic/Latino	(2)Non-Hispanic
a. American Indian or Alaskan Native	0	0	
b. Asian	0	0	
c. Black or African American	0	14	
d. Native Hawaiian or Pacific Islander	0	0	
e. White	12	1	
f. Biracial/Multi-racial	0	0	
g. Other	0	0	
h. Unspecified	0	0	

12.g.1 Comments:	
12.h.1 Comments:	

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B. Program Staff & Qualifications

Child development staff - language

13. The number who are proficient in a language(s) other than English	5
a. Of these, the number who are proficient in more than one language other than English	0
14. Language groups in which staff are proficient:	
a. Spanish	5
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other (e.g., American Sign Language)	0
14.j.1 Comments:	
k. Unspecified (language is not known or staff declined identifying the language)	0

Child development staff - classroom teacher turnover

15. The number of classroom teachers who left the program during the year	0
16. Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
16.c.1 Comments:	
17. Number of classroom teacher vacancies in the program that remained unfilled for a period of three months or longer	0
18. Number of classroom teachers hired during the year due to turnover	0

Child development staff - home-based visitor turnover

19. The number of home-based visitors who left the program during the year	0
20. Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
20.c.1 Comments:	
21. Number of home-based visitor vacancies in the program that remained unfilled for a period three months or longer	0
22. Number of home-based visitors hired during the year due to turnover	0

Preschool Services Department

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B. Program Staff & Qualifications

	(1) Family Workers	(2) Family and Community Partnerships Supervisors
Family & community partnerships staff - qualifications		
23. Total number of family & community partnerships (FCP) staff	3	0
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload:		0
24. Comments on staff shared by head start and early head start programs		
25. Of the family & community partnerships (FCP) staff, the number with the following as the highest level of education completed:		
a. A related advanced degree	0	0
b. A related baccalaureate degree	2	0
c. A related associate degree	0	0
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	1	0
Of the staff in B.25.e. above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
26. Of the family & community partnerships staff, the number with a family development-related credential, regardless of highest level of education completed	0	0

	# of ECD managers/ coordinators
Education & child development management staff - qualifications	
B.27. Total number of education and child development managers/coordinators	3
<i>Of these, the number with the following degrees or credentials</i>	
a. Advanced degree in early childhood education or related degree with experience teaching preschool-age children	1
b. Baccalaureate degree in early childhood education or related degree with experience teaching preschool-age children	1
c. Associate degree in early childhood education or related degree with experience teaching preschool-age children	0
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
e. None of the qualifications listed in B.28.a through B.28.d	1
1. Of these, enrolled in a baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0
B.28. Comments on education and child development managers/coordinators shared by Head Start and Early Head Start programs:	

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C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	195	195
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	191	191
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	0	0
d. Number with health insurance other than those listed above, e.g., Military Health (Tri-Care or CHAMPUS)	4	4
1. Specify: Champus		
2. Number of all children with no health insurance	0	0

	(1) At enrollment	(2) At end of enrollment year
Health insurance - pregnant women (EHS programs)		
3. Number of pregnant women with at least one type of health insurance.	0	0
a. Number enrolled in Medicaid	0	0
b. Number enrolled in state-only funded insurance	0	0
c. Number with private health insurance (for example, parent's insurance)	0	0
d. Number with health insurance other than those listed above, e.g., Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify:		
4. Number of pregnant women with no health insurance	0	0

	(1) At enrollment	(2) At end of enrollment year
Medical home - children		
5. Number of children with an ongoing source of continuous, accessible health care	195	195
6. Number of children receiving medical services through the Indian Health Service	0	0
7. Number of children receiving medical services through a migrant community health center	0	0

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
8. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	139	143
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's pir was reported		11
1. Of these, the number who have received or are receiving medical treatment		11
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		
9. Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:		
a. Anemia	3	3
b. Asthma	2	2
c. Hearing Difficulties	0	1
d. Vision Problems		
e. High Lead Levels		
f. Diabetes		

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C. Child & Family Services

Body Mass Index (BMI) - children (HS and Migrant programs)

10. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	Children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	0
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	0
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	0
d. Obese (BMI at or above 95th percentile for child's age and sex)	0

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
11. Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	133	157
12. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	62	38
13. Number of children who meet their state's guidelines for an exemption from immuni	0	0

Pregnant women - services (EHS programs)

14. Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. Mental health interventions and follow-up	0
d. Substance abuse prevention	0
e. Substance abuse treatment	0
f. Prenatal education on fetal development	0
g. Information on the benefits of breastfeeding	0

Pregnant women - prenatal health (EHS programs)

15. Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
16. Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

	(1) At enrollment	(2) At end of enrollment year
Dental home - children		
17. Number of children with continuous, accessible dental care provided by a dentist	195	195

Preschool dental services (HS and Migrant programs)

18. Number of children who received preventive care since last year's PIR was reported	0
19. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	0
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported	0
1. Of these, the number of children who have received or are receiving treatment	0
b. Specify the primary reason that children who needed treatment did not receive it:	

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C. Child & Family Services

Infant and toddler preventive dental services (EHS and migrant programs)

20. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule	143
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

Pregnant women dental services (EHS programs)

21. Of the number of pregnant women served, the number who received a professional dental examination (s) and/or treatment since last year's PIR was reported	0
---------------------------------------------------------------------------------------------------------------------------------------------------------------	---

Mental Health Services

Mental health professional

22. Average total hours per operating month a mental health professional(s) spends on-site	33
--------------------------------------------------------------------------------------------	----

Mental health services

23. Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported:	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	189
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	8
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	14
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	6
c. Number of children for whom the MH professional provided an individual mental health assessment	6
d. Number of children for whom the MH professional facilitated a referral for mental health services	6

Mental health referrals

24. Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	6
a. Of these, the number who received mental health services since last year's PIR was reported	6

Disability Services

Preschool disability services (HS and Migrant programs)

25. Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	1
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to enrollment into the program for this enrollment year	0
2. During this enrollment year	1
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

26. Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they have been determined eligible by the Part C agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	2
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to enrollment into the program for this enrollment year	1
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

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C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
27. Diagnosed primary disability:		
a. Health impairment(i.e.meeting IDEA definition of "other health impairment")	0	0
b. Emotional/behavioral disorder	0	0
c. Speech or language impairments	0	0
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Learning disabilities	0	0
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities	0	0
m. Deaf-blind	0	0

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C. Child & Family Services

Education

Screening

28. Number of all newly enrolled children since last year's PIR was reported	79
29. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	79
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	1
30. The instrument(s) used by the program for developmental screening:	
a. ASQ-SE (Ages & Stages Questionnaire Social-Emotional)	
b. DAC-2	
c.	

Assessment

31. Approach or tool(s) used by the program for ongoing child assessment:	Locally designed
a.	No
b.	No
c.	No

Curriculum

32. Curriculum used by the program:	Locally designed
a. For center-based services:	
1.	No
2.	No
3.	No
b. For family child care services:	Locally designed
1.	No
2.	No
3.	No
c. For home-based services:	Locally designed
1.	No
2.	No
3.	No
d. For pregnant women services:	Locally designed
1.	No
2.	No
3.	No

Staff-child interaction observation tools

		Yes (Y)/ No (N)
33. Does the program use staff-child interaction observation tools to assess quality?		Yes
34. If yes, interaction observation tool(s) used by the program:		Locally designed
a. Center-based settings	Infant and Toddler CLASS, ITERS	No
b. Home-based settings		No
c. Family child care settings	FCCERS	No

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C. Child & Family Services

Family and Community Partnerships

Number of families

35. Total number of families:	170
a. Of these, the number of two-parent families	31
b. Of these, the number of single-parent families	139

Parent/Guardian Figures

36. Of the number of two-parent families, the number of families in which the parent/guardian figures are best described as:	
a. Parents (biological, adoptive, stepparents, etc.)	24
b. Grandparents	1
c. Relatives other than grandparents	0
d. Foster parents not including relatives	6
e. Other	0
1. Specify	
37. Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	
a. Mother (biological, adoptive, stepmother, etc.)	130
b. Father (biological, adoptive, stepfather, etc.)	0
c. Grandparent	0
d. Relative other than grandparent	0
e. Foster parent not including relative	9
f. Other	0
1. Specify	

Employment

38. Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are employed	17
b. One parent/guardian is employed	11
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	3
39. Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is employed	94
b. The parent/guardian is not working (unemployed, retired, disabled)	45
40. The number of all families in which at least one parent/guardian is a	
a. Member of the United States military on active duty	3
b. Veteran of the United States military	8

Federal or other assistance

	(1) At enrollment	(2) At end of enrollment year
41. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	85	81
42. Total number families receiving Supplemental Security Income (SSI)	4	4
43. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	153	153
44. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	130	130

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C. Child & Family Services

Job training/school

45. Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are in job training or school	1
b. One parent/guardian is in job training or school	5
c. Neither parent/guardian is in job training or school	25
46. Of the number of single-parent families, the number of families in which:	
a. The parents/guardian is in job training or school	24
b. The parent/guardian is not in job training or school	115
47. Of the total number of families, the number in which one or more parent/guardian	
a. Completed a grade level in school, prior to high school graduation (8th grade, 11th grade)	2
b. Completed high school or was awarded a GED during this program year	6
c. Completed an associate degree during this program year	3
d. Completed a baccalaureate or advanced degree during this program year	1
48. Of the total number of families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	5

Parent guardian education

49. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	10
b. An associate degree, vocational school, or some college	80
c. High school graduate or GED	51
d. Less than high school graduate	29

Family Services

	Needs Identified	Services Received
50. The number of families who received the following services since last year's PIR was reported:		
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	15	14
b. Housing assistance such as subsidies, utilities, repairs, etc.	16	17
c. Mental health services	17	17
d. English as a second language (ESL) training	2	2
e. Adult education such as GED programs and college selection	7	8
f. Job training	15	15
g. Substance abuse prevention	0	1
h. Substance abuse treatment	1	1
i. Child abuse and neglect services	1	0
j. Domestic violence services	4	3
k. Child support assistance	0	0
l. Health education	30	31
m. Assistance to families of incarcerated individuals	0	0
n. Parenting education	24	35
o. Marriage education	0	0
p. Asset building services	16	15
51. Of these, the number that received at least one of the services listed above	138	145

Preschool Services Department

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C. Child & Family Services

Father Involvement

52. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	33
b. Family goal setting	28
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	28
d. Head Start program governance, such as participation in the Policy Council or policy committees	2
e. Parenting education workshops	3

Homelessness Services

53. Total number of families experiencing homelessness that were served during the enrollment year	4
54. Total number of children experiencing homelessness that were served during the enrollment year	4
55. Total number of families experiencing homelessness that acquired housing during the enrollment year	1

Foster care and child welfare

56. Total number of enrolled children who were in foster care at any point during the program year	20
57. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	3

Formal Agreements with Child Care Partners

58. Total number of formal agreements with Child Care Partners during the program year	29
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	2

Local education agency (LEA)

59. The number of LEAs in your program's service area	6
60. Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	6
b. To coordinate transition services	6

Public school pre-kindergarten programs

61. Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
a. If yes, the number of formal agreements in which the program is currently participating	3

Part C agencies

62. Number of Part C agencies in the program's service area	1
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	1
63. Does the program have formal collaboration agreements with child welfare agencies?	Yes
a. If yes, the number of formal agreements in which the program is currently participating	1

General Comments

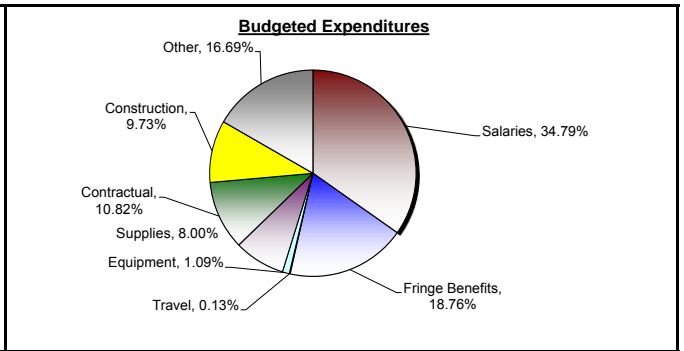
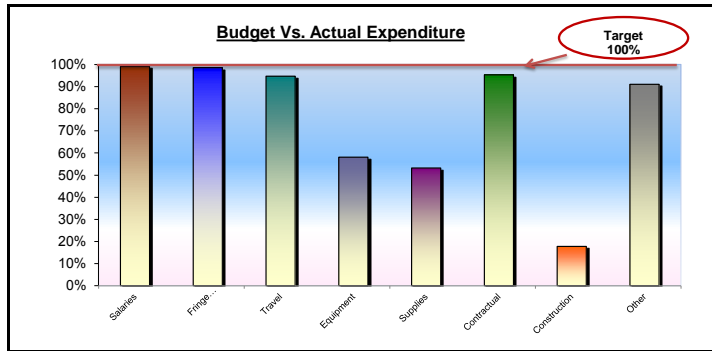
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County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2017-18 As of September 30, 2018

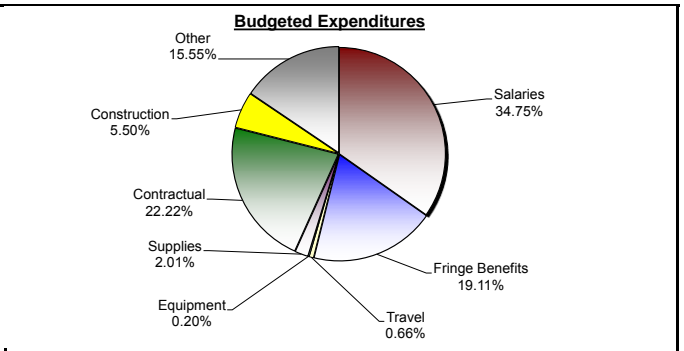
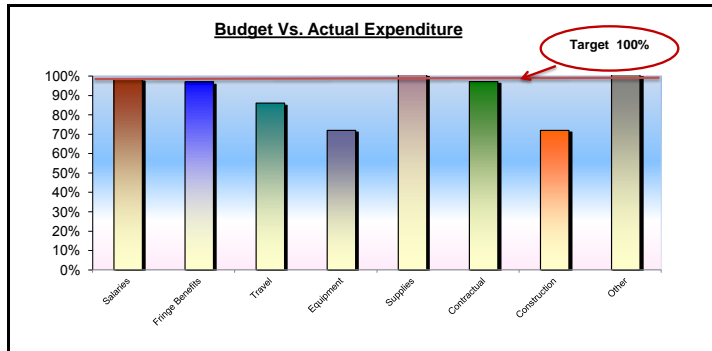
Head Start

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Carryover Request	Budget Balance (A) - (E) - (F)	Budget vs. Actual Exp.% (B) / (A)
Expenditures								
A Salaries	17,334,711	17,171,770	162,941	-	17,171,770		162,941	99.06%
B Fringe Benefits	9,349,556	9,216,405	133,151	-	9,216,405		133,151	98.58%
C Travel	65,104	61,655	3,449	-	61,655		3,449	94.70%
D Equipment	542,173	314,964	227,209	62,386	377,350	164,823	-	58.09%
E Supplies	3,984,390	2,119,790	1,864,600	308,884	2,428,674	1,548,206	7,510	53.20%
F Contractual	5,391,055	5,138,027	253,028	112,691	5,250,718	71,199	69,138	95.31%
G Construction	4,846,554	860,270	3,986,284	-	860,270	3,986,284	-	17.75%
H Other	8,316,289	7,570,748	745,541	348,400	7,919,148	397,141	-	91.04%
Total Direct Costs	49,829,832	42,453,629	7,376,203	832,361	43,285,990	6,167,653	376,189	85.20%
Percentage (%) Analysis	100.0%	85.2%	14.8%	1.7%	86.9%	12.4%	0.8%	14.8%



Early Head Start

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Carryover Request	Budget Balance (A) - (E) - (F)	Budget vs. Actual Exp.% (B) / (A)
Expenditures								
A Salaries	1,768,670	1,742,740	25,930	-	1,742,740		25,930	98.53%
B Fringe Benefits	972,621	943,509	29,112	-	943,509		29,112	97.01%
C Travel	33,439	28,783	4,656	-	28,783		4,656	86.08%
D Equipment	10,352	7,453	2,899	-	7,453		2,899	72.00%
E Supplies	102,252	153,723	(51,471)	-	153,723		(51,471)	150.34%
F Contractual	1,131,068	1,099,274	31,794	-	1,099,274		31,794	97.19%
G Construction	280,000	201,557	78,443	-	201,557	75,719	2,724	71.98%
H Other	791,400	834,319	(42,919)	-	834,319		(42,919)	105.42%
Total Direct Costs	5,089,802	5,011,358	78,444	-	5,011,358	75,719	2,725	98.46%
Percentage (%) Analysis	100.0%	98.5%	1.5%	0.0%	98.5%	1.5%	0.1%	1.5%



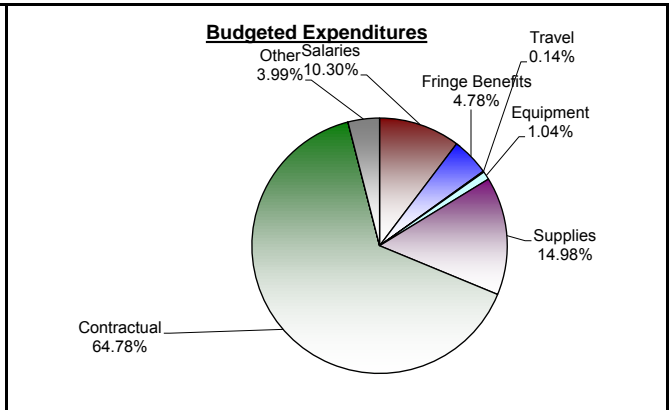
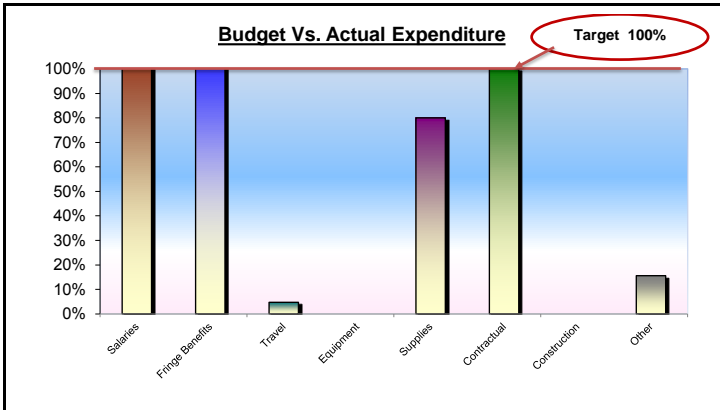
County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2017-18

As of September 30, 2018

EHS-Child Care Partnership

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Carryover Request	Budget Balance (A) - (E) - (F)	Budget vs. Actual Exp.% (B) / (A)
Expenditures								
A Salaries	250,432	277,102	(26,670)	-	277,102		(26,670)	110.6%
B Fringe Benefits	116,272	131,613	(15,341)	-	131,613		(15,341)	113.2%
C Travel	3,329	157	3,172	-	157		3,172	4.7%
D Equipment	25,205	-	25,205	24,080	24,080		1,125	0.0%
E Supplies	364,097	291,372	72,725	1,533	292,905	103,186	(31,994)	80.0%
F Contractual	1,574,986	1,574,228	758	-	1,574,228		758	100.0%
G Construction	-	-	-	-	-		-	0.0%
H Other	96,982	15,117	81,865	-	15,117	11,000	70,865	15.6%
Total Direct Costs	2,431,303	2,289,589	141,714	25,613	2,315,202	114,186	1,915	94.2%

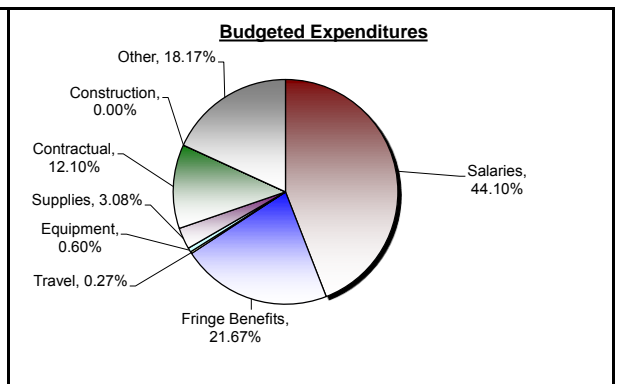
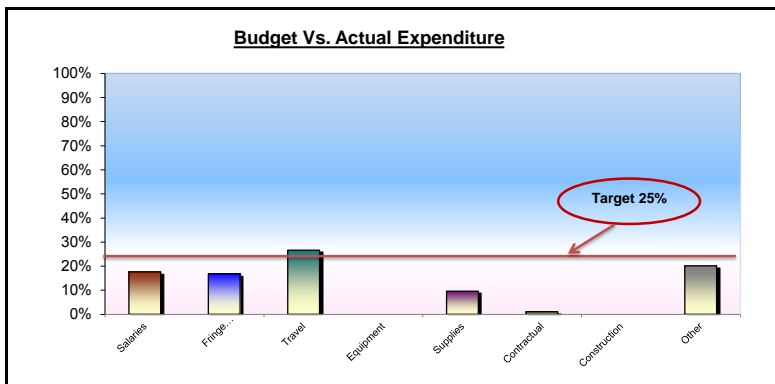
Percentage (%) Analysis 100.0% 94.2% 5.8% 1.1% 95.2% 4.7% 0.1% **6%**



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2018-19 As of September 30, 2018

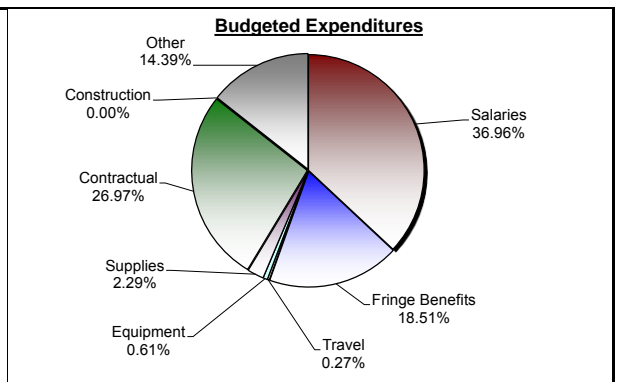
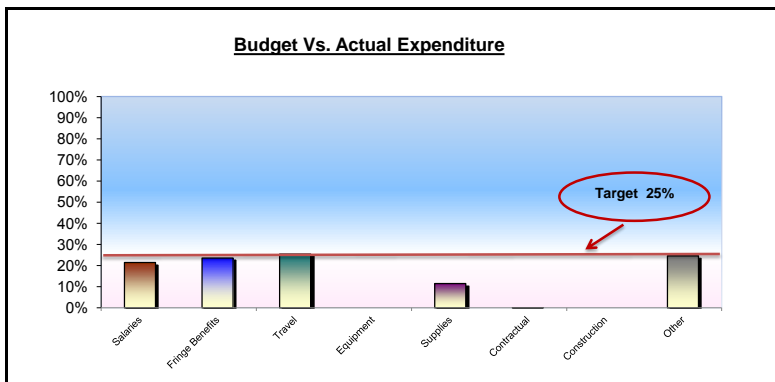
Head Start

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	19,978,912	3,517,125	16,461,787	16,412,290	19,929,415	49,497	17.60%
B Fringe Benefits	9,820,045	1,653,404	8,166,641	8,141,964	9,795,368	24,677	16.84%
C Travel	124,573	33,157	91,416	62,887	96,044	28,529	26.62%
D Equipment	270,550	-	270,550	274,162	274,162	(3,612)	0.00%
E Supplies	1,396,909	133,957	1,262,952	945,162	1,079,119	317,790	9.59%
F Contractual	5,484,097	59,561	5,424,536	5,891,022	5,950,583	(466,486)	1.09%
G Construction	-	-	-	-	-	-	0.00%
H Other	8,230,902	1,655,457	6,575,445	6,433,238	8,088,695	142,207	20.11%
Total Direct Costs	45,305,988	7,052,661	38,253,327	38,160,725	45,213,386	92,602	15.57%
Percentage (%) Analysis	100.0%	15.6%	84.4%	84.2%	99.8%	0.2%	9.4%



Early Head Start

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(H) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	1,845,673	396,122	1,449,551	1,449,551	1,845,673	-	21.46%
B Fringe Benefits	924,153	217,903	706,250	706,250	924,153	-	23.58%
C Travel	13,440	3,419	10,021	11,677	15,096	(1,656)	25.44%
D Equipment	30,467	-	30,467	30,467	30,467	-	0.00%
E Supplies	114,361	13,154	101,207	114,434	127,588	(13,227)	11.50%
F Contractual	1,346,887	1,256	1,345,631	1,256,665	1,257,921	88,966	0.09%
G Construction	-	-	-	-	-	-	0.00%
H Other	718,430	176,590	541,840	615,923	792,513	(74,083)	24.58%
Total Direct Costs	4,993,411	808,444	4,184,967	4,184,967	4,993,411	-	16.19%
Percentage (%) Analysis	100.0%	16.2%	83.8%	83.8%	100.0%	0.0%	8.8%



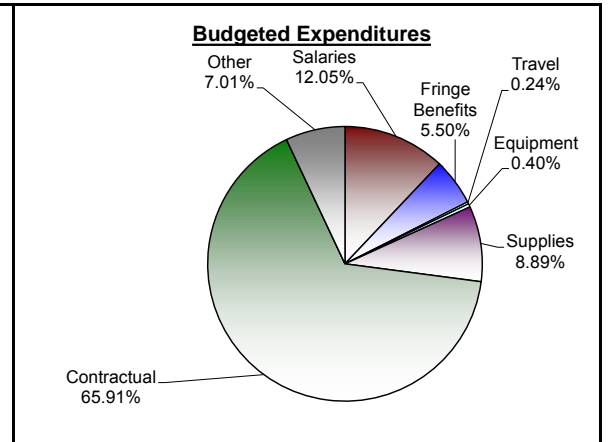
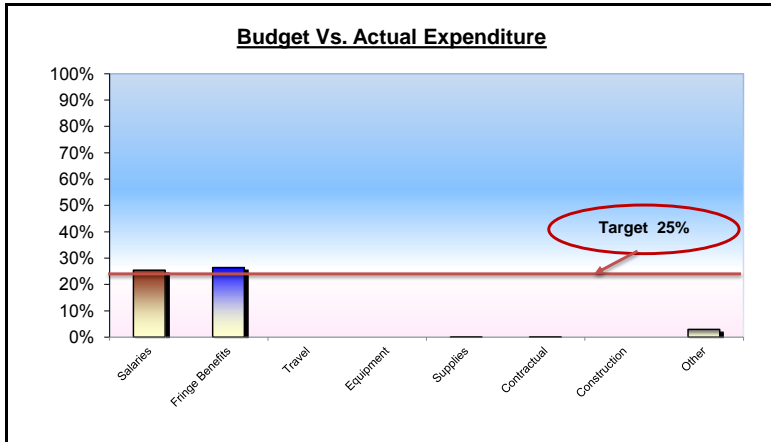
County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2018-19 As of September 30, 2018

EHS-Child Care Partnership

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	228,808	58,166	170,642	168,155	226,321	2,487	25.4%
B Fringe Benefits	104,483	27,605	76,878	76,590	104,195	288	26.4%
C Travel	4,595	-	4,595	4,198	4,198	397	0.0%
D Equipment	7,529	-	7,529	7,529	7,529	-	0.0%
E Supplies	168,643	(37)	168,680	157,768	157,731	10,912	0.0%
F Contractual	1,250,982	691	1,250,291	1,250,513	1,251,204	(222)	0.1%
G Construction	-	-	-	-	-	-	0.0%
H Other	133,000	3,910	129,090	118,856	122,766	10,234	2.9%
Total Direct Costs	1,898,040	90,335	1,807,705	1,783,609	1,873,944	24,096	4.8%

Percentage (%) Analysis

100.0%	4.8%	95.2%	94.0%	98.7%	1.3%	20%
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COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	2015-16 Actual	2016-17 Actual	2018 Q1 Accomplished	2018 Q2 Accomplished	2018 Q3 Accomplished	2018 Q4 Accomplished	2017-18 Target
OBJECTIVE	Continue to promote the Countywide Vision and support the Element Groups.	NEW							
STRATEGY	Promote school readiness.	Percentage of children not achieving at least Building Level in literacy skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	N/A	N/A	N/A	39%	57%	97%	50%
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."								
STRATEGY	Support the Vision2Read Initiative.								
STRATEGY	Identify the number of Head Start/State Preschool full-day children ages 3 – 5 not scoring at least Building Level in Literacy skills on the first quarter's assessment, and reduce this count by 50% at the end of the program year.								
EXPLANATION	Year round, full day children are assessed four times a year. After the fourth assessment, the data shows that 5 children did not score at Building Level in Literacy. This is a 97% reduction from the 155 children identified as not scoring at the Building Level at the first assessment. Preschool Services (PSD) exceeded the original target for the 2017-2018 program year.								

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	2015-16 Actual	2016-17 Actual	2018 Q1 Accomplished	2018 Q2 Accomplished	2018 Q3 Accomplished	2018 Q4 Accomplished	2017-18 Target
OBJECTIVE	Continue to promote the Countywide Vision and support the Element Groups.	NEW							
STRATEGY	Promote school readiness.	Percentage of children not achieving at least Exploring Later Level in social emotional skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	N/A	N/A	N/A	15%	13%	68%	25%
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."								
STRATEGY	Identify the number of Early Head Start children ages 18 – 36 months not scoring at least Exploring Later Level in social emotional skills on the first quarter's assessment, and reduce this count by 25% at the end of the program year.								
EXPLANATION	Year round, Early Head Start children are assessed four times a year. After the fourth assessment, our data has shown that 54 children did not score at Exploring Later in Social Emotional skills. This is a 68% reduction from the 169 children identified as not scoring at Exploring Later on the first assessment. PSD exceeded the original target for the 2017-2018 program year.								

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	2015-16 Actual	2016-17 Actual	2018 Q1 Accomplished	2018 Q2 Accomplished	2018 Q3 Accomplished	2018 Q4 Accomplished	2017-18 Target
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of foster children enrolled.	325	356	244	268	380	405	350
STRATEGY	Increase the enrollment opportunities for foster children.								
STRATEGY	Enhance the referral process of enrollment with the Children and Family Services Department.								
EXPLANATION	By the end of the 4th quarter, the Department had enrolled a total of 405 foster children in its various programs, which is 25 more than the previous assessment. PSD exceeded the original target for the 2017-2018 program year. PSD will continue to collaborate with the Department of Children and Family Services (CFS) to increase enrollment of foster children in PSD programs.								

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	2015-16 Actual	2016-17 Actual	2018 Q1 Accomplished	2018 Q2 Accomplished	2018 Q3 Accomplished	2018 Q4 Accomplished	2017-18 Target
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of full year children identified as obese or overweight whose BMI is reduced.	65%	71%	25%	51%	68%	72%	60%
STRATEGY	Identify obese and/or overweight full year children 2-5 years in an effort to promote a healthy lifestyle.								
STRATEGY	Promote nutrition education programs for parents at each school site.								
STRATEGY	Ensure that children receive both nutrition curriculum and physical activity daily within the classroom schedule.								
STRATEGY	Decrease the number of children who are initially identified as obese or overweight from the higher level of Body Mass Index (BMI) classification to the next lower level by children's height and weight.								



**Preschool Services Department
Administration**

SGB Item # 5.1

Phalos Haire
Interim Director

**Head Start Shared Governance Board Meeting
August 23, 2018**

Attendance Sheet

Present:

1. Josie Gonzales, Supervisor, San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, Shared Governance Board Vice Chair
3. Maxwell Ohikhuare, M.D., Health Officer, San Bernardino County Public Health Department
4. Kathy Turnbull, Children's Network Officer, San Bernardino County Children's Network
5. Michael Knight, Assistant Director, San Bernardino County Department of Behavioral Health
6. Alfredo Adkins, Policy Council Representative, Community Representative
7. Alma Ochoa, Policy Council Representative, Rialto Willow Head Start

Absent:

1. Veronica Kelley, Director, San Bernardino County Department of Behavioral Health
2. Brittany McAllister, Policy Council Chair, Early Head Start – Child Care Partnership- High Desert

BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD
Chairman, First District

JANICE RUTHERFORD
Second District

JAMES RAMOS
Third District

CURT HAGMAN
Vice Chairman, Fourth District

JOSIE GONZALES
Fifth District

October 18, 2018

Gary McBride
Chief Executive Officer



Head Start Shared Governance Board

DATE: August 23, 2018
PLACE: Preschool Services Department - Administration
662 S. Tippecanoe Avenue
Conference Room A
San Bernardino, CA 92415-0630

Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 2:07 P.M.

Supervisor Josie Gonzales, San Bernardino County 5th District Board of Supervisor, Shared Governance Board Chair, called the meeting to order and welcomed everyone.

Supervisor informed the SGB that she would be leaving for another meeting at 3 P.M. at which time Ted Alejandre, SGB Vice Chair, will chair the meeting.

Presentation of the Agenda

Cassie Anderson, Secretary II, noted the following revisions to the agenda.

Under item 4, 4.4- Quarter 3 Performance Measures, Jacquie Greene had to meet licensing at the new Barstow facility, so Diana Alexander, Director, is presenting this item.

Under item 6, 6.4- Approve Early Head Start-Child Care Partnership Carryover Item, this item will be tabled.

Executive Reports/Program Updates

4.1 Program Updates

Diana Alexander, Director, shared the following Preschool Services Department (PSD) program updates with the San Bernardino County (SBC) SGB.

PreService

PSD held its annual PreService event this past week and the theme was "All About You!" Supervisor Gonzales attended the event and provided the greeting. There was representation from all of the SGB departments, PSD Policy Council, staff and community partners. The keynote speaker was Michael Josephson from the Josephson Institute of Ethics and many of the department representatives who were in attendance expressed interest in connecting with him to work with their management teams.

Staffing

Out of 248 Teacher II positions, PSD currently has only six vacancies and out of 150 Teacher Aide positions, there are currently 15 vacancies. This is phenomenal because these are usually the positions with the highest vacancies. PSD is currently working through its candidate eligibility lists to conduct interviews and fill these positions.

Grant Opportunity

The state is making funds available to either CalWORKS Transitional Assistance or Public Health Departments to develop a home visiting initiative that would have individuals go into the homes of our families to do one of the four models of service. One of the models is an Early Head Start program, although it's not the actual Early Head Start program, the state would like to model its program after Early Head Start due to the success of the program. The first meeting was held this week and PSD will get their information into the CAO Policy Analyst by this Friday 8/31 because the grant deadline is September. Part of the grant will focus on either first-time mothers or mothers who have once child under the age of 24 months.

4.2 Finance Reports

4.2.1 Budget-To-Actual 2017-18

Cheryl Adams, Administrative Manager, presented the Budget-to-Actual and Projected Expenditure Report for Fiscal Year 2017-18 as of July 31, 2018 for the Head Start, Early Head Start, and Early Head Start – Child Care Partnership programs as follows:

Head Start	Budget/Balance	Percentage Analysis
Modified Budget	\$49,829,832	
Carryover Request	\$5,884,311	
Projected Budget Balance	\$552,191	1.1%
Early Head Start		
Modified Budget	\$5,089,802	
Carryover Request	\$78,443	
Projected Budget Balance	\$125	0.0%
Early Head Start-Child Care Partnership		
Modified Budget	\$2,431,303	
Carryover Request	\$115,186	
Projected Budget Balance	\$429	0.0%

4.2.2 Budget-To-Actual 2018-19

Cheryl Adams, Administrative Manager, presented the Budget-to-Actual and Projected Expenditure Report as of July 31, 2018 for the Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs as follows:

Head Start	Budget/Balance	Percentage Analysis
Modified Budget	\$45,305,988	
Projected Budget Balance	\$98,492	0.2%
Early Head Start		
Modified Budget	\$4,993,411	
Projected Budget Balance	\$361	0.0%
Early Head Start-Child Care Partnership		

Modified Budget	\$1,898,040	
Projected Budget Balance	\$20,472	1.1%

4.3 2017-18 Federal Review

Phalos Haire, Assistant Director, presented the 2017-18 Federal Review results and highlighted the following information:

- Program Management Performance Summary– both grants (HS/EHS combined and EHS-CCP) were in full compliance
- Program Governance Performance Summary– both grants were in full compliance
- Fiscal Management Performance Summary – both grants were in full compliance
- ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) – both grants were in full compliance
- Education and Child Development Service Delivery – there were some challenges under teaching practices and learning environments, which was specific to the EHS-CCP program and at one site, in particular. PSD was cited for having children combined with those of a higher age group. The provider combined an after school program with the younger children, which is not part of PSD’s training; therefore, PSD has since parted ways with the provider.
- Healthy and Safe Environments – both grants were cited for safety reasons. At PSD’s Ontario Maple site there is an area where two classes operate separately, but appeared to be combined. Office of Head Start notified PSD that they are submitting a request to Washington, D.C. for withdraw of this item. The EHS-CCP citation was again for the one provider, who did not separate the older children from the younger children, and as noted before PSD has since parted ways with that provider.
- Family and Community Engagement Service Delivery – both grants were in full compliance

PSD is required to provide a Corrective Action Plan within 120 days, so by November 13, 2018 PSD will submit the CAP. Prior to submission, PSD will present the corrective action plan to the SGB for approval at the next scheduled meeting.

Josie Gonzales, Chairperson, suggested that in the future, actions against the provider should be taken sooner. It was known prior that there were some issues with Kids N’ Care and perhaps these issues need to be addressed as soon as they become evident, in order to avoid future repeats of these types of findings because in the end the County is held accountable for these citations.

4.4 SBC Quarterly Performance Measures – Fiscal Year 2017-18, Quarter 3

Diana Alexander, Director, presented the 2017-18 Quarter 3 Performance Measures report as follows:

GOAL	TARGET	QUARTER 3 ACCOMPLISHED
Reduce the count of Head Start (3-5 years) full-day children that are not scoring at least Building Level in literacy skills by 50%.	50%	57%
Reduce the count of Early Head Start (18 - 36 months) children that are not scoring at least Exploring Level in social/emotional skills by 25%.	25%	13%
Increase the enrollment opportunities for foster children.	350	380
Decrease the number of full-day children who are initially identified as obese or overweight from the higher level of Body Mass Index classification to the lower level.	60%	68%

Consent Items

The following consent items were approved:

- 5.1 SGB Meeting Minutes for May 24, 2018

APPROVED

Motion/Second: Ted Alejandre/Dr. Ohikhuare

AYES: Supervisor Gonzales, Michael Knight, and Kathy Turnbull

Discussion Items

6.1 Approval of 2017-18 Policy Council By-Laws

Diana Alexander, Director, presented the revised 2017-18 Policy Council (PC) By-Laws. The following revisions were noted:

- Mainly a cleanup completed by County Counsel for clarification purposes
 - Removed duplicated information
 - Removed references to the Head Start Act and aligned those areas to the Head Start Program Performance Standards released in 2016
 - Moved language to more appropriate sections
- Removed language on pages 2 -3 of the By-Laws that required the PC to approve the certification list of eligible employees and that required the PC to approve staff terminations
- On page 3 Community Representatives are now limited to 5
- On page 6, language was added that there will be an application process versus a written response with recruiting for Community Representatives
- On page 18, "Executive Session" was deleted since the PC approval of certified hiring list and terminations was removed.

APPROVED

Motion/Second: Kathy Turnbull/Michael Knight

AYES: Supervisor Gonzales, Ted Alejandre, and Dr. Ohikhuare

6.2 Approval of 2017-18 State Program Self-Evaluation

Marilyn Caldwell, Program Manager, presented the State Program Self-Evaluation report for 2017-18. Each year PSD conducts a self-evaluation for the California State Preschool Program (CSPP). The agency utilized the following instruments to gather pertinent information to complete the Program Self-Evaluation: Early Childhood Environmental Rating Scale (ECERS), Health and Safety Checklist, Daily Health Checklist, Desired Results Developmental Profile (DRDP2015), DRDPTech data system, Classroom Assessment Scoring System (CLASS), and Desired Results Parent Survey. Other tools included: Nutrition Checklist and Survey, PSD Safe Environment Checklist, ChildPlus (the agency's electronic record-keeping system), and the Early Education and Support Division (EESD) Review Checklist. Upon review, staff determined that the department met or exceeded the established standards in each area.

APPROVED

Motion/Second: Michael Knight/Dr. Ohikhuare

AYES: Supervisor Gonzales, Ted Alejandre, and Kathy Turnbull

6.3 Approval of Child and Adult Care Food Program (CACFP) Application

Cheryl Adams, Administrative Manager, presented the California Department of Education, Nutrition Services Division (State) CACFP contract for the period of October 1, 2018 through September 30, 2019, in the amount of approximately \$2.2 million dollars, which will provide funding for breakfast, lunch and snacks to enrolled children.

APPROVED

Motion/Second: Dr. Ohikhuare/Kathy Turnbull

AYES: Supervisor Gonzales, Ted Alejandre, and Michael Knight

6.4 Approval of Early Head Start – Child Care Partnership Carryover Item

During the Presentation of the Agenda, this item was tabled, therefore it will be continued to the September meeting.

APPROVED – TABLED

Motion/Second: Ted Alejandre/Michael Knight

AYES: Supervisor Gonzales, Dr. Ohikhuare, and Kathy Turnbull

6.5 Approval of 1303 Application Submission for South Redlands

Cheryl Adams, Administrative Manager, submitted the proposal to place two modulars at the South Redlands site to provide Extended Duration services. Initially PSD had submitted a request and received approval to complete a major renovation at the Redlands Sun location, however due to numerous obstacles and increasing costs, PSD will no longer be moving forward with that project and therefore would like to request the remaining funding of \$1.182 million to transfer to the Redlands South modular project.

APPROVED

Motion/Second: Kathy Turnbull/Dr. Ohikhuare

AYES: Supervisor Gonzales, Ted Alejandre, and Michael Knight

Informational Items

7.1 Special Conference Call

There may be a special conference call prior to the next scheduled SGB meeting in regards to item 6.4 that was tabled.

7.2 Next SGB Meeting

The next SGB meeting is October 18, 2018.

Public Comment

There was no public comment.

Executive Comment

Superintendent Ted Alejandre, clarified that TBD Conference Call would be in regards to today's item that was tabled.

Diana Alexander, Director, acknowledged the following meeting attendees:

- Jennifer Pacheco, Diana's MLA mentee, from DBH
- Wendy Lee, Diana's LIA mentee, from DBH

- Travis Tramel, from GeriSmiles Dental the agency that provides mobile dental service to PSD’s children
- Jennie Saiz, Community Representative, who is a long time PC Representative and former Head Start employee

Adjournment

The meeting adjourned at 3:08 P.M.

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**Preschool Services Department
Administration**

Diana Alexander
Director

**Head Start Shared Governance Board Meeting
September 20, 2018**

Attendance Sheet

Present:

1. Josie Gonzales, Supervisor, San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, Shared Governance Board Vice Chair
3. Maxwell Ohikhuare, M.D., Health Officer, San Bernardino County Public Health Department
4. Michael Knight, Assistant Director, San Bernardino County Department of Behavioral Health

Absent:

1. Kathy Turnbull, Children's Network Officer, San Bernardino County Children's Network
2. Veronica Kelley, Director, San Bernardino County Department of Behavioral Health
3. Brittany McAllister, Policy Council Chair, Early Head Start – Child Care Partnership- High Desert
4. Alfredo Adkins, Policy Council Representative, Community Representative



Head Start Shared Governance Board Special Meeting/Conference Call Minutes

DATE: September 20, 2018
PLACE: Preschool Services Department - Administration
 662 S. Tippecanoe Avenue
 Conference Room A
 San Bernardino, CA 92415-0630

Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 2:30 P.M.

Supervisor Gonzales, San Bernardino County (SBC) 5th District Board of Supervisor, SGB Chair, called the meeting to order and called for roll call. All members introduced themselves.

Discussion Items

Cheryl Adams, Administrative Manager, presented the following requests:

3.1 Approval of Carryover Requests

FY2017-18 (PY03) Head Start/Early Head Start (09CH10016)

San Bernardino County Preschool Services Department (PSD) is requesting to carry over unobligated Head Start and Early Head Start funding from the 2017-18 program year to the 2018-19 program year (PY04). PSD is requesting this carry over for the following reasons:

- To complete the renovation of the recently purchased facility in Barstow
- To purchase and set-up a modular unit at the Rancho Cucamonga Head Start site
- To facilitate renovations and preparation of three sites (Ontario Maple, South Redlands and Whitney Young) to be utilized to provide Head Start extended duration services
- To ensure new and existing classrooms are supported with furniture, curriculum, computers, and other required supplies.

An overview of this request by Budget Category is outlined in the table below.

CATEGORY	CAN # G094122	CAN # G094123	HS TOTAL	CAN # G094125	HS & EHS TOTAL
D. Equipment	164,823		164,823		164,823
E. Supplies	757,786	790,420	1,548,206		1,548,206
F. Contractual	71,199		71,199		71,199
G. Construction	572,185	3,414,099	3,986,284	75,719	4,062,003
Other	397,141		397,141		397,141

SBC HS Other Head Start SGB Meeting Page 86 of 98 397,141 397,141 2018

TOTAL	1,963,134	4,204,519	6,167,653	75,719	6,243,372
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3.2 Approval of Carryover Request

FY2017-18 (PY03) Early Head Start-Child Care Partnership (09HP0001)

San Bernardino County Preschool Services Department (PSD) is requesting to carry over unobligated Early Head Start-Child Care Partnership funds from the 2017-18 program year to the 2018-19 program year (PY04). PSD is requesting this carry over as follows:

Category	Description	CAN#	TOTAL
E. Supplies	Diapers, wipes, gloves, cribs, classroom materials, etc.	G097128	103,186
H. Other	Soft surface for toddlers	G097128	11,000
TOTAL			114,186

On 5/1/2018, the County Board of Supervisors approved acceptance of \$400,000 program improvement funds awarded by the Administration for Children and Families (ACF). Due to time constraints, several purchase orders were not processed by 6/30/2018 to allow the remaining funds (\$114,186) to be obligated. Approval of this carryover request will enable PSD to utilize these funds to acquire much needed items to assist the agency in providing quality services to enrolled children and their families.

APPROVED ITEM 3.1 AND 3.2

Motion/Second: Ted Alejandro/Dr. Ohikhuare

AYES: Supervisor Gonzales, Ted Alejandro, Dr. Ohikhuare, Michael Knight

ABSTAINED:

ABSENT: Kathy Turnbull, Veronica Kelley

3.3 Approval of Extended Liquidation Request

FY2017-18 (PY03) Head Start/Early Head Start (09CH10016)

Preschool Services Department (PSD) is requesting approval to extend the liquidation period from September 30, 2018, to December 31, 2018, to fully liquidate obligations, with the final Financial Status Report (SF-425) due by January 30, 2019. PSD is requesting this extension in order to allow sufficient time to liquidate these pending obligations:

#	Description CAN#	Head Start G094122
1	Shade Structure (Equipment Category)	136,912
2	Supplies (Supplies Category)	514,083
3	Training & Contract Partner (Contractual Category)	132,051
4	Temp Services, Utilities, & Real Estate Services (Other Category)	434,400
TOTAL		\$1,217,446

PSD is requesting this extension due to pending payment of invoices and delays in vendor delivery and installation of equipment.

3.4 Approval of Extended Liquidation Request

FY2017-18 (PY03) Early Head Start – Child Care Partnership (09HP0001)

Preschool Services Department (PSD) is requesting approval to extend the liquidation period from September 30, 2018, to December 31, 2018, to fully liquidate obligations, with the final Financial Status Report (SF-425) due by January 30, 2019. PSD is requesting this extension in order to allow sufficient time to liquidate the following pending obligations:

#	Description	CAN # G093128	CAN # G097128	TOTAL
1	Purchase of Ford Escape (Equipment Category)	24,080		24,080
2	Diapers, Classroom supplies (Supplies Category)	1,533	1,768	3,301
TOTAL		25,613	1768	27,381

An extension of the liquidation period is needed because PSD experienced a delay in vendor delivery of one vehicle and the payment of a supplies invoice is still in process.

APPROVED ITEM 3.3 AND 3.4

Motion/Second: Dr. Ohikhuare/Michael Knight

AYES: Supervisor Gonzales, Ted Alejandro, Dr. Ohikhuare, Michael Knight

ABSTAINED:

ABSENT: Kathy Turnbull, Veronica Kelley

Public Comment

There were no public comments.

Informational Items

The next SGB meeting will be on Thursday, October 18, 2018.

Adjournment

The meeting adjourned at 2:54 P.M.

San Bernardino County - Preschool Services Department
Focus Area 2 Corrective Action Plan (CAP)

***Focus Area 2 CAP Office of Head Start Due date is November 13, 2018**

Completed Activity = In Progress Activity =

Area of Non-Compliance Area	Description of Non-Compliance	Action Steps	Responsible Program Area(s)/Manager(s)	Due Date	Status	Comments
<p>1302.47(b)(2)(iv) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure:(2) Equipment and materials. Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:(iv) Allow for the separation of infants and toddlers from preschoolers during play in center-based programs;</p>	<p>In the Kids and Care center did not provide separate classrooms for toddlers and preschooler. The grantee did not allow for the separation of infants/toddlers and preschoolers during play in the centerbased program.</p>	Terminate Contractor	CCRC Manager, CCRC Supervisor, EHS Program Manager	07/01/18	COMPLETED	
		Create and Implement a Corrective Action Plan form for Providers	CCRC Supervisor, EHS Program Manager	08/25/18	COMPLETED	
		Provide Training on Communities in Practice	CCRC Supervisor, EHS Program Manager	03/01/18	COMPLETED	
		Provide Training on Infant/Toddler Framework	CCRC Supervisor, EHS Program Manager	06/01/18	COMPLETED	
		Provide Training on Effective Teaching Practices	T&TA Unit, Education Program Manager	09/21/18	COMPLETED	
		Discuss compliance regarding Effective Teaching Practices at Planning and Communication Meeting (PAC)	Education Program Manager	09/13/18	COMPLETED	
		Discuss compliance regarding Effective Teaching Practices at Site Supervisor Meeting	Education Program Manager	09/13/18	COMPLETED	
		Ensure/Update/Revise Monitoring schedule to include variable hours for CA & DA's	Quality Assurance Unit	10/12/18	COMPLETED	
		Conduct Unannounced Monitoring of EHS CCP sites to ensure compliance	Quality Assurance Unit	11/09/18		

San Bernardino County - Preschool Services Department
Focus Area 2 Corrective Action Plan (CAP)

***Focus Area 2 CAP Office of Head Start Due date is November 13, 2018**

Completed Activity = In Progress Activity =

Area of Non-Compliance Area	Description of Non-Compliance	Action Steps	Responsible Program Area(s)/Manager(s)	Due Date	Status	Comments
<p>1302.21(b)(1)(3)(4) (b) Ratios and group size. (1) Staff-child ratios and group size maximums must be determined by the age of the majority of children and the needs of children present. A program must determine the age of the majority of children in a class at the start of the year and may adjust this determination during the program year, if necessary. Where state or local licensing requirements are more stringent than the teacher-child ratios and group size specifications in this section, a program must meet the stricter requirements. A program must maintain appropriate ratios during all hours of program operation, except: (i) For brief absences of a teaching staff member for no more than five minutes; and, (ii) During nap time, one teaching staff member may be replaced by one staff member or volunteer who does not meet the teaching qualifications required for the age.(3) A class that serves a majority of children who are three years old must have no more than 17 children with a teacher and teaching assistant or two teachers. A double session class that serves a majority of children who are three years old must have no more than 15 children with a teacher and teaching assistant or two teachers.(4) A class that serves a majority of children who are four and five years old must have no more than 20 children with a teacher and a teaching assistant or two teachers. A double session class that serves a majority of children who are four and five years old must have no more than 17 children with a teacher and a teaching assistant or two teachers</p>	<p>The grantee did not maintain staff-child ratio and group size maximums as determined by the majority of children present at the Ontario Maple center: 2 Teachers and 1 assistant consistently staffed a classroom of 24 children.</p>	FA2 Results presented to Management staff	Executive Team	07/18/18	COMPLETED	
		FA2 Results presented to Supervisory staff	Executive Team	07/26/18	COMPLETED	
		Develop site coverage action plan	Executive Team	09/14/18	COMPLETED	
		Presentation on Group Sizes and Ratios (Planning and Communication Meeting)	Education Program Manager	09/13/18	COMPLETED	
		Presentation on Group Sizes and Ratios (Site Supervisor Meeting)	Education Program Manager	09/13/18	COMPLETED	
		Define classroom divided space	Education Program Manager	03/01/18	COMPLETED	
		Develop a visual Ratio/Group Size chart for HS, EHS and EHS CCP Draft presented at PAC 9/13/18	Education Program Manager	10/18/18	IN PROGRESS	Visual complete - will present to PC on 10/15
		Update current Policy and Procedures for Ratios/Group size (HS, EHS, CCP) PC & SGB Approval - PENDING	T&TA Unit, Education Program Manager	10/18/18	IN PROGRESS	Policy complete - will present to PC on 10/15
		Provide site cluster trainings on Ratios/Group size	T&TA Unit, Education Program Manager	09/21/18	COMPLETED	
		Create a Site Supervisor classroom monitoring tool	Education Program Manager	10/19/18	IN PROGRESS	Will present to Program Operations on 10/17
		Add Ratio/Group size information to New Employee Orientation, Onboarding and Temp Staff training	T&TA Unit, Education Program Manager, HR Unit	10/18/18	IN PROGRESS	Awaiting approvals prior to adding to Orientation
		Create a Ratio/Group size policy/procedure PC & SGB Approval - Pending	T&TA Unit, Education Program Manager	10/19/18	IN PROGRESS	Policy complete - will present to PC on 10/15
		Conduct Unannounced Monitoring of HS/EHS Center Based sites to ensure compliance	Quality Assurance Unit, Education Program Managers	11/09/18		

San Bernardino County - Preschool Services Department
Focus Area 2 Corrective Action Plan (CAP)

***Focus Area 2 CAP Office of Head Start Due date is November 13, 2018**

Completed Activity = In Progress Activity =

Area of Non-Compliance Area	Description of Non-Compliance	Action Steps	Responsible Program Area(s)/Manager(s)	Due Date	Status	Comments
1302.31(b)(1)(i) (b) Effective teaching practices. (1) Teaching practices must: (i) Emphasize nurturing and responsive practices, interactions, and environments that foster trust and emotional security; are communication and language rich; promote critical thinking and problem-solving; social, emotional, behavioral, and language development; provide supportive feedback for learning; motivate continued effort; and support all children's engagement in learning experiences and activities;	In the Kids and Care 2 Preschool room, Toddlers shared with room with 4 year olds. Attempts to separate the two groups restricted the toddlers to teacher directed activities. Toddlers sat for long periods of time and were not allowed to make choices.	Terminate Contractor	CCRC Manager, CCRC Supervisor, EHS Program Manager	07/01/18	COMPLETED	
		Create and Implement a Corrective Action Plan form for Providers	CCRC Supervisor, EHS Program Manager	08/25/18	COMPLETED	
		Provide Training on Communities in Practice	CCRC Supervisor, EHS Program Manager	03/01/18	COMPLETED	
		Provide Training on Infant/Toddler Framework	CCRC Supervisor, EHS Program Manager	06/01/18	COMPLETED	
		Provide Training on Effective Teaching Practices	T&TA Unit, Education Program Manager	09/21/18	COMPLETED	
		Discuss compliance regarding Effective Teaching Practices at Planning and Communication Meeting (PAC)	Education Program Manager	09/13/18	COMPLETED	
		Discuss compliance regarding Effective Teaching Practices at Site Supervisor Meeting	Education Program Manager	09/13/18	COMPLETED	
		Monthly Ongoing Training for Providers	CCRC Manager, CCRC Supervisor, EHS Program Manager	08/25/18	COMPLETED	
		Ensure/Update/Revise Monitoring schedule to include variable hours for CA & DA's	Quality Assurance Unit	10/12/18	COMPLETED	
		Conduct Unannounced Monitoring of EHS CCP sites to ensure compliance	Quality Assurance Unit, Education Program Managers	11/09/18		

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Recruitment

Overview

Purpose The purpose of this policy is to actively inform families within our county of the availability of services and encourage them to apply for admission to the programs administered by PSD.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: § 1302.13

Policy overview Recruitment is completed throughout the year to:

- Achieve a goal of maintaining a waiting list of 15% of the funded enrollment
- Fill 100% of the enrollment slots by the first day of school

Contents The following is a table of contents.

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Responsibilities	3
Recruitment Activities	4
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Recruitment Basics

Policy

Recruitment is ongoing throughout each program year so that PSD starts each program year fully enrolled and maintains a waiting list of eligible families.

Waitlist

Program Generalists are required to:

- Fill 100% of the funded enrollment slots by the 1st day of school
- Achieve a goal of maintaining a waiting list of 15% of the funded enrollment slots throughout the current program year to fill vacancies as they occur

Recruitment is ongoing throughout the year.

Use of data

Recruitment is technology and data driven. Program Generalists take the lead in ensuring that all data necessary for management to analyze effective recruiting practices is entered into ChildPlus.

This data includes sibling data, email addresses, and other recruitment activities.

Focus

Recruitment efforts are focused on:

- Pregnant mothers with the goal of providing a continuous line of service from prenatal through Kindergarten enrollment.
 - 10% of funded slots filled with children with disabilities
 - Parents with children eligible for:
 - EHS
 - EHS-CCP
 - HS
 - CSPP
-

Responsibilities

Generalists

The Program Generalist:

- Completes a Recruitment Tracking in ChildPlus monthly. Located in the Recruitment Module under Management.
 - Enters parent email contacts into the Family data sheet after the application is received
 - Enters community partners into ChildPlus
 - Completes an Outreach Event Tracking Form and submits to the ERSEA OA III for additional media and support. Request ahead of time so that the request can be fulfilled in time for the event.
-

ERSEA OA III

The ERSEA OA III:

- Submits 003 requisitions for additional materials that need to be purchased for community events for approval
 - Logs the event into ChildPlus
 - Works as a liaison between event planners and Program Generalists
 - Updates PSD's Facebook page and Twitter with event and recruitment information
 - Keeps inventory of recruitment materials
-

ERSEA Program Supervisor

The ERSEA Program Supervisor:

- Assigns at least one Program Generalist to recruit at every Transitional Assistance Department office in the county of San Bernardino
 - Approves Generalist participation to attend community events
 - Submits the 003 requisition to the ERSEA OA III for documentation
 - Analyzes sibling data and referral source data in ChildPlus
-

ERSEA Manager

The ERSEA Manager:

- Analyzes sibling data and referral source data in ChildPlus
 - Approves 003 requisitions for materials
-

Recruitment Activities

Places to distribute flyers

The following are examples of places to distribute flyers:

<ul style="list-style-type: none"> • School Districts • Businesses • Sporting events • Public Health clinics • Grocery Stores, Stater Brothers, Food 4 Less Win Co • Thrift stores, 99 cent store, Walmart, Target • Locations with a sign 'Accepts EBT' • Doctor/Dentist offices • Libraries • Foster care agencies • Laundromat • Dance and Martial arts studios 	<ul style="list-style-type: none"> • Churches • Food banks • Gyms • Shelters • YMCA • Parades • Mobile homes • Apartment complexes • Military bases • Fast food • WIC • Parks
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Places to make a presentation

The following are examples of places to make a presentation:

- Orientation meetings at the Child Care Resource Center
- Community meetings
- Community events and fairs
- Chamber of Commerce, City Hall
- Elks Lodge
- Kiwanis meeting
- Rotary meeting
- TAD

Places to advertise

The following are examples of places to advertise:

<ul style="list-style-type: none"> • School Newsletter • Cable station • Newspapers • Radio stations 	<ul style="list-style-type: none"> • Bus stop signs • Mass mailings • Magnets to advertise on cars • Social Media
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Recruitment Activities, Continued

Data to use

The following are examples of data to use:

- Sibling data
 - Previous class lists
 - Names and contact information from the waitlist
 - Participant Mapping ChildPlus Report 6001
 - Recruitment Age Eligible Children ChildPlus Report 2031
-

Partners

The following are examples of people to collaborate with for recruitment:

- Ask parents for use word of mouth with friends and family
 - Ask to recruit at Children and Family Services (CFS) offices
 - Transitional Assistance Department (TAD)
 - Women Infants Children (WIC)
-

Community Outreach

Rationale PSD participates in community events throughout the year. This is a positive method of bringing awareness and educating the community about PSD programs and services.

Materials used The following is a list of approved outreach materials and equipment for use by staff and ensure the agency is presented in a professional manner.

Booth advertising	Give-aways	Brochures	Attention getters
<ul style="list-style-type: none"> • Canopies • Balloons • PSD banners • Table banners • Table cloths 	<ul style="list-style-type: none"> • Pencils and pens • Magnets, rulers • Coloring books, crayons • Book markers • Coin purses 	<ul style="list-style-type: none"> • Recruitment flyers • “Give your child a Head Start” brochure • EHS-CCP brochure • Tri-fold brochure 	<ul style="list-style-type: none"> • Popcorn machines • Snow cone machines

Resource fairs A resource fair is a community-based event that is held at the site. The Generalist invites vendors from the community to come to the site and offer services or goods that benefit the Parents and the local community.

A resource fair is required once a year at every site.
