KCPS

4th Quarter Report
(April, May and June)

Year: 2013-2014

July 22, 2014
Accomishments/Progress:

- **Health-Staff Education, Training, Coursework, and Resources:**
  - Per Self-Assessment strategy, the staff person at Attucks, as well as 7 additional staff members, received CPR/First Aid training on April 9, 2014.
  - Per Self-Assessment area of risk regarding data entry for Portrait of a Healthy Child (POHC), all Family Advocates, the Health/Nutrition Coordinator and the Richardson Certified Medical Assistant (CMA) attended the MAHS ChildPlus Institute and received training on use of the POHC and entering data to document their work in supporting families with health goals in to ChildPlus. *(Objective 6)*

- **Family and Community Engagement-Professional Development Opportunities:**
  - Per Self-assessment area of risk regarding performance evaluations of KCPS advocates. KCPS FCE Content Lead and two advocates actively participated in the development of a practice profile for all family service staff. The profile outlines core competencies, each competency’s essential functions and the knowledge skill and abilities to perform these functions. The profile also provides indicators of performance to allow supervisors and advocates identify strengths and assess professional development needs. *(Objective 6)*

- **Education—Professional Development Opportunities:**
  - The KCPS education coordinator has updated the Teacher Observation Reflection form. The forms will be completed by teaching teams in conjunction with annual classroom observations. Teaching staff will be asked to engage in reflection about their teaching practice. Both the classroom observation summaries and the Teacher Observation Reflection forms will inform Individual Professional Development Plans.

- **Education—Staff Education, Training, Coursework, and Resources:**
  - KCPS teaching staff participated in a second day of training on Conscious Discipline.
  - KCPS teaching staff participated in training on Mathematics and Science.

- **Education—System to Improve Teaching and Learning:**
  - Per third quarter strategy, the teachers involved in the Program Year 1 pilot of the Desired Results Developmental Profile (DRDP) assessment system met twice more in a Community of Practice. *(Objective 5)*

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**Foundation for School Readiness: Professional Development**

**Outcome:** Systematic, high-quality professional development opportunities provide enhanced professional knowledge and skills leading to a strong early learning workforce.
Areas of Risk:
- No risk to report

Areas of Noncompliance:
- No noncompliance to report

Strategies, Corrective Actions, and Timeframes:
- **Health-Staff Education, Training, Coursework, and Resources:**
  - Two certified medical assistants will be trained as CPR instructors and will provide training, along with the Health/Nutrition Coordinator, for all Head Start staff throughout the year with the goal being that all staff will be CPR certified.
  - During the August Professional Development days the KCPS Health/Nutrition Coordinator will provide training to staff on hand washing procedures for children and adults, to include modeling for children.
- **Human Resources – Professional Development Opportunities:**
  - Per strategy from 3rd Quarter - Self-Assessment, KCPS will: For 2014-2015 program year, The Education Support Staff will meet with teaching staff to discuss what needs to be included on Professional Development Plans (PDP). Assigned education support person will meet individually with staff to develop PDPs.
- **Mental Health and Disabilities-Staff Education, Training, Coursework, and Resources:** Pre-service agenda to include-
  - Follow up Conscious Discipline training
  - IDEA and the mental health & disability referral process
  - Dial 4 developmental screening training for new and late hires.
- **Education—Staff Education, Training, Coursework, and Resources:**
  - Training for KCPS teaching staff on the DRDP is scheduled for August 21 and 22, 25 and 26. *(Objective 5)*
  - Professional development opportunities are being planned for Program Year 2. Planning is taking place for the purpose of supporting teachers to develop the skill sets needed to be intentional in their planning and to develop and build meaningful interactions with children.
- **Education—System to Improve Teaching and Learning:**
  - For Program Year 2, KCPS will have an education coordinator and two Site Supervisors for Curriculum and Instruction, one at each KCPS Head Start site. With the additional staff, Communities of Practice meetings will be scheduled and teaching staff will learn together about Project Construct and the Project Approach, the Classroom Assessment Scoring System, Conscious Discipline, and DRDP (curriculum, instructional interactions, and assessment). Video of teaching practice will be analyzed. *(Objective 5)*
Accomplishments/Progress:

- **Safe Environments-Safe Environments:**
  - For Program Year 02, KCPS Head Start Programs will be housed at two locations: Woodland and Richardson. Woodland is licensed by the Missouri Department of Health and Senior Services (MODOHSS). A MODOHSS DC-20 will be submitted by KCPS to establish license exempt status for Richardson once the Site Supervisor has been hired. Richardson will be license exempt to begin the school year.
  - KCPS Quality Assurance Coordinator has scheduled initial safe environments monitoring to occur within the first 30 days of the beginning of Program Year 02 (September 2, 2014). *(Objective 6)*

Areas of Risk:

- No risk to report

Areas of Noncompliance:

- No noncompliance to report

**Strategies, Corrective Actions and Timeframes:**

- **Safe Environments-Safe Environments:**
  - A visit will be scheduled for a MODOHSS licensing representative to inspect Richardson and provide feedback on any needed corrections to meet licensing regulations. The date of this visit is to be determined. KCPS Quality Assurance Coordinator will communicate progress to MAHS Quality Assurance Specialist.
  - The KCPS Quality Assurance Coordinator and each Site Supervisor will provide ongoing safe environments monitoring on a regular basis throughout the PY02 to ensure all environments in which children spend time are safe.
  - Per Self-Assessment strategy, the Health/Nutrition Coordinator has submitted an order to the KCPS Head Start Fiscal Control Specialist, including fanny packs for each classroom and Castille soap wipes. The order will be submitted to School Health by the end of July to ensure they are ready for the beginning of the school year.
Accomplishments/Progress:

- **Education—Curriculum and Learning Experiences:**
  - Per third quarter strategy, the new lesson plan format has been field-tested by KCPS instructors from the Core Group.

- **Health-Required Screenings, Exams, and Treatments:**
  - Per ChildPlus Health Report #3015 the percentage of children that have had health events completed: *Objective 3*
    - Hemoglobin-97%
    - Lead-97%
    - Health History-97%
    - Nutrition Assessments-97%
    - Physicals-95%
    - Blood Pressure-99%
    - Growth Assessments-100%
    - Hearing-96%
    - Vision-97%

Areas of Risk:
- **Health-Required Screenings, Exams, and Treatments:** *HPS 1304.20* Dental Exams-87%—there was a 5% increase; however, it is still below the 90% threshold. *Objective 3*

Areas of Noncompliance:
- No noncompliance to report

Strategies, Corrective Actions, and Timeframes:
- **Health-Promote Children’s Wellness:**
  - Per Self-Assessment strategy, evidence that information collected from safe environments monitoring was shared and used in staff evaluations was not available. See Professional Development section for further strategies.
• Health-Required Screenings, Exams, and Treatments:
  o The Health/Nutrition Coordinator will contact Big Smiles, Truman Medical Center Dental and Samuel Rodgers to block time to complete dental exams on site for PY02 for any children that do not have a dental home and/or do not have a dental exam within the required timeframe. Contact will be made by July 31, 2014. (Objective 3)
  o The Health/Nutrition Coordinator will develop a communication system to ensure follow up treatment is provided for any child receiving dental services from a provider that conducts on site exams. (Objective 3)

• Education—Curriculum and Learning Experiences:
  o Per third quarter strategy, the new lesson plan format will be introduced during pre-service training in August. Notes for completing the form and resources will be provided to teaching staff.
  o Per third quarter strategy, teachers who participated in the pilot of DRDP during Program Year 1 will meet again during the summer to develop portfolio forms. (Objective 5)
Accomplishments/Progress:

- **Education—Partnerships Between Teachers and Families:**
  o During the third quarter (January-March), 635 parent conferences and 120 home visits were completed with Head Start children and families.
  o During the fourth quarter (April-June), 39 parent conferences and 483 home visits were completed with Head Start children and families.

- **Family and Community Engagement - Partnerships between Teachers and Families:**
  o Per Self-assessment area of risk KCPS staff did not share family needs assessment with teachers. The KCPS Family and Community Engagement Content Lead and the KCPS Education Coordinator plan to present during the two-week pre-service a session on “How to use the Family Needs Assessment to support children and families collaboratively.” *(Objective 1)*

- **Family and Community Engagement - Family Strengths, Needs, and Goals:**
  o Per Self-assessment Family Needs Assessments were not completed within the required timeline nor did they reach the 100% requirement. The KCPS Family and Community Engagement Content Lead actively participated in the refinement of the Family Needs assessment and the updated forms. They also participated in the process to develop a practice profile for all family service staff. The profile outlines core competencies, each competency’s essential functions and the knowledge skills and abilities to perform these functions. The profile also provides indicators of performance to allow supervisors and advocates identify strengths and assess professional development needs. *(Objective 1)*

- **Family and Community Engagement - Wellness of Family Members:**
  o Per Self-assessment referrals, resources, and goals were not always connected to needs identified in case notes. The KCPS Family and Community Content Lead Content Lead actively participated in the development of a ChildPlus data entry process that will document all family service events and subsequent referral and follow-up. The content lead also helped to design the reformatted drop downs in ChildPlus to ensure consistency and congruency of case notes. *(Objective 1)*

**Areas of Risk:**
- No risk to report

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**Foundation for School Readiness: Family Engagement**

**Outcome:** Families are meaningfully engaged in all aspects of the program in order to support their children’s progress toward school readiness goals and improve their learning experiences.
Areas of Noncompliance:

- **Family and Community Engagement- Family Support for Children’s Transitions:**
  - KCPS has not planned for individualized transitions. (*Objective 1*)

Strategies, Corrective Actions, and Timeframes:

- **Education—Partnerships Between Teachers and Families:**
  - Per third quarter strategy, first quarter home visits or parent/teacher conferences will be scheduled in conjunction with developmental screenings early in Program Year 2.
  - The Parent Conference/Home Visit form will be revised for use during Program Year 2.

- **Family and Community Engagement- Partnerships between Teachers and Families:**
  - KCPS Family and Community Engagement Content Lead will develop a comprehensive plan by September 15, 2014 to integrate family outcomes with child outcomes through:
    - Individual Care Conferences with families
    - Monthly staffing’s with individual teachers and advocates
    - Quarterly staffing’s with all content leads to develop strategies to support families (*Objective 1*)

- **Family and Community Engagement- Family Strengths, Needs, and Goals and Wellness of Family Members:**
  - KCPS will implement a comprehensive system to ensure advocates are utilizing the Family Needs Assessment, Family Partnership Agreement and the Core Competencies to support the identification of, support to and documentation of families individualized needs and goals by September 1, 2014. (*Objective 1*)

- **Family and Community Engagement- Family Support for Children’s Transitions:**
  - KCPS will develop a process to utilize Domain 5 to plan for individualized transitions for children that are entering Kindergarten. They will complete individualized transition plans in the second quarter utilizing home visits, parent-teacher conferences, parent meetings and the parent check list for transitions. The timeline for implementation will completed by October 1, 2014. (*Objective 1*)

- **Mental Health-Family Education, Training, Resources and Experiences:**
  - Training on the mental health and disabilities referral process should occur early versus mid-program year so that parents are made aware early on about the process if they have a concern about their child’s development or mental health. Mental Health and Disabilities Coordinator will work with ERSEA/Program Governance/Family & Community Partnership Coordinator to develop training calendar and process for informing parents of both referral processes. (*Objective 4*)
Accomplishments/Progress:

- **Health-Partnerships with Community Programs and Organizations:**
  - The KCPS Health/Nutrition Coordinator, the Richardson CMA and MAHS Health/Nutrition Specialist met with a representative from Hope Family Care and determined that on-site services cannot be provided; however, an agreement was made that they will block times during their clinic days for Head Start children that attend Richardson that are in need of a current EPSDT exam due to lack of medical home. A system is being developed to assist with scheduling appointments and obtaining needed documentation. *(Objective 3)*
  - Dr. Linnea Williams provided 30 on-site physical exams at Woodland during the months of March, April and May.
  - A new partnership was established with Brown Mackie College to support completion of heights, weights, and blood pressures during the enrollment process. *(Objective 3)*

Areas of Risk:

- No risk to report

Areas of Noncompliance:

- No noncompliance to report

Strategies, Corrective Actions, and Timeframes:

- **Health-Required Screenings, Exams, and Treatments:**
  - The KCPS Health/Nutrition Coordinator was unable to meet with Samuel Rodgers because of responsibilities at Woodland due to absence of Woodland site supervisor. Contact will be made by July 31st per strategy in Child Development and Learning section.
Accomplishments/Progress:

- **Health-Recruit, Hire and Retain Qualified Staff:**
  - KCPS Head Start hired a CMA for Richardson and is in the process of hiring a CMA for Woodland.

- **Human Resources - Recruit, Hire, and Retain Qualified Staff:**
  - Nine (9) Teaching Assistants have received their CDA credential during the 2013-2014 program year.
  - KCPS Head Start Director worked with KCPS Human Resources to re-assign staff who do not meet teacher credential requirements.
  - 61 of 69 KCPS Instructors and Teaching Assistants have appropriate credentials for their positions.
    - Three (3) Teaching Assistants are enrolled in a degree seeking program, which qualifies as meeting MAHS teacher credential requirements.
    - Two (2) teaching staff, who were previously qualified for their teaching position by passing the PRAXIS, have met with the Head Start Director to establish a plan for meeting credential requirements.
    - Two (2) Teaching Assistants continue to work on the CDA process; one has submitted her application.
    - One (1) Instructor has been re-assigned to a Teaching Assistant position.

- **Disabilities-Recruitment and Enrollment of Children with Disabilities:**
  - Per PIR, 92 children with an IEP received Head Start services.

- **Fiscal – Fiscal-Related Documents:**
  - Purchasing-- KCPS Procurement Services Department approved the vendor, Loving Guidance, for the Conscious Discipline Training and classroom supplies so that payment for these goods and services take place at the District and not through MARC. This will be completed by the end of July 2014. All other vendors that are used by KCPS Head Start are already approved. In the future, all vendors will follow district's new vendor process.
  - The correct indirect cost rate was determined to be the restricted rate. Corrections were done on the March 2014 invoice dating back to November 1, 2013 to correct the overage.
  - Per self-assessment KCPS planned to implement an in-kind review process that begins with the program staff to create an accountability of processing and review, segregation of duties, and system of internal monitoring to ensure in-kind includes the correct form, rate, date, signatures, allowable activities, etc. The level of review and accountability identified previously

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**Foundation for School Readiness: Program Leadership**

**Outcome:** Leadership sets a clear vision, ambitious goals and high expectations.
took place at the administrative level and district accounting personnel who did not have firsthand knowledge of volunteer
donations and activities. The following steps have been taken to address these concerns:

- The KCPS In-kind review process has been eliminated from the finance department at the central office. The
  Quality Assurance Coordinator is reviewing all in-kind prior to submission the Fiscal Control Specialist for
  inclusion on monthly Head Start invoice.
- Beginning with the next program year, the Quality Assurance Coordinator will spend two days a week at both Head
  Start sites. During that time, backup documentation will be collected, reviewed, and corrected while on site.

Areas of Risk:

- **Fiscal – Fiscal-Related Documents:**
  - Purchasing--Per the self-assessment report, the Head Start program should have access to a purchasing/credit card or store
    account to make immediate purchases for classroom and/or program expenditures in case of emergencies. For instance,
    certified mail that has to be sent right away or trash cans with lids for the classrooms. Current practice is that such expenses
    are paid by one of the Head Start employees and a request for reimbursement has to go through the District procurement
    and approval process where reimbursements takes place twice a month.

Areas of Noncompliance:

- **Human Resources – Written Plans, Policies, and Procedures:**
  - Staff Handbook was not disseminated to staff during the 2013-2014 program year.

Strategies, Timeframes, and Corrective Actions:

- **Safe Environments-Safe Environments:**
  - Follow up to Self-Assessment report, the substitute/volunteer handbook does not need to be approved by KCPS Legal
    Department. The handbooks will be available at Richardson and Woodland for PY02. The Site Supervisor will be
    responsible for ensuring all substitutes and volunteers receive the handbook and sign receipt to be kept on file.

- **Human Resources – Written Plans, Policies, and Procedures:**
  - The KCPS legal department has approved the staff handbook, and revisions for program year 2014-2015 will be made;
    handbook will be presented to staff during fall pre-service.

- **Mental Health-Written Plans, Policies, and Procedures:**
  - Per self-assessment strategy, Mental Health & Disabilities is in the process of developing policies, procedures, and forms to
    address the following:
    - Process for giving feedback to teachers and sharing information with the Education Coordinator.
    - Mental health flow chart that includes the process and timelines of what should occur when a mental health referral
      is received from teacher, family advocate or parent.
- Behavior plan form will be revised so that it includes concrete strategies for teachers to follow when they have a concern about a child’s behavior. Information from this form will be given verbally, in writing and modeled for teaching staff if appropriate. *(Objective 4)*

- **Mental Health-Systems and Services that Address Diverse Needs:**
  - Diversity training will be provided during the 2014/2015 program year
  - Classroom staff will receive additional training on working with English-Language-Learners and how to interact with the families of ELL within the first 2 months of the 2014/2015 school year. *(Objective 2)*

- **Fiscal- Fiscal-Related Documents:**
  - As of July 2014, The Early Learning Director is still working with the finance department to obtain a Head Start dedicated credit card/purchasing card. No timeframe was identified on when this decision will be made by the District.
Accomplishments/Progress:

- **ERSEA –System of Record-Keeping and Reporting:** Per the self-assessment strategies KCPS is: *(Objective 6)*
  - In the process of developing Policy and Procedures directly focused on the ERSEA Head Start Performance Standards with a hired consultant
  - Developed a system of intake where all information is being entered directly into ChildPlus®. Management approval is obtained prior to being placed on the ‘Waitlist’. This system has already begun to prove effective with the applications being taken for 2014-2015.
  - KCPS Family Advocates, ERSEA/QA Content Leads received training on ChildPlus® data entry procedures for ERSEA.
  - Completion and timely submission of the 4th Quarter File Audit.

- **ERSEA –System of Monitoring:** per the self-assessment strategies KCPS is: *(Objective 6)*
  - In the process of developing Policy and Procedures directly focused on the ERSEA Head Start Performance Standards with a hired consultant
  - Providing individual and group training specifically focused on:
    - Correct usage of forms
    - Income calculations
    - Data Entry; monitoring of their own work prior of turning in the file for management approval

- **Health-System of Ongoing Monitoring:**
  - Per Self-Assessment strategy, the MAHS Health Consultant provided the KCPS Health/Nutritionist Coordinator with an up-to-date report on follow up treatment. The KCPS Health/Nutrition Coordinator provided individualized data to each family advocate for them to monitor and update remaining follow up treatments needed.

- **Family and Community Engagement- System of Record Keeping and Reporting:**
  - Per Self-assessment incomplete and inconsistent documentation in written and electronic files, KCPS Family and Community Engagement Content Lead and all current advocates attended the ChildPlus Data entry June 27, 2014. The advocates are currently utilizing the data entry manual to enter applications and health follow-up. Current data entry follows the new protocol outlined in the training.
Family and Community Engagement – System of Monitoring:

- As per Self-assessment KCPS is not comprehensive in its application of the monitoring plan to accurately monitor for completion of required Family Needs Assessments, Family Partnerships Agreements and case notes that reflect individualization and follow-up. KCPS is utilizing the same consultant to design policies and procedures that align with the monitoring requirements, documentation and timelines articulated in the grantee’s policies and procedures. (Objective 6)
- KCPS has hired three additional family advocates which will lower individual case loads and allow for more authentic work with families. KCPS has also hired additional supervisory staff to support advocates at both of the two Head Start locations. This will allow for continuity in care and consistent and reflective supervision.
- Head Start family service staff has not received performance evaluations or professional development plans that align with Head Start Performance Standards and the individualized work with families. KCPS Family Engagement Content Lead has actively participated in the design of the Practice Profile for Family Service staff. The profile outlines core competencies, each competency’s essential functions and the knowledge skills and abilities to perform these functions. The profile also provides indicators of performance to allow supervisors and advocates identify strengths and assess professional development needs. (Objective 6)

Areas of Risk:
- No risk to report

Areas of Noncompliance:
- No noncompliance to report

Strategies, Corrective Actions, and Timeframes:
- ERSEA – Record-Keeping and Reporting/Monitoring:
  - Completion of the policy and procedures; incorporate strategies developed during 3rd Quarter meetings with the MAHS ERSEA and QA Specialist. (Objective 6)
- Health-System of Ongoing Monitoring:
  - All Family Advocates, the Health/Nutrition Coordinator and the Richardson CMA received training on entering follow up treatment during the MAHS ChildPlus Institute.
  - For PY02 the Family Advocates and CMAs will run report 3065 weekly to determine the status of health follow up treatments.
- Family and Community Engagement- System for Record Keeping and Reporting and System for Monitoring:
  - KCPS will utilize their new structure and additional staff to design a system of record keeping and reporting and a system of monitoring that includes how the practice profile and data entry manual will be used to document the on-going individualized work with families. They will also use the monitoring to provide authentic assessment of the advocates’ knowledge, skills and abilities to plan for professional development that continues to strengthen service delivery. This system will be in place by September 1, 2014. (Objective 6)
• **Disabilities-System of Monitoring:**
  o Per self-assessment, Mental Health and Disabilities Coordinator will develop a process for monitoring when Head Start teaching staff is informed by exceptional education staff on how to individualize IEP goals and integrate the information into the lesson planning by September 1, 2014. *(Objective 6)*

• **Education—System of Monitoring:**
  o For Program Year 2, KCPS will have an education coordinator and two Site Supervisors for Curriculum and Instruction, one at each KCPS Head Start site. The additional support staff will be involved in classroom observations and education document review.
  o A Project Construct fidelity of implementation tool will be developed for use in monitoring the education content area in Program Year 2. *(Objective 5)*