

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: March 21, 2012

SUBJECT: Discussion/Approval of Hidalgo County Head Start Program Self-Assessment Results

RATIONALE/NEED: The purpose of the Self-Assessment is to improve program effectiveness. The Self-Assessment was conducted during the week of January 30, 2012-February 3, 2012 and February 6-10, 2012.

RECOMMENDATION: Administration recommends approval.

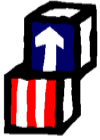
COST: N/A

RELATED INFORMATION INCLUDES: Hidalgo County Head Start Program Self-Assessment Results

INITIATED BY: Nora S. Munoz, Assistant Program Director 

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program Annual Self-Assessment Program Year 2011 – 2012

Continuous quality improvement is a central belief of the Hidalgo County Head Start program, with the goal of meeting Performance Standards and moving toward program excellence for serving children and families throughout the county. As part of this process, the annual Self-Assessment provides the program with the means to regularly assess the management systems and program operations in order to continually strengthen the program and the services delivered to children and families.

The Head Start Performance Standards clearly state that at least once each program year, with the consultation and participation of the Policy Council, the Grantee Board and, as appropriate, other community members, grantee agencies must conduct a Self-Assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal Regulations.

By using the Self-Assessment process, the Hidalgo County Head Start Program can assess annually how specific aspects of the program's operations impact services delivered to children and families. The Self-Assessment is an integral part of the program's planning cycle.

The Self-Assessment process involves the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. This information is used to identify program strengths, determine areas for further development and plan appropriate strategies to effectively address the identified weaknesses of the program.

In order to ensure that the Hidalgo County Head Start Program is meeting program goals and objectives and is implementing Federal Regulations, the Program utilized the 2012 Office of Head Start Monitoring Protocol as the primary instrument to record and document the results of the annual Self-Assessment.

The Self-Assessment results are presented in a summary format based on the seven (7) sections the Protocol.

PROGRAM GOVERNANCE

Structure
Conflict of Interest
Roles, Responsibilities, and Training
Reporting to Governing Body and Policy Council

PROGRAM STRENGTHS:

The Program is able to utilize the county's resources to provide high quality services to the families. The Grantee Board and the Policy Council participate in a governance training institute to assist them in understanding their roles and responsibilities.

AREAS FOR IMPROVEMENT:

No areas of concern are identified at this time.

POTENTIAL AREAS OF NON COMPLIANCE (PANC):

None

MANAGEMENT SYSTEMS

Program Planning
Ongoing Monitoring, Record Keeping and Reporting
Human Resources
Communication

PROGRAM STRENGTHS:

The systematic use of monitoring tools/strategies at all levels of the organization targets continuous improvement in the quality of services delivered. (Approximately 48% of the Program's employees are current or former parents). Surveillance system is installed at all Program sites and in every classroom to increase the safety and security of all our children, staff and property. All centers and work sites are networked and Program data and reporting is totally automated, facilitating the flow of information up or down the organizational structure. This networking also allows the completion of desk audits to supplement site monitoring visits by central office staff.

The Staff Development and Human Resources Departments have secured that all teaching positions remain filled with appropriately credentialed staff. The Head Start mandate requiring fifty-one percent (51%) of the staff to have a bachelor's degree is expected to be met by 2013, with only forty-two (42) teachers with bachelor's degrees needed.

AREAS FOR IMPROVEMENT:

No areas of concern are identified at this time.

POTENTIAL AREAS OF NON COMPLIANCE (PANC):

None

FISCAL INTEGRITY

Financial Management Systems
Reporting
Procurement
Compensation
Cost Principles

PROGRAM STRENGTHS:

The Program utilizes an accounting payroll module to verify employment taxes. A monthly monitoring is conducted and financial reports are submitted to the policy council, administration and department heads. Internal Revenue Service E-Services are accessed to verify W-9's. The Program utilizes an electronic process for Requisitions, Payroll and Direct Deposit. Reconciliation forms are implemented for the use of reconciling weekly cash draw-downs, inter-fund accounts and bank accounts. The Program is in the process of finalizing the implementation of the new Fixed Assets Tracking System utilizing a bar code scanner.

AREAS FOR IMPROVEMENT:

No areas of concern are identified at this time.

POTENTIAL AREAS OF NON COMPLIANCE (PANC):

None

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Recruitment and Selection
Eligibility
Enrollment
Attendance and Participation

PROGRAM STRENGTHS:

The Program maintains the Average Daily Attendance (ADA) at 88%. The Program maintains an active waitlist with over 1800 applications. The Program instituted new strategies which insured that more than 10% of the population served is special services. New strategies were also a part of the partnership agreements with the Public Schools to accomplish the 10% mandate.

AREAS FOR IMPROVEMENT:

No areas of concern are identified at this time.

POTENTIAL AREAS OF NON COMPLIANCE (PANC):

None

CHILD HEALTH AND SAFETY

Helping Families Access Health and Dental Care
Screening and Referrals
Physical Environments
Healthy Practices and Routines
Group Size

PROGRAM STRENGTHS:

Volunteers are present and father involvement is evident. All centers have a computerized tracking system and the staff is able to enter the data at the center level.

AREAS FOR IMPROVEMENT:

The 45/90 day deadline was met. Follow-up, notices and documentation are areas that need improvement.

POTENTIAL AREAS OF NON COMPLIANCE (PANC)

None

FAMILY AND COMMUNITY ENGAGEMENT

Building Relationships and Strengthening Families
Promoting Positive Parent-Child Relationships
Supporting Parents as Their Child's First and Most Important Educator
Developing Meaningful and Individualized Transitions
Community Partnerships

PROGRAM STRENGTHS:

All families, including recently enrolled children, have completed Family Partnership Agreements (FPA's) with follow up. All Centers have registered volunteers and documentation as required.

AREAS FOR IMPROVEMENT:

No areas of concern are identified at this time.

POTENTIAL AREAS OF NON COMPLIANCE (PANC):

None

CHILD DEVELOPMENT AND EDUCATION

Integrating the Head Start Child Development and Early Learning Framework
Supporting Social-Emotional Development
Individualizing
Monitoring Children's Progress
Quality of Teaching and Learning

PROGRAM STRENGTHS:

Classrooms are welcoming, clean, well equipped, inviting and set up in a manner that is conducive to learning. Children are given plenty of opportunities for creative self-expression through music, art, and movement. The Program is in partnership with the Pharr San Juan Alamo Independent School District, the McAllen Independent School District and the Hidalgo Independent School District providing Early Start services to a total of thirty six (36) classrooms. In addition, the Program has a total of twenty two (22) teachers involved in the Texas School Ready! Projects. The classroom activities are extended onto the bus during morning and afternoon routes. The bus monitor involves the children in counting, identifying shapes and colors and sings educational songs during the ride to and from the center. Excellent nutrition education is provided in the classrooms during Family Style meal service.

AREAS FOR IMPROVEMENT:

Provide additional guidance on group lessons and transitions. Provide additional guidance on interaction between teacher and children, and children and children. Provide additional guidance on communication between the custodial staff and foodservice department to improve the quality and efficiency of the meal service.

POTENTIAL AREAS OF NON COMPLIANCE (PANC):

None

Hidalgo County Head Start Program
2012 Blue Ribbon Centers

Edinburg V Head Start Center

San Juan I Head Start Center

La Herencia Head Start Center

Elsa Head Start Center

Monte Alto Head Start Center

San Carlos Head Start Center

Mission IV Head Start Center

Las Milpas II Head Start Center

Palmview III Head Start Center

Las Milpas I Head Start Center