

SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2016 - 2017

CHILD HEALTH & DEVELOPMENT SERVICES

The program will stock all classrooms with materials that are developmentally appropriate, safe and align with children's learning objectives.

Action Step	Indicator	Responsible Staff	Timeframe	Date Complete
Order needed classroom materials based on Classroom, Family Child Care or Socialization Experience Observation Instrument.	Purchase orders and receipts	Education Supervising Managers	February 2016	March 2016
Monitor classrooms for adequate multicultural literacy materials available for all children.	Fidelity Tool for Administrators Center Licensing Checklist	Education Managers Child Health & Education Director	February 2016	March 2016

The program will provide a healthy, safe and clean environment for the children and families.

Action Step	Indicator	Responsible Staff	Timeframe	Date Complete
Complete the Health & Safety Screener on all classrooms	Office Of Head Start Certification Health & Safety Screening	Education Licensing Manager	July 2016	August 2016
Punch holes in the bottom of all the plastic bags including the bags used for children when they forget their book bag and the Big Book plastic bags.	Center Licensing Observation Checklist	Education Licensing Manager	February 2016	
All medication will be monitored for expiration dates.	Center Licensing Observation Checklist Child File Checklist	Education Licensing Manager	September 2016	
Children and staff will wash their hands at all appropriate times.	Center Licensing Observation Checklist Food Service Review Forms Daily Sign in sheets	Education Licensing Manager Health/Nutrition Manager	February 2016 March 2016	
Post proper diapering technique posters in all classrooms.	Center Licensing Observation Checklist	Education Licensing Manager	February 2016	
Replace double pane glass exterior door at the end of the hallway at Grace Street.	Purchase orders, Center Licensing Checklist	Child Health & Education Director Head Start Director	February 2016	March 2016
Tiles need replaced in bathroom Grace Street classroom 5 & 8 due to age and smell	Purchase orders, Center Licensing Checklist	Child Health & Education Director Head Start Director	December 2015	December 2015
Complete Monthly Cleaning Sanitation Record	Center Licensing Tracking Form	Education Licensing Manager	February 2016	March 2016

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The program will improve the Self-Assessment process.				
Action Step	Indicator	Responsible Staff	Timeline	Date Complete
Add details to the Child Health & Family Data Tracking System Form as to where hemoglobin/hematocrit and blood pressures are located in the child's health file	Child Health & Family Data Tracking System	Child Health & Education Director Head Start Director	February 2016	February 2016
Remove unnecessary items on the Child Health & Family Data Tracking System Form that are located in the child's center file and not in the Intervention file	Child Health & Family Data Tracking System	Child Health & Education Director Head Start Director	February 2016	February 2016
Clarify the time frame on the Child Health & Family Data Tracking System as to when physicals, hearing screening, vision screening and dentals are due.	Child Health & Family Data Tracking System	Child Health & Education Director Head Start Director	February 2016	February 2016
Add the following on the Child Health & Family Data Tracking System for the Intervention File Checklist: An ETR is valid for three years and an IEP is valid for one year according to the start date and end date	Child Health & Family Data Tracking System	Child Health & Education Director	February 2016	February 2016
Add the following on the Child Health & Family Data Tracking System to the Family Advocacy Checklist: Transportation Change Agreement Birth certificate (not required) Clarification of number of Family Advocate home visits Family Outcomes Family Profile	Child Health & Family Data Tracking System	Family Engagement Director Head Start Director	February 2016	February 2016
Add the following on the Main File Checklist: Transportation Change Form, if applicable Re-Routing Sign-Off Form, if applicable Change of Status Form, if applicable	Main File Checklist	Family Engagement Director Head Start Director	February 2016	February 2016
Add the following on the Teacher's File Checklist: School Photo Permission Slip	Teacher's File Checklist	Family Engagement Director Head Start Director	February 2016	February 2016
Train all staff at the registration session that all staff must give the pink copy of the Authorization for the Release of Information to the parent immediately, whether or not the release will be sent.	Child Health & Family Data Tracking System	Family Engagement Director Head Start Director	February 2016	February 2016

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The program will provide classrooms with materials with that reflect culture, language, ethnicity, family and ability of each child.

Action Step	Indicator	Responsible Staff	Timeframe	Date Complete
Purchase posters, books, toys, and appropriate materials for classrooms and monitor to make sure these are represented in classrooms.	Purchase orders, Center Licensing Checklist, Fidelity Checklist for Administrators	Education Managers Child Health & Education Director	February 2016	March 2016

FAMILY & COMMUNITY PARTNERSHIP & PROGRAM DESIGN

The program will maintain completed child files when the child is withdrawn or transferred.

Action Plan	Indicator	Responsible Staff	Timeframe	Date Complete
The Re-Routing Policy will be updated and explained to all staff.	Child File Checklist for Withdrawals/Transfers	Lead Teacher Family Advocate	February 2016	

The program will monitor attendance, analyze absenteeism, and document follow-up.

Action Plan	Indicator	Responsible Staff	Timeframe	Date Complete
Monitor attendance of each student and indicate reasons for absenteeism.	ChildPlus Reports 2320	Family Advocates	February 2016 – May 2016	
If attendance falls below 85% in a month reasons for absenteeism will be analyzed and an Attendance Plan will be created.	ChildPlus Reports 2310	Family Engagement Director	February 2016 – May 2016	
If attendance falls below 85% in a month children who have 4 consecutive days absent during that month will be reviewed to see that appropriate follow-up and documentation have been completed.	ChildPlus Reports 2330 & 2320	Family Engagement Managers Family Engagement Director	February 2016 – May 2016	
Lead Teachers will give each parent an Absence Note Pad at the initial Home Visit and explain it's use.	Education Initial Home Visit Checklist	Lead Teacher	August 2016	
Learn about Live Reports to Analyze attendance reasons in an easier manner	Completed PO for ChildPlus	Family Engagement Director	March 2016	

The program will maintain up to date Social Service Files.

Action Plan	Indicator	Responsible Staff	Timeframe	Date Complete
After each Family Advocate Home Visit due date, a Friday will be scheduled for Family Advocates to review all of their files and complete the File Review Form.	File Review Form	Family Advocates Family Engagement Managers	February - May 2016	
File Audits will be done after the File Review Form has been completed.	File Audit Form	Family Engagement Manager	February - May 2016	
Results of the File Review Forms and File Audit Forms will be sent to the Family Engagement Director for review.	File Summary Form	Family Engagement Manager & Family Engagement Director	February - May 2016	

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Management Systems & Governance**The program will provide training to the OHCAC Governing Board and OHCAC Policy Council regarding their rights and responsibilities**

Action Plan	Indicator	Responsible Staff	Timeline	Date Complete
Provides governance training to the OHCAC Governing Board	Governing Board Training Verification Form	Family Engagement Director, Head Start Director	April 2016 and ongoing	
Provide Policy Council and the OHCAC Board with copies of any Information Memorandums (IMs) & Program Instructions (PIs) from the Office of Head Start	Policy Council Minutes Policy Council binder OHCAC Governing Board minutes	Family Engagement Director, Head Start Director	August 2016 and ongoing	

The program will have an organized filing system for employee files.

Action Plan	Indicator	Responsible Staff	Timeline	Date Complete
All employee personnel information will be filed on an ongoing basis to allow for easy access when searching for documents.	Employee file audit	Operations Manager	August 2016 and ongoing	
All Licensing documents will be easily accessible for ODJFS requirements.	Employee file audit	Education Licensing Manager	August 2016 and ongoing	