



Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: March 23, 2011

SUBJECT: Approval of the Annual Self Assessment Schedule

RATIONALE/NEED: A self assessment is required to be conducted each year. The purpose of the self assessment is to self monitor the program regarding compliance with Performance Standards. Documents to be used are aligned with requirements for the Office of Head Start Monitoring Protocol (OHSMS). The Self Assessment is tentatively scheduled for March 28-April 1, 2011. The Self Assessment training will be held on Friday, March 25, 2010.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Self Assessment Teams, Center Assignments and Instrument

INITIATED BY: Nora S. Munoz, Assistant Program Director 

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program

2011 Self - Assessment Teams

Health /Mental Health
Lupita Valdez
Roxana Alvarado
Paula Gonzalez
Ernestina Villarreal
Staff Development/Transition
Sylvia Garza
Ramiro Silva
Nadia De Leon
Nutrition
San Juanita Rangel
Gilbert Silva
Special Services
Connie Horta
Edna Snider
Blanca Vela
Education
Homero Carrera
Sandra Renteria
Janie Navarro
Susie Saenz
Helen Meave
Family Services/Community Partnership
Irma Peña
Azalia Rios
Elvira Segura



Hidalgo County Head Start Program

2011 Self - Assessment Center Assignments

Health/Mental Health Services Team #1	
La Joya	Sullivan
Palmview I	
Palmview II	
Palmview III	
Staff Development/Transition Services Team #2	
Alton	Mission II
McAllen IV	Mission III
McAllen VI	Mission IV
Mission I	Western Road
Nutrition Services Team #3	
McAllen II	Las Milpas I
McAllen V	Las Milpas II
Vine Terrace	Hidalgo
Pharr	
Special Services Team #4	
Alamo	San Juan I
Donna I	San Juan II
Donna II	San Carlos
Donna IV	
Education Services Team #5	
Elsa	Progreso
La Herencia	Weslaco I
Mercedes I	Weslaco II
Mercedes II	Weslaco III
Monte Alto	
Family Services Team #6	
Edcouch	Edinburg IV
Edinburg I	Edinburg V
Edinburg II	U.T.P.A.
Edinburg III	



Hidalgo County Head Start Program

2011 Self-Assessment Instrument

Center: _____

Form Completed by: _____

Date: _____

Training and Technical Assistance and Support Checklist

Look For:	Yes:	No:	Notes:
Family Services			
1. Do you have internet services?			
2. Is PROMIS operational?			
3. Are You fully enrolled?			
4. Is ADA at 85% or better?			
5. Are Volunteers present? How many?			
6. Do they have a completed volunteer folder (Criminal history check, TB Test)?			
7. Is FPA tracking report available and updated?			
Education			
1. Are progress notes documented on a bi- weekly basis?			
2. Are CIP's done and updated after each Assessment?			
3. Was the LAP-D conducted within 45 days of enrollment?			
Nutrition			
1. Are there any special diets in place?			
2. Are referrals in place?			
3. Is there a follow up on referrals?			
4. Is Health Inspection posted and current?			
5. Do all staff have food handlers certificates?			
6. Is family style services implemented?			
Mental Health			
1. Was the DECA conducted within 45 days of enrollment?			
2. Has the Mental Health Professional conducted classroom observations?			
3. Are there any referrals in place?			
4. Were follow ups conducted and documented?			
5. Was the Mental Health Process followed on children with Challenging Behaviors?			



Hidalgo County Head Start Program

2011 Self-Assessment Instrument

Center: _____

Form Completed by: _____

Date: _____

Training and Technical Assistance and Support Checklist

Look For:	Yes:	No:	Notes:
Health			
1. Are immunization records current and on file?			
2. Were screens done within 45 days of enrollment?			
3. Were physicals and dentals done within 90 days of enrollment?			
4. Are medications stored properly and labeled?			
5. Are parent consent forms signed and on file?			
6. Are emergency procedures posted?			
7. Are Inspection Reports current and posted?			
8. Are CPR and First Aid certifications current on all staff?			
9. Are First Aid kits available and adequately supplied?			
10. Are all electrical outlets covered?			
11. Are emergency preparedness plan readily available?			
Special Services			
1. Have you met the 10% enrollment of children with special needs?			
2. How many children are receiving services From the LEA's?			
3. How many children are receiving services from private providers?			
4. Are IEP's in place and current for children with Special Needs?			
5. Are IEP objectives reflected on lesson plans?			
6. Was the Speech Screener conducted within 45 days of enrollment?			
Personnel/Staff Development			
1. Is the center fully staffed?			
2. Does the center have a list of active substitutes?			
3. Are labor law posters posted?			
4. Are staff credentials posted, and are they current?			



Hidalgo County Head Start Program

2011 Self-Assessment Instrument

Center: _____

Form Completed by: _____

Date: _____

Training and Technical Assistance and Support Checklist

Look For:	Yes:	No:	Notes:
Transition			
1. Are support services staff attending ECI/Transition meetings?			
2. Are ECI children receiving services by the LEA?			
3. Are adult education referrals in place, If so, is there a follow up?			
MIS			
1. Is computer on "kid mode" and free of obstructions?			
2. Are cameras working?			
3. Are all computers/printers operational? If not, has a work order been placed?			
Transportation			
1. Is there an application and parent consent signed for each child being transported?			
2. Is there a list of the children being transported?			
3. Review Bus Monitoring checklist			
4. Ask Center Manager for any maintenance needs including playgrounds and any need for supplies and materials.			
Other			
1.			
2.			
3.			