

# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** May 19, 2010

**SUBJECT:** Discussion/Approval of Family Services 2010-2011 Program Plan

**RATIONALE/NEED:** The program plan must be approved annually to comply with Federal Performance Standards.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Family Services Program Plan

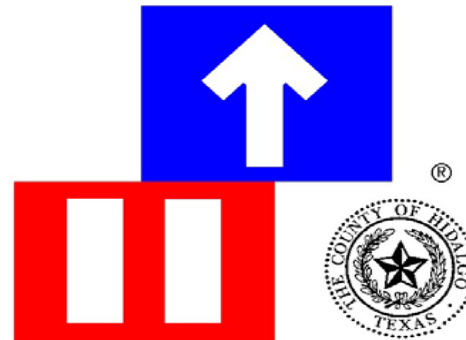
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**INITIATED BY:** Irma Pena, Family Services Director 

**REVIEWED BY:** Edmundo Garcia, Assistant Program Director 

**EXECUTIVE DIRECTOR'S APPROVAL:** 

# Hidalgo County Head Start Program



## FAMILY SERVICES PROGRAM PLAN 2010-2011

Community Partnership Advisory Committee Approval: 04.30.10  
Policy Council Approval: 05.19.10  
Commissioners' Court Approval:

**HIDALGO COUNTY HEAD START PROGRAM  
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS  
PROGRAM YEAR 2010 – 2011**

**Performance Standard C. F. Regulation: 1304.40 (a) (1) *Family Goal Setting***

**Goal:** *To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.*

**Objective:** *To enable parents to interact with staff and develop one-on-one relationships.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
The program will establish positive relationships with families. Privacy issues and confidentiality policies are maintained. All staff is required to sign the confidentiality policy as acknowledgment of understanding and adherence.	All Head Start Staff	Personnel Officer Area Directors Family Services Director	Upon Entering Employment Status Ongoing	Confidentiality Policy  Personnel File
Staff will allow the necessary time to establish a partnership with families, taking into account individual, cultural, ethnic and family values. All staff will respect the sensitivity to parents' rights to share information.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors  Family Services Director  Executive Team	Daily	Pre-Service Training  Staff Development Workshops
Early and frequent interaction activities will take place in order to provide families with a comfortable environment for building trust. Activities include.... Enrollment & Health Fairs Volunteer Observer Opportunities Orientation Training Open House Home Visits Volunteer Training Parent Leadership Training	Teachers  Center Managers  Support Services Facilitators, and Support Services Assistant	Area Directors  Family Services Director  Executive Team	Daily  Ongoing	HCHS Program Calendar

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**Performance Standard C.F. Regulation: 1304.40 (a) (2) (3) Family Goal Setting**

**Goal:** *To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.*

**Objective:** *To develop and implement an individualized Family Partnership Agreement with all Head Start families.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
(1). The Family Partnership Agreement process will be initiated as early as possible after enrollment, taking into account the family's readiness and willingness to participate in the process.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Within 90 Days After Enrollment  Follow-up Ongoing	Family Needs & Strengths Assessment  Family Partnership Agreement
(2). The Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, timetables and strategies for the progress and achievement of these goals.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Follow-up Ongoing	Family Partnership Agreement
(3). During the implementation of the Family Partnership Agreement, families will be asked if any preexisting family plans have been developed between other programs. If such a plan exists, a request for the release of information form will be initiated, in order to avoid duplication and to coordinate, to the extent possible, with families and other agencies.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Follow-up Ongoing	Family Needs & Strengths Assessment  Family Partnership Agreement

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**Performance Standard C.F. Regulation: 1304.40 (a) (4) (5) Family Goal Setting**

**Goal:** *To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.*

**Objective:** *To develop and implement an individualized Family Partnership Agreement with all Head Start families.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
(4). A variety of opportunities for interaction with parents will be provided throughout the year, such as... Family Partnership Agreement Meetings Parent Committee Meetings Parent Workshops Volunteer Training Socialization Programs Parent Conference Exploring Parenting - Parent Curriculum Training Parent Fair	Center Managers  Support Services Facilitators and  Support Services Assistants	Area Directors  Family Services Director	August thru May	Family Partnership Agreement  Family Services Procedures Manual  HCHS Program Calendar
(5). The Family Partnership Agreement and other meetings with families, will take place in the language of their choice. Special emphasis will be placed on respecting each family’s diversity, and cultural and ethnic background.	Teachers  Center Managers  Support Services Facilitators and  Support Services Assistants	Area Directors  Family Services Director  Executive Team	August thru May  Daily	Family Partnership Agreement  Parent Conferences  Parent Committee Meetings  Parent Workshops

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**Performance Standard C.F. Regulation: 1304.40 (b) (1) (i, ii, iii) *Accessing Community Services and Resources***

**Goal:** *To be responsive and understanding to families' needs and assist them in developing their own goals.*

**Objective:** *To work collaboratively with all Head Start parents and other agencies to identify and access services and resources through direct services or referrals.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Person Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
(i) Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services. <ul style="list-style-type: none"> <li>• HCSHP Community Resource Directory</li> <li>• Emergency Assistance Program - Policy Council Sponsored Fund</li> </ul>	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Family Services Staff  Family Services Director and Coordinators	Ongoing  August thru May	Referral Form  Follow-up Form Community Resource Directory
(ii) Parents are given opportunities to participate and/or given information on programs in the areas of substance abuse, child abuse and neglect, and domestic violence. <ul style="list-style-type: none"> <li>• Parent Workshops</li> <li>• Parent Committee Meetings</li> <li>• Counseling Referrals</li> <li>• Parent Support Groups - Mental Health Collaboration</li> <li>• Parent Fair/Conference</li> </ul>	Support Services Facilitators and Support Services Assistants  Mental Health Director	Area Directors  Family Services Director  Mental Health Services Director	Ongoing  August thru May	HCHS Program Calendar  Referral Form
(iii) The Hidalgo County Head Start Program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The Program has established a Partnership Agreement with Texas Workforce Solutions to collaborate for additional services to parents.	Teachers  Center Managers  Support Services Facilitators and Support Services Assistants	Transition/Community Partnerships Director  Area Directors  Family Services Director	Ongoing  August thru May	Referral Form  Texas Workforce Solutions Partnership Agreement

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**Performance Standard C.F. Regulation: 1304.40 (b) (2) Accessing Community Services and Resources**

**Goal:** *To be responsive and understanding to families' needs and assist them in developing their own goals.*  
**Objective:** *To follow-up with each family to insure that the services received through the referrals met the family's expectations in regards to manner, quality and convenience.*

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>Follow-up contact is made to each family after the initial Family Partnership Agreement (FPA) visit is made.</p> <p>Appropriate follow-up will be conducted to all referrals initiated during the FPA to insure proper case management.</p>	<p>Center Managers</p> <p>Support Services Facilitators and</p> <p>Support Services Assistants</p>	<p>Area Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>Ongoing</p> <p>August thru May</p>	<p>FPA Tracking Report</p> <p>Referral Forms</p> <p>Follow-up Referral Forms</p>
<p>Appropriate follow-up will be conducted to all emergency and crisis assistance referrals in order to insure prompt delivery and quality of services.</p>	<p>Center Managers</p> <p>Support Services Facilitators and</p> <p>Support Services Assistants</p>	<p>Area Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>Ongoing</p> <p>August thru May</p>	<p>Referral Forms</p> <p>Follow-up Referral Forms</p>

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**Performance Standard C.F. Regulation: 1304.40 (c) (1) (i) (ii) (iii) (2) (3) *Services to Pregnant Women Who Are Enrolled in Programs Serving Pregnant Women, Infants & Toddlers***

**Goal:** *To enable pregnant women to receive health, nutrition and mental health intervention.*

**Objective:** *To link pregnant women to comprehensive prenatal and postpartum care.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p><b>The Hidalgo County Head Start Program does NOT operate an Early Head Start Program.</b></p>	N/A	N/A	N/A	N/A

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**Performance Standard C.F. Regulation: 1304.40 (d) (1), (2), (3) Parent Involvement - General**

**Goal:** *To enable parents to become involved in the planning and implementation of the program.*

**Objective:** *To provide parents with opportunities and information on programs that they have an opportunity to develop and to become volunteers and/or employees.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1). Advisory Committees are established and maintained to assist in the development and review of all programs to be implemented in the program. The membership in these committees includes Head Start parents, community representatives with expertise in specific content areas and Head Start staff. The committees are: <ul style="list-style-type: none"> <li>• Health Services Advisory Committee (Health, Special Services, Nutrition, and Mental Health)</li> <li>• Family Services and Community Partnership/Transition Advisory Committee</li> <li>• Education Services Advisory Committee</li> </ul>	Department Directors	Health Services Director  Family Services Director  Head Start Director	Ongoing	Program Plans  Departmental Procedures Manuals  Advisory Committee Minutes Reports
2). Parents are encouraged to participate in the program as volunteers and/or observers. They are encouraged, in particular to observe the children in the classroom setting. Parent participation in the program is <b>NOT</b> a requirement of enrollment. During the enrollment process, parents are advised and provided a written statement attesting to that fact. A volunteer training conference takes place at the beginning of the program year.	All Center Staff  All Administrative Staff	Family Services Director  Head Start Director	Ongoing	Child's Folder Form - Parental Agreement for Enrollment Statement  Volunteer Training Conference Program
3). Parents are provided an opportunity to participate in the program as volunteers and/or employees. <ul style="list-style-type: none"> <li>• Job Placement Notices are posted at all Head Start Centers</li> <li>• The interview and selection rating system specifically provides additional points for prospective applicants if they are Head Start parents.</li> </ul>	Center Managers, Support Services Facilitators, and Support Services Assistants	Personnel Officer  Head Start Director	Ongoing	Interview Rating Form

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**Performance Standard C.F. Regulation: 1304.40 (e) (1) (2) (3) Parent Involvement in Child Development and Education**

**Goal:** *To enable parents to become involved in the program’s approach to child development and education.*

**Objective:** *To provide parents with opportunities in the development of the program’s curriculum and overall understanding of child development and education.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
1. Parents will be selected to be members of the education advisory committee and participants of the curriculum development committees that are established.	Education Services Staff	Education Services Area Directors	Ongoing	Education Program Plans  Education Procedures Manual
<b>2. Currently the program is not implementing a home-based option program.</b>	N/A	N/A	N/A	N/A
3. Parents are provided with training and opportunities to enhance and enrich their parenting skills, child development and overall knowledge. Parents also are encouraged and provided with opportunities to share concerns regarding their children with staff. This is done on a daily basis and other opportunities such as... <ul style="list-style-type: none"> <li>• Parent workshops</li> <li>• Conference sessions with teachers</li> <li>• Home Visits</li> <li>• Parent Committee Meetings</li> <li>• Parent Fair/Conference</li> </ul>	Teachers  Center Managers,  Support Services Facilitators, and  Support Services Assistants	Area Directors  Family Services Director  Family Services Coordinators	Ongoing	HCHS Program Calendar  Parent Committee Meeting/Workshop Schedule  Home Visit Reports

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**Performance Standard C.F. Regulation: 1304.40 (e) (4) (i) (ii) Parent *Involvement in Child Development and Education***

**Goal:** *To enable parents to become involved in the program’s approach to child development and education.*

**Objective:** *To provide parents with opportunities to become adult learners and address their own literacy goals.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>4. (i) Parents are provided with <i>Parent Child Take Home Activities</i> to promote family literacy and interaction between the child and his/her parents. Parents are encouraged to become classroom volunteers in order to allow the parent to participate in the educational activities that take place in the Head Start classroom.</p>	<p>Teachers Center Managers</p>	<p>Area Directors</p>	<p>August thru May</p>	<p>Parent Child Take Home Activities Tracking Log</p>
<p>4. (ii) The Hidalgo County Head Start has partnership agreements with agencies that offer classes in the areas of English as a Second Language ESL, Adult Basic Education ABE, General Education Diploma GED, and Job Readiness. Parents are informed about the different agencies offering these services during the Family Partnership Agreement FPA visit that is provided to all families.</p>	<p>Center Managers, Support Services Facilitators, and Support Services Assistants</p>	<p>Transition - Community Partnership Director  Area Directors  Family Services Director</p>	<p>August thru May</p>	<p>Family Partnership Agreement  Referral Form</p>

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**Performance Standard C.F. Regulation: 1304.40 (e) (5) *Parent Involvement in Child Development and Education***

**Goal:** *To enable parents to become involved in the program’s approach to child development and education.*

**Objective:** *To provide parents and staff with opportunities to communicate and monitor the child’s progress and activities.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
Two (2) home visits are conducted to all Head Start families in the fall and spring. The visits are conducted in the family’s primary language. The visit allows for interaction between the teacher and the parent. Additional home visits are scheduled if it is deemed necessary or requested.	Teachers Center Managers	Center Managers Area Directors	August thru May	Home Visit Report Home Visit Tracking Log
Parent-Teacher conferences are scheduled and conducted throughout the year. Some of the conferences are specifically designed to discuss the Lap-D Assessment Instrument that is implemented with all the children. The conferences are scheduled to discuss the Six Weeks Progress Report. This report provides parents with knowledge regarding the child’s progress in the classroom. Additional conferences are held in the event that the parent or teacher may find it necessary.	Teachers Center Managers	Center Managers Area Directors	August thru May	Lap-D Assessment Report Lap-D Tracking Log Six Weeks Progress Report Six Weeks Progress Report Tracking Log

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**Performance Standard C.F. Regulation: 1304.40 (f) (1) *Parent Involvement in Health, Nutrition, and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional, and mental health.*

**Objective:** *To provide parents with opportunities to establish healthy habits in the home and secure access to services.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>The program provides parents with opportunities for formal training in the area of health, dental health, nutrition and mental health during the.....</p> <ul style="list-style-type: none"> <li>• Orientation Training during 1<sup>st</sup> Parent Committee Meeting</li> <li>• Parent Workshops</li> <li>• Parent Committee Meetings - Training Section of Agenda</li> <li>• Mental Health - Fatherhood Conference</li> <li>• Parent Fair/Conference - A variety of workshops will be offered with topics in these areas</li> <li>• CPR &amp; First Aid Certification &amp; Training is offered to parents</li> <li>• Exploring Parenting - Parent Curriculum Training</li> </ul>	<p>Department Directors</p> <p>Center Managers, Support Services Facilitators, and</p> <p>Support Services Assistants</p>	<p>Area Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>August thru May</p>	<p>HCHS Program Calendar</p> <p>Monthly Parent Workshop Schedule</p> <p>CPR &amp; First Aid Training Schedule</p>
<p>The program provides parents with updated information and training regarding health, dental health, nutrition and mental health through the Health Newsletters, Nutrition Newsletters and the quarterly Program Newsletters. The program provides all families with a Community Resource Directory and training is provided during the Family Partnership Agreement visit.</p>	<p>Department Directors</p> <p>Center Managers,</p> <p>Support Services Facilitators, and</p> <p>Support Services Assistants</p>	<p>Area Directors</p> <p>Family Services Director</p> <p>Health Services Director</p>	<p>August thru May</p>	<p>Program Newsletters</p> <p>HCHS Program Calendar</p> <p>Community Resource Directory</p> <p>Family Partnership Agreement</p>

**HIDALGO COUNTY HEAD START - HEAD START PROGRAM  
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**Performance Standard C.F. Regulation: 1304.40 (f) (1) *Parent Involvement in Health, Nutrition, and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional, and mental health.*

**Objective:** *To provide parents with opportunities to establish healthy habits in the home and secure access to services.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>The program makes use of content experts in areas of health, dental health, nutrition and mental health by establishing partnerships with WIC (Women, Infants, &amp; Children), Hidalgo County Health Department, Texas A &amp; M Expanded Nutrition Program, University of Texas-Pan American Nutrition Department, Health Services Providers, Texas Tropical MHMR, etc. (Family and Community Partnerships Program Plan: Pgs 28, 29)</p>	<p>Department Directors</p>	<p>Community Partnership/ Transition Director  Head Start Director</p>	<p>August thru July</p>	<p>Community Partnership Agreements  Program Plans</p>
<p>Content area experts and professionals collaborate with the program by becoming active members of the various Advisory Committees that are maintained by the program.</p> <ul style="list-style-type: none"> <li>• Health Services Advisory Committee</li> <li>• Family Services and Transition/Community Partnership Advisory Committee</li> <li>• Education Advisory Committee</li> </ul>	<p>Department Directors</p>	<p>Community Partnership/ Transition Director  Head Start Director</p>	<p>August thru July</p>	<p>Community Partnership Agreements  Advisory Committee Membership Rosters</p>

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**Performance Standard C.F. Regulation: 1304.40 (f) (2) (i), (ii) *Parent Involvement in Health, Nutrition, and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional and mental health.*  
**Objective:** *To provide opportunities for parents to become active partners and empower them in securing services in the overall health care of their families.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>2. (i) A family is identified during the enrollment process if they are participating in a system of ongoing health care. A computerized identification and tracking system is utilized by the program. (PROMIS) Upon identification that a child or family is not enrolled in a health care system, a referral is initiated to Texas Dept. of Human Services for Medicaid and/or the Hidalgo County Health Care Corporation, CHIPS, and/or other health care sources. Referrals are initiated during enrollment time and during the FPA Family Partnership Agreement visit.</p>	<p>Center Managers Support Services Facilitators Support Services Assistants</p>	<p>Health Services Director Family Services Director</p>	<p>August thru July</p>	<p>PROMIS Software Program Child’s Comprehensive File Health Control Summary</p>
<p>2. (ii) Parents are asked to provide the program with a health history of the child along with the immunization record and any other appropriate medical documents. It is explained to each parent at the time of enrollment that health and dental health services would be provided to children. It is strongly recommended that parents accompany their children to all health and dental screenings and follow-ups. Parents are provided with opportunities to become volunteers or observers in the classroom. Encouragement is given to parents to participate during the health, dental health and nutrition curriculum activities.</p>	<p>Teachers Center Managers Support Services Facilitators Support Services Assistants</p>	<p>Health Director Nutrition Director Area Directors Family Services Director</p>	<p>August thru July</p>	<p>Child’s Folder: Health Information Section Weekly Lesson Plans Health, Dental, Mental Health and Nutrition Curriculums</p>

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**Performance Standard C. F. Regulation: 1304.40 (f) (2) (iii) *Parent Involvement in Health, Nutrition and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional, and mental health.*

**Objective:** *To provide opportunities for parents to attain knowledge in basic principles of health, safety and environmental care and issues.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
Formal training in the areas of health, dental health, CPR & First Aid, health safety practices and environmental issues are provided to parents during the... <ul style="list-style-type: none"> <li>• Scheduled Parent Workshops</li> <li>• Parent Committee Meetings - Training Section of Agenda</li> <li>• Parent Fair/Conferences</li> <li>• CPR &amp; First Aid Certification and Training</li> </ul>	Center Managers  Support Services Facilitators	Health Services Director  Family Services Director	August thru May	HCHS Program Calendar  Sign In Forms  CPR & First Aid Training Schedule
Parents are provided with opportunities to communicate and collaborate with agencies and content area experts that deal with health, dental health, safety and environmental services during the annual Parent Fair/Conference and the Health Services Advisory Committee Meetings.	Center Managers  Support Services Facilitators	Health Services Director  Family Services Director	August thru May	HCHS Program Calendar  Health Advisory Committee Meeting Reports
Parents are provided with opportunities to participate in curriculum and weekly lesson plan development, which include health, dental health, safety and environmental lessons and activities.	Teachers  Center Managers	Center Managers  Area Directors	August thru July	Education & Health Advisory Committee Meeting Reports Curriculums & Weekly Lesson Plans

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**Performance Standard C.F. Regulation: 1304.40 (f) (3) (i) *Parent Involvement in Health, Nutrition and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional, and mental health.*

**Objective:** *To provide parents opportunities to attain knowledge and understanding in nutrition education.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>The program will provide opportunities for training to parents in the areas of proper nutritional habits, budgeting, food preparation and storage, and creative ways to get children to eat nutritional rich foods through the...</p> <ul style="list-style-type: none"> <li>• Scheduled Parent Workshops</li> <li>• Parent Committee Meetings - Training Section of Agenda</li> <li>• Parent Fair/Conference</li> </ul>	Nutrition Services Staff	Nutrition Director	August thru May	<p>HCHS Program Calendar</p> <p>Monthly Parent Workshop Schedule</p> <p>Nutrition Services Procedures Manual</p>
<p>The program maintains a community partnership agreement with the Texas A &amp; M Expanded Nutrition Program. This program collaborates with and provides Head Start parents an opportunity to participate in a course in nutrition &amp; health education. Upon successful completion of the course, participants receive a certificate which provides training experience for job readiness.</p>	Nutrition Director	Nutrition Director	August thru May	<p>Community Partnership Agreement</p> <p>Referral Form</p>

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**Performance Standard C.F. Regulation: 1304.40 (f) (3) (ii) *Parent Involvement in Health, Nutrition and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional, and mental health.*

**Objective:** *To provide parents with opportunities to establish good communication with staff regarding their child’s nutritional status.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
The program will obtain from parents during enrollment time pertinent information regarding dietary habits of the child and family, eating patterns, personal and cultural likes and dislikes, and special nutritional concerns or requirements. Information and tracking will be maintained through the PROMIS program. Parents are also encouraged to discuss with staff any changes or concerns regarding nutritional habits throughout the program year. Special emphasis is placed on children with special dietary requirements because of health related problems or disabilities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Nutrition Director Special Services Director	Upon Enrollment and Ongoing	PROMIS Program - Health Section Child’s Folder
The program will conduct and/or obtain periodic assessments such as height, weight, hemoglobin and hematocrit to identify any health/nutritional related abnormalities. The program will attain consent from parents prior to assessments and immediately after the assessments take place. The program will communicate and share results with parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Director Health Services Director	August thru May	PROMIS Program - Health Section Physical Exam Report Health Control Summary
The program will provide follow-up services for children found to have a health/nutritional related abnormalities. Counseling, training and special diets are provided, along with activities and guidance for home implementation.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Specialist Health Services Director	August thru May	Referral Form Follow-up Form Screening Reports

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**Performance Standard C.F. Regulation: 1304.40 (f) (4) (i) *Parent Involvement in Health, Nutrition, & Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional and mental health.*

**Objective:** *To provide parents with opportunities to meet with staff and discuss mental health related issues regarding their child and family in a group session.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
A mental health professional conducts classroom observations and assessments. The mental health professional will conduct training for parents and staff upon completion of the observations. This training will provide both parents and staff information which will help better understand normal development, as well as common behavior problems.	Mental Health Consultant  Mental Health Director	Area Directors  Mental Health Services Director	August thru May	Mental Health Observation & Training Schedule  Training Agendas
Mental health training sessions and workshops are conducted throughout the program year by the mental health consultant. These workshops and group sessions will allow for parents and staff interaction. Topics will include the following: <ul style="list-style-type: none"> <li>• Understanding Mental Health</li> <li>• Normal vs. Abnormal Behavior</li> <li>• Positive Guidance and Discipline</li> <li>• Child Growth and Development</li> <li>• Classroom Behavior and Management</li> <li>• Positive Behavior Management</li> </ul>	Mental Health Consultant  Center Managers  Support Services Facilitators	Mental Health Services Director	August thru May	Mental Health Training Schedule  Training Agendas
Opportunities are provided to parents and staff to communicate and collaborate in order to assist them in attaining mental health services during the... <ul style="list-style-type: none"> <li>• Mental Health Training Sessions</li> <li>• Parent Fair/Conference</li> <li>• Parent Workshops</li> </ul>	Mental Health Consultants  Mental Health Director	Mental Health Services Director	August thru May	HCHS Program Calendar Parent Workshop Schedule Mental Health Training Schedule

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**Performance Standard C.F. Regulation: 1304.40 (f) (4) (ii) (iii) *Parent Involvement in Health, Nutrition, and Mental Health Education***

**Goal:** *To enable parents to play the lead role in maintaining their children’s medical, dental, nutritional and mental health education.*

**Objective:** *To provide opportunities for parents to individually meet with staff to discuss issues, and plan and be involved in implementing mental health intervention.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>4. (ii) A mental health screening instrument and other assessments are utilized with children with a suspected behavior problem (Social/Emotional Checklist, Physical Exam, Lap-D). Teachers will conference with parents and discuss outcome. Teachers schedule two (2) home visits with parents in the fall and spring. A variety of topics and information is shared, along with mental health issues. Parents are encouraged to meet with staff as the need arises. Teachers are provided with training during Pre-Service, In-Service and Staff Development regarding mental health issues. Staff is also trained on developing a trusting and respectful relationship with families. Training is provided on understanding their limitations and knowledge in detecting a need for a referral.</p>	<p>Teachers Center Managers</p> <p>Support Services Facilitators and Assistants</p> <p>Mental Health Consultant</p>	<p>Mental Health Services Director</p> <p>Special Services Director</p> <p>Area Directors</p>	<p>August thru May</p>	<p>Social/Emotional Checklist</p> <p>Weekly Lesson Plan</p> <p>Home Visit Report</p> <p>Referrals</p> <p>Staff Development Training Schedule</p>
<p>4. (iii) Mental health services are available to children and their families. If it is deemed necessary, a behavior management plan will be developed, and children will be referred for play therapy as needed. Support group information is made available to parents. Staffings will take place to address mental health issues.</p>	<p>Teachers Center Managers Support Services Facilitators, and Assistants</p> <p>Mental Health Consultant</p>	<p>Special Services Director</p> <p>Mental Health Services Director</p>	<p>August thru May</p>	<p>Referral Form</p> <p>IEP Individual Education Plan</p> <p>Behavior Management Plan</p>

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**Performance Standard C.F. Regulation: 1304.40 (g) (1) (i) (ii) *Parent Involvement in Community Advocacy***

**Goal:** *To enable parents to become involved in community advocacy that best responds to their needs and interests.*

**Objective:** *To provide parents with opportunities to collaborate and work along side with community members on activities that enhances resources and services.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community.  <u>Networking Meeting</u> - Community agencies, cities, and schools are invited to provide information regarding the referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting.  <u>Parent Fair/Conference</u> - Community agencies, businesses, advocacy groups, school districts, municipalities, etc., are invited to set up information booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies.</p>	<p>Department Directors  Center Managers,  Support Services Facilitators, and  Support Services Assistants</p>	<p>Family Services Director  Community Partnerships/ Transition Director</p>	<p>October  November  August thru May</p>	<p>HCHS Program Calendar  Family Services Procedures Manual  Parent Notices of Activities</p>
<p>1. (ii) Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the...</p> <ul style="list-style-type: none"> <li>• Parent Workshops</li> <li>• Family Partnership Agreement Visit</li> </ul>	<p>Center Managers,  Support Services Facilitators, and  Support Services Assistants</p>	<p>Community Partnerships/ Transition Director  Family Services Director</p>	<p>September  Ongoing</p>	<p>Community Resource Directory  Family Services Procedures Manual</p>

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**Performance Standard C.F. Regulation: 1304.40 (g) (2) *Parent Involvement in Community Advocacy***

**Goal:** *To enable parents to become involved in community advocacy that best responds to parent’s needs and interests.*

**Objective:** *To provide parents with opportunities to work together with other community members to develop parent initiated activities.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
Parents are informed and trained on the roles and functions of the Parent Committees and the Policy Council during the Parent Orientation Training and the Parent Committee Meetings. Parents are provided with a Head Start Parent Handbook that outlines these groups and ways in which parents can participate. Parents are provided additional training on the Policy Council. Parents wanting to participate in that capacity will receive specialized training on program design and governance when undertaking these roles.	Center Managers  Support Services Facilitators  Family Services Director	Family Services Director  Program Director	August  September  October  Ongoing	Head Start Parent Handbook  Policy Council By-Laws  Parent Committee Meeting Agenda
Parents are provided with opportunities to develop their Head Start Center’s Parent Committee goals and objectives during their first meeting. Staff will assist in facilitating and providing guidance by developing strategies to meet those goals. Parents will meet on a monthly basis at their Parent Committee Meetings to discuss their goals, activities and projects for increased participation, etc.	Support Services Facilitators  Center Managers	Family Services Director	August  August thru May	Parent Committee Meeting Reports  Family Services Procedures Manual
Parents are provided with opportunities to participate in the different advisory committees that are set up by the program. Parents, content area experts and community members assist in developing and reviewing program plans and procedures.	Department Directors	Family Services Director	August thru July	Advisory Committee Reports  Program Plans

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**Performance Standard C.F. Regulation: 1304.40 (h) (1) *Parent Involvement in Transition Activities***

**Goal:** *To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.*

**Objective:** *To provide opportunities that will assist parents in becoming their child’s advocate in the transition process.*

<b>Tasks To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
During the enrollment process and/or soon after, parents are asked to share information regarding child’s placement prior to entering Head Start. Parent consents are obtained in order to acquire information, such as assessment and evaluation reports, family plans, ARD reports for children with special needs, and child development and progress reports.	Center Managers, Support Services Facilitators, and Support Services (SS) Assistants	Community Partnerships/ Transition Director  Special Services Director	August thru May	Parent Consent for Release of Information  Family Services Procedures Manual
Transition presentations are conducted during the Parent Committee Meetings. Public school officials and staff are invited to provide information regarding public school and meet with Head Start parents. Prior to this meeting, parents will be provided training on becoming advocates for their children and families. Parents will be encouraged to ask questions regarding services, curriculum, rights and responsibilities, and parent involvement activities. This practice will provide empowerment to parents. Parents will also have an opportunity to meet with school officials and personnel at the Transition Fair and the Parent Conference.	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director  Area Directors  Family Services Director	February  August thru May	Parent Committee Meeting Agendas  Family Services Procedures Manual
Transition meetings will take place for all children with special needs entering public school. Participants of these meetings will be the parent, teacher, professional, and the LEA representative.	Teachers, Center Managers, SS Facilitators, and SS Assistants	Special Services Director Community Partnerships/ Transition Director	April  Ongoing	Consent for Release of Information Partnership Agreements – LEA’S

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**Performance Standard C.F. Regulation: 1304.40 (h) (2) (3) (i) (ii) *Parent Involvement in Transition Activities***

**Goal:** *To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.*

**Objective:** *To provide parents the opportunity to continue involvement in their children’s education and empower them to exercise their rights as the primary care-givers.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
2. Teachers will schedule a home visit with parents in the spring and discuss the transition process from Head Start. Teachers will illustrate to parents the Transition Packet which will include parent consents, child and family information, parents’ rights and responsibilities and special services information.	Teachers Center Managers	Area Directors, Special Services Director, and Community Partnerships/ Transition Director	April  Ongoing	Home Visit Report  Transition Packet  Child’s Folder
3. (i) A field trip is scheduled in the spring to allow for Head Start children to visit their new school setting and meet the teachers and other public school personnel. Parents are invited and strongly encouraged to accompany the child to the field trip. Parents are encouraged to ask questions and gather information about the school.	Teachers Center Managers	Area Directors  Community Partnerships/ Transition Director	April  May	Field Trip Request & Schedule Report Form  Child’s Folder
3. (ii) Parents are provided with information and encouraged to participate in the development of their child’s education during the... • Parent/Teacher Home Visit-Transition Conference • Parent Workshop - Transition Training • Field Trips to Transitioning School	Teachers Center Managers  Support Services Facilitators  Support Services Assistants	Area Directors  Community Partnerships/ Transition Director  Family Services Director	February  April  Ongoing	Home Visit Report  Parent Committee Meeting Agendas  Transition Activities Tracking Record  Field Trip Schedule

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**Performance Standard C. F. Regulation: 1304.40 (h) (4) *Parent Involvement in Transition Activities***

**Goal:**        *To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.*

**Objective:**    *Refer to: CFR 1304.41 (c)*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. Review: Transition Program Plan				

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**Performance Standard C.F. Regulation: 1304.40 (i) (1) (2) (3) *Parent Involvement in Home Visits***

**Goal:** *To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.*

**Objective:** *To provide parents and staff opportunities to visit in the child’s home where individualized attention is given to families.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
1. The program does NOT require home visits as a condition for participation and enrollment in Head Start. Parents are informed during enrollment that two (2) home visits would be scheduled and implemented by the teacher upon their approval. The advantages of conducting home visits is communicated to parents, such as developing a relationship with staff, allowing for a communication to develop, initiating discussions regarding individualized progress reports, linking home and program experiences, etc.	Teachers Center Managers Support Services Facilitators and Support Services Assistants.	Area Directors Assistant Director	August thru May	Parent Orientation Parent Handbook Home Visit Reports
2. The teacher conducts two (2) home visits with parents once during the fall and once during the spring. Support services staff may join the teacher or schedule any additional meetings with families. In the event that the family refuses a home visit, parents are encouraged to meet with program staff at the center or at an alternative location. Staff will make every effort to build a positive relationship, which, over time may provide an opportunity to meet with the family in the home.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director	October April Ongoing	Home Visit Reports Education Services Procedures Manual Family Services Procedures Manual
3. The teacher will schedule the two (2) home visits at a time when it is mutually convenient. Accommodations are made for working parents.	Teachers Center Managers	Area Directors	October April Ongoing	Home Visit Reports & Schedules

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**Performance Standard C.F. Regulation: 1304.40 (i) (4) (5) (6) *Parent Involvement in Home Visits***

**Goal:** *To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.*

**Objective:** *To provide parents with an opportunity to request that the visit take place outside the home at an alternative place.*

<b>Tasks To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
4. The program allows flexibility in conducting visits outside the home and at an alternative place, until family is ready to allow for the visit to take place in the home. Staff may request an alternative site because the home or environment presents significant safety hazard for staff. Authorization would be provided by the education or family services directors.	Teachers  Center Managers,  Support Services Facilitators, and Support Services Assistants	Area Directors  Family Services Director	August thru May	Home Visit Report  Education Services Procedures Manual  Family Services Procedures Manual
<b>5. The Hidalgo County Head Start Program currently does NOT operate a Home Based Program Option.</b>	N/A	N/A	N/A	N/A
<b>6. The Hidalgo County Head Start Program currently does NOT operate an Early Head Start Program Option.</b>	N/A	N/A	N/A	N/A

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**Performance Standard C.F. Regulation: 1304.41 (a) (1) Partnerships**

**Goal:** *To enable the program to collaborate with partners in our communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will foster the development of a continuum of family centered services and to advocate for communities that share responsibility for the healthy development of children and families of all cultures.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director  Family Services Director	December	Family Services Procedures Manual  Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director  Human Resource Director	Ongoing	Community Partnership Agreements  Confidentiality Policy
The program will establish local agreements and will supplement them by building upon existing agreements such as the agreement with the Texas Education Agency (TEA) and the Texas Head Start Association (THSA).	Department Directors	Community Partnerships/ Transition Director  Head Start Director	Ongoing	Partnership Agreement Between TEA and THSA  Local Partnership Agreements

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**Performance Standard C. F. Regulation: 1304.41 (a) (2) Partnerships**

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
The program's community assessment and the findings resulting from discussions with parents and staff have identified the organizations that the program needs to enter into formal and informal partnership agreements.	UT-Pan American (Consultants)  Department Directors  Center Managers	Assistant Director  Head Start Director	May  Ongoing	HCHS Program Community Assessment  Family Partnership Agreements
A series of meetings will be conducted between parents, staff and potential partners. The purpose of these meetings will be to discuss the goals and purpose of the proposed partnership agreements. At these meetings, all participants will have an opportunity to contribute to the discussion. Particular emphasis will be placed on parent experiences and comments.	UT-Pan American University Consultants  Center Managers	Family Services Director  Assistant Program Director  Head Start Executive Director	May  Ongoing	Partnership Agreements  Listing of Formal & Informal Partnership Agreements  Memorandum or Minutes of Meetings

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**Performance Standard C.F. Regulation: 1304.41 (a) (2) (i) (ii) Partnerships**

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>(i) Collaboration and partnership agreements will be established with health care providers. They include....</p> <p>Physicians                      Nurse Practitioners Pediatricians                    Dentists Specialists                        Hospitals Clinics                              Pharmacies EPSDT                                Medicaid American Heart Assoc.        CHIPS</p> <p>The agreement established with Texas Health Steps and Medicaid is supplemented by the national interagency agreements with the Head Start Bureau.</p>	Health Services Director	Health Services Director  Community Partnerships/ Transition Director	November  Ongoing	National Interagency Agreements with the Head Start Bureau & Texas Health Steps and Medicaid  Local Partnership Agreements with Health Care Providers and Agencies
<p>(ii) Collaboration and partnership agreements will be established with mental health providers. They include...</p> <p>Psychologists Licensed Professional Counselors Psychiatrists MSW Master of Social Work Hospitals and Clinics Pharmacies MHMR</p>	Mental Health Director	Mental Health Services Director  Community Partnerships/ Transition Director	November  Ongoing	Local Partnership Agreements with Mental Health Care Providers and Agencies

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**Performance Standard C.F. Regulation: 1304.41 (a) (2) (iii) (iv) Partnerships**

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families*

**Objective:** *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(iii) Collaboration and partnership agreements will be established with nutritional services providers. They include.... Texas A & M Expanded Nutrition Program Texas Agricultural Extension Service University of Texas-Pan American: Dietetic Department Rio Grande Valley Food Bank WIC - The agreement established with the WIC program is supplemented by the national interagency agreement with the Head Start Bureau and the National Food and Consumer Services Supplemental Nutrition Program for Women, Infants and Children	Nutrition Director	Nutrition Director  Community Partnerships/ Transition Director	November	National Interagency Agreement between the Head Start Bureau and WIC  Local Partnership Agreements with Nutrition Service Providers and Agencies
(iv) Collaboration and partnership agreements will be established with providers and agencies that provide services to children with disabilities and their families. All agreements include (IDEA) requirements and consideration for children needing services through the summer months. They include.... LEA's Local Education Agencies Region I/Easter Seals - ECI Program Physicians & Specialists Therapists MHMR	Special Services Director  Health Services Director  Mental Health Director	Special Services Director  Community Partnerships/ Transition Director	November  Ongoing	IDEA  Local Partnership Agreements with Providers & Agencies That Provide Services to Children with Disabilities & their Families

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**Performance Standard C.F. Regulation: 1304.41 (a) (2) (v) (vi) Partnerships**

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(v) Collaboration and partnership agreements will be established with family preservation and support services. They include.... Attorney General's Office - Child Support Division Texas Health and Human Services Department- TANF Salvation Army Woman Together/Mujeres Unidas- Battered Women's Shelter & Counseling Center Hidalgo County Community Service Agency Hidalgo County Indigent Services American Red Cross	Family Services Director	Family Services Director  Community Partnerships/ Transition Director	November  Ongoing	Local Partnership Agreements with Family Preservation and Support Services Providers & Agencies
(vi) Collaboration and partnership agreements will be established with Child Protective Agencies and other agencies that child abuse can be reported under state law. They include... Texas Dept. of Protective & Regulatory Services - CPS Division Hidalgo County Sheriff's Department	Health Services Director	Health Services Director  Community Partnerships/ Transition Director	November  Ongoing	Local Partnership Agreements with Agencies that Deal with Child Abuse & Neglect

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**Performance Standard C.F. Regulation: 1304.41 (a) (2) (vii) (viii) (ix) Partnerships**

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Document or Forms</b>
(vii) Collaboration and partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Education Area Directors  Center Managers	Education Area Directors  Community Partnerships/ Transition Director	December  Ongoing	Local Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with child care providers. They include..... CCS - Child Care Systems TMC - Texas Migrant Council Inc.	Education Area Directors  Center Managers	Education Area Directors  Community Partnerships/ Transition Director	November  Ongoing	Local Partnership Agreements with Child Care Providers
(ix) Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director  Center Managers	Family Services Director  Community Partnerships/ Transition Director	December  Ongoing	Local Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start Children & Families

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**Performance Standard C. F. Regulation: 1304.41 (a) (3) *Partnerships***

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include....  Foster Grandparent Program Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts	Family Services Director  Center Managers	Family Services Director  Community Partnerships/ Transition Director	Ongoing	Local Partnership Agreements with Organizations to Promote Volunteers for Head Start

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**Performance Standard C.F. Regulation: 1304.41 (a) (4) *Partnerships***

**Goal:** *To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.*

**Objective:** *The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start children with disabilities and their families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Review 1304.41 (a) (2) (iv): Family and Community Partnerships Program Plan - Page FS #29				

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**Performance Standard C. F. Regulation: 1304.41 (b) Advisory Committees**

**Goal:** *To enable the program to promote linkages that will address issues affecting Head Start children and families.*

**Objective:** *To establish and maintain advisory committee that will be involved in the program planning and systems review in order to attain successful program implementation.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<p>The Program has established and will maintain a Health Services Advisory Committee that has a broad range of professional expertise and help promote linkages to exiting community resources. Its members include Head Start parents, community volunteers, and a variety of health and human service providers. The Health Services Advisory Committee is involved in many different aspects of program design and operations as specified in the Early Childhood Development &amp; Health Services Program Plans. The advisory committees assist in developing and reviewing the program's operating plan.</p>	<p>Department Directors</p>	<p>Health Services Director  Community Partnerships/ Transition Director</p>	<p>Bi-Annually</p>	<p>Meeting Agendas  Minutes Reports  Signature Sheets</p>
<p>The Program has established and will maintain Family Services, Transition/Community Partnerships, and Education Advisory Committees that have a broad range of professional expertise and help promote linkages to exiting community resources in specialized areas. Its members include Head Start parents, community volunteers, and a variety of experts in different fields. These Advisory Committees are involved in many different aspects of program design and operations. These advisory committees assist in developing and reviewing the program's operating plan.</p>	<p>Department Directors</p>	<p>Family Services Director  Transition - Community Partnerships Director</p>	<p>Bi-Annually</p>	<p>Meeting Agendas  Minutes Reports  Signature Sheets</p>

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**Performance Standard C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring**

**Goal:** *To ensure that the program is effectively implementing Federal regulations.*

**Objective:** *To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<b>Children's Applications</b> – Applications for enrollment are completed at the center level, and then submitted to the Family Services Department for processing. During processing, the applications are reviewed to ensure that documentation is collected to validate age and income eligibility. The policy council reviews and approves all applications on a monthly basis.	Case Managers  Family Services Coordinators	Family Services Director	Ongoing  Monthly	Applications for Enrollment  Application Summary Report
<b>Children's Attendance</b> – Average daily attendance (ADA) reports are completed on a daily basis. Center staff reports actual number of children enrolled, present, absent and individual remarks. This report allows the Family Services Department to monitor attendance to ensure that the centers are within 85% attendance ratio.	Center Managers  MIS Staff	Family Services Director  MIS Director	Daily	Daily ADA Reports
<b>Family Partnership Agreements (FPA) and Referrals</b> – An FPA Tracking Log is completed on a monthly basis by case managers. This ensures that FPA's are completed on a timely basis and tracks the number of referrals generated based on strengths and needs. <b>Crisis Intervention</b> – The FPA Tracking Log also monitors referrals for crisis intervention.	Case Managers  Family Services Staff	Family Services Coordinators  Family Services Director	Monthly	Family Partnership Agreement Tracking Log
<b>Exploring Parenting</b> – The Exploring Parenting Parent Curriculum takes place at the individual centers. The numbers of parents participating and completing the course are tracked in the Family Services Monthly Activity Report.	Center Managers	Family Services Coordinators Family Services Director	Monthly	Family Services Monthly Activity Reports

**HIDALGO COUNTY HEAD START PROGRAM  
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS  
PROGRAM YEAR 2010 – 2011**

**Performance Standard C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring**

**Goal:** *To ensure that the program is effectively implementing Federal regulations.*

**Objective:** *To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.*

<b>Task To Be Accomplished</b>	<b>Person Responsible</b>	<b>Responsible To Monitor</b>	<b>Projected Date of Completion</b>	<b>Documents or Forms</b>
<b>Family Services Activities</b> – The Family Services Department has established and maintains monthly activity reports. This report tracks all areas overseen by the Family Services Department to include ERSEA data, volunteer and parent involvement activities, parent committee meetings information and training and technical assistance information, etc.	Center Managers  Family Services Coordinators	Family Services Director	Monthly	Family Services Monthly Activity Report
<b>Child and Family Tracking</b> – The Family Services Department is utilizing the <i>PROMIS</i> software program to maintain a child and family tracking system. The <i>PROMIS</i> program tracks information to compile the Program Information Report (PIR).	Case Managers  Family Services Staff	Family Services Director  MIS Director	Ongoing	PROMIS Reports
<b>Community Partnership Agreements</b> – The Family Services Department is utilizing the <i>PROMIS</i> software program to maintain a tracking system for informal and formal community partnership agreements. The <i>PROMIS</i> program tracks information to compile the Program Information Report (PIR).	Department Directors	Community Partnership and Transition Director	Ongoing	PROMIS Reports
<b>Parent Complaints and Concerns</b> – Parent Complaints and Concerns can be filed by any parent. Parents are encouraged to submit their complaints in writing. A Log is maintained to ensure that all parent complaints and concerns are followed up.	Center Managers  Department Directors	Family Services Coordinators  Family Services Director	Ongoing	Parent Complaints and Concerns Form  Parent Complaints and Concerns Tracking Log