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**SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2018 - 2019**


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**CHILD HEALTH & DEVELOPMENT SERVICES**

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

<b>Action Step</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeframe</b>	<b>Date Complete</b>
Order needed classroom materials based on Classroom, Family Child Care or Socialization Experience Observation Instrument.	Purchase orders and receipts	Education Supervising Managers, Child Health & Education Director	July 2018	
Monitor classrooms for adequate multicultural literacy materials available for all children.	Fidelity Tool for Administrators Center Licensing Checklist	Education Managers Child Health & Education Director	July 2018	

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

<b>Action Step</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeframe</b>	<b>Date Complete</b>
Complete the Health & Safety Screener on all classrooms	Office Of Head Start Certification Health & Safety Screening	Education Licensing Manager	July 2018	
All medication will be stored properly and identified with child's name.	Center Licensing Observation Checklist Child File Checklist	Classroom staff Education Licensing Manager	March 2018	March 2018
Children and staff will wash their hands at all appropriate times.	Center Licensing Observation Checklist Food Service Review Forms Daily Sign in sheets	Classroom staff Education Licensing Manager Health/Nutrition Manager	March 2018	March 2018
Post child choking and CPR posters in all classrooms.	Center Licensing Observation Checklist	Education Licensing Manager	March 2018	March 2018
Lending library books will be purchased. Classrooms will be monitored for children's access to literacy materials.	Purchase orders, Center Licensing Checklist	Child Health & Education Director Head Start Director	July 2018	
Order individual medicine containers for busses.	Purchase orders, Center Licensing Checklist	Education Licensing Manager	July 2018	
Special Diets will be reviewed with the kitchen staff by Health Managers or Specialists	Special Diet/Food Allergy Action Plans	Health/Nutrition Manager, Health Nutrition Specialist	July 2018	
Licensing Manager will participate in Screening Day process to check enrollment forms	Child Health & Enrollment forms, Health Fair sign-in sheets	Education Licensing Manager, Education Supervising Managers	July 2018 & August 2018	
Obtain a safe, locked storage area for classroom chemicals	Purchase orders, Center Licensing Checklist	Education Licensing Manager, Education Supervising Managers	January 2018	January 2018

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**CHILD HEALTH & DEVELOPMENT SERVICES**

<b>The program will improve the Self-Assessment process.</b>				
<b>Action Step</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Date Complete</b>
All Center Child Files will have IEP envelopes.	Child Health and Family Data Tracking System	Education Staff Education Managers Child Health & Education Director	April 2018	April 2018
Health Managers will sign Health Assessment Form.	Child Health and Family Data Tracking System	Health Specialist Health Managers Child Health & Education Director	July 2018 & August 2018	
Health History Form updated to match ODJFS requirements	Health History Form	Health Specialist Licensing Manager	February 2018	February 2018
New one page Authorization of Release of Information form for Physician only created to receive information in a more timely manner – introduced at registration training	One page Release of Information form for Physicians only	Health Specialist Licensing Manager	February 2018	February 2018
Bring items forward from previous year's files into current year's files.	Child Health & Family Data Tracking System	Child Health & Education Director, Family Engagement Director	July 2018	

<b>The program will provide classrooms with materials that reflect culture, language, ethnicity, family and ability of each child.</b>				
<b>Action Step</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeframe</b>	<b>Date Complete</b>
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	July 2018	

**FAMILY & COMMUNITY PARTNERSHIP & PROGRAM DESIGN**

<b>The program will improve and implement the recruitment plan.</b>				
<b>Action Plan</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeframe</b>	<b>Date Complete</b>
Provide instructions on how to accurately fill out ODJFS Child Enrollment Form and list common issues.	Registration Training Packet	Licensing Manager, Family Engagement Director, Family Engagement Managers Education Managers	February 2018	February 2018
Change Recruitment Plan to a checklist in order to better monitor progress.	Updated ERSEA Policy and Procedure	Family Engagement Director Family Engagement Managers	February 2018	February 2018

**SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2018 - 2019****FAMILY & COMMUNITY PARTNERSHIP & PROGRAM DESIGN**

<b>The program will improve the training and monitoring for Family Advocates.</b>				
<b>Action Plan</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeframe</b>	<b>Date Complete</b>
Develop an onboarding process for Family Advocates.	Family Advocate Training Plan Sign in Sheets	Family Engagement Director Family Engagement Managers	July 2018	
Make sure New Social Service Staff attend Conscious Discipline Training Sessions	Sign in Sheets	Family Engagement Managers	August 2018	
Train EHS Family Advocates on timeline for Well Baby Visits and immunizations.	Sign in Sheets EHS Health Training Packet	Health Specialist Health Managers	July 2018	
Update Family Advocate File Audit so that it goes along well with ChildPlus reports	Family Advocate File Audit Form	Family Engagement Director Family Engagement Managers	July 2018	

**MANAGEMENT SYSTEMS and GOVERNANCE**

<b>The program will meet all rules including ODJFS licensing rules, Ohio Department of Health and the Head Start Performance Standards.</b>				
<b>Action Plan</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Date Complete</b>
Use correct codes when fingerprinting new hires & staff. Fingerprinting of staff to include State child abuse information and sexual predator	BCI & FBI record check documents, ODJFS verification Staff file checklist	Benefits Manager, Operations Manager and Software Systems Administrator	January 2018	January 2018
Policies to make sure Food Service personnel take online course in level 2 food service. All Education Managers will be certified in ServSafe at a minimum of Level 1 for the buildings they supervise allowing others in the building to prepare food if the major food prep person is absent. 2 to 3 persons certified per site	Written Policy, On-line course verification & requirements added to job description, ServSafe training certificate, documentation in ChildPlus	Child Health & Education Director Operations Manager Software Systems Administrator Head Start Director	May 2018	
Add an explanation to the Family Handbook regarding visitors in classrooms	Family Handbook	Child Health & Education Director, Head Start Director	July 2018	
Update Staff Evaluation Forms to include Staff Evaluation Goal Planning Report	Staff Evaluations	Administrative Staff	May 2018	
Update PBC coaching forms	Coaching Forms	Coaches/Mentors Child Health and Education Director Head Start Director	April 2018	

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**MANAGEMENT SYSTEMS and GOVERNANCE**

<b>The program will streamline the monitoring process for employee files during self-assessment.</b>				
<b>Action Plan</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Date Complete</b>
Add steps to onboarding policy	Hiring Policy	Administrative Staff	April 2018	

<b>The program will improve the ongoing monitoring of staff files.</b>				
<b>Action Plan</b>	<b>Indicator</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Date Complete</b>
Monitor fiscal issues and ensure corrective measures have been put in place so that mistakes do not occur	Kronos reports	Fiscal Director Head Start Director Chief Fiscal Officer	March 2018	
Generate reports for supervisors to follow-up on missing information from staff files. (worksite statements, car insurance, training, etc.)	ChildPlus Reports Staff Files	Program Operations Manager  Child Health & Education Director  Family Engagement Director	February 2018	