

# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** September 18, 2013

**SUBJECT:** Discussion/Approval of the Training and Technical Assistance (T-TA) Program Plan

**RATIONALE/NEED:** The Training and Technical Assistance Program Plan must be approved annually to comply with Federal Performance Standards.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Training and Technical Assistance Plan

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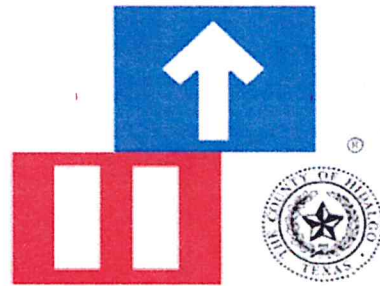
**INITIATED BY:** Sylvia Garza, Staff Development Director

**REVIEWED BY:** Nora S. Munoz, Assistant Program Director

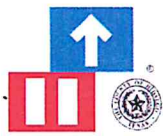
**EXECUTIVE DIRECTOR'S APPROVAL:**

*Scg*  
*Nora S. Munoz*  
*Charles [unclear] Torres Plores*

# Hidalgo County Head Start Program



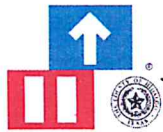
**Training and Technical Assistance  
Program Plan  
2013-2014**



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Administration

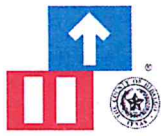
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the symptoms of alcohol and substance abuse.</p>	<p>Participants will be provided with the necessary training and orientation in the area of prevention of alcohol and substance abuse particularly in children and juveniles.</p>	<p>Sergeant J.P. Rodriguez, Hidalgo County Sherriff Department</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to identify the warning signs of child abuse/neglect and domestic violence and ensure that everyone understands “If you suspect-you report”</p>	<p>Participants will be provided with necessary training as required by the Texas Family Code 745.8551.</p>	<p>Betzabel Guerra, Rosa Lizcano, Child Protective Services, Program Directors</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Administration

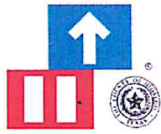
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will receive, review and acknowledge the Hidalgo County Head Start mandated policies as required by federal, state and local regulations.</p>	<p>To comply with federal, state and local regulations participants will review and acknowledge the mandated policies listed below:</p> <ul style="list-style-type: none"> <li>-Civil Rights Act</li> <li>-Standards of Conduct</li> <li>-Confidentiality Policy</li> <li>-Reporting Child Abuse and Neglect Policy</li> <li>-Discipline and Guidance Policy</li> <li>-Dress Code Policy</li> <li>-Hidalgo County Drug and Alcohol Policy</li> <li>-Hidalgo County Sexual Harassment</li> <li>-Hidalgo County Absence Control Policy</li> <li>-Hidalgo County Ethics Policy</li> <li>-TB Questionnaire</li> </ul>	<p>Janie Ramirez, Administrative Assistant</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Administration

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and address sexual harassment in the workplace.	The presenter will provide information to Head Start employees on how to recognize and prevent incidents of sexual harassment.	Rene Parrao, Safety Specialist	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify and utilize preventive measures to promote a safer work environment.	Participants will be able to define and respond appropriately to work violence.	Armando Guzman, Hidalgo County Safety Officer Supervisor	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify and describe the relationship between Head Start Management Systems and Head Start Services.	Participants will be engaged in a discussion to increase awareness of the Head Start Management Systems and how they relate to the services they provide to the children and families in the Program.	Teresa Flores, Executive Director Nora S. Munoz, Assistant Program Director Edmundo Garcia, Assistant Program Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Administration

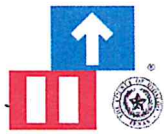
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to: identify probable causes of accidents; minimize work-related injuries; and follow reporting procedures.</p>	<p>Procedures will be discussed and implemented for reporting work related injuries. Training will be conducted on the following:</p> <ul style="list-style-type: none"> <li>-Workers' Compensation Procedures</li> <li>-General Safety Rules</li> <li>-Slips, Trips, and Falls</li> <li>-Safe Lifting and Back Care</li> <li>-Accident Prevention and Control</li> <li>-Ladder Safety</li> <li>-Using PPE</li> <li>-Driving Safety Tips</li> <li>-Use of Fire Extinguishers</li> <li>-Chemical Safety Fact Sheet</li> </ul>	<p>Noemi Flores, Risk Management Specialist</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to adhere to the Civil Service Commission Rules and Regulations.</p>	<p>The Hidalgo County Civil Service Commission Rules review will provide the participants information on personnel practices and the procedures governing disciplinary actions.</p>	<p>Janie Ramirez, Administrative Assistant</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

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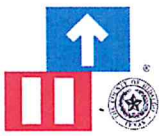
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to meet the specific needs of children and will work with parents and other adults to nurture the children's physical, social, emotional, and intellectual growth as described in the child development framework.</p>	<p>Participants will receive the required training as specified by the Council for Professional Recognition, the National Credentialing Program for the Child Development Associate (CDA).</p>	<p>Helen Meave, Compliance, Accountability &amp; Monitoring Director</p>	<p>1. Caring for Pre-School Children Curriculum, Volumes I &amp; II</p> <p>2. Power Point Presentation</p> <p>3. Essentials to complete course work.</p>	<p>\$ 1,000</p>	<p>12-18 Months</p>	<p>Training Calendar</p> <p>Syllabus</p> <p>Final CDA Assessment</p>
<p>Participants will be provided with information and resources that will enable them to be part of the decision making process.</p>	<p>The Leadership Training is provided to prepare elected parents for their roles at the center committees and the Policy Council if elected.</p>	<p>Teresa Flores, Executive Program Director</p> <p>Irma Pena, Family Services Director</p>			<p>Sept. 21, 2013</p>	<p>Training Calendar</p> <p>Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Administration

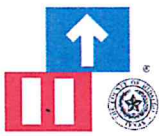
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The Policy Council will be able to identify the major program functions and operations by participating in the Governance Institute.</p>	<p>Each major function/operations of each department will be presented by the Director/Administrator supervising the department. Roles and responsibilities of the Policy Council will be emphasized.</p>	<p>Consultant</p>		<p>\$ 2,000</p>	<p>Oct.25-27, 2013</p>	<p>Training Calendar  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Family Services

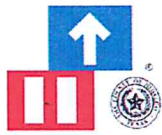
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part I.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Elvira Segura, Family Services Coordinator</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part II.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Azalia Rios, Family Services Coordinator</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Family Services

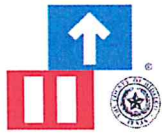
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will identify the different volunteer opportunities and the requirements to become a volunteer.</p>	<p>Participants will be encouraged to volunteer in any of the different areas of the Head Start Program and become more involved in the education of their children. Center staff and central office staff will inform parents of the many ways to participate in Head Start.</p>	<p>Head Start Executive Team Members</p>	<p>1. PC 2. Power Point Presentation</p>	<p>\$ 2,000</p>	<p>Aug. 26-29, 2013</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will work collaboratively with other agencies to identify and access services and resources through direct services or referrals.</p>	<p>The Parent Fair will be organized for parents to participate and respond to family needs and assist in developing family goals.</p>	<p>Irma Pena, Family Services Director</p>	<p>1. PC 2. Power Point Presentation</p>	<p></p>	<p>Nov. 22, 2013</p>	<p>Training Calendar  Evaluation</p>



# Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

## Content Area: Family Services

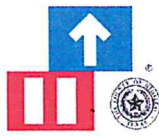
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to examine and review their own cultural beliefs so they can to broaden their cultural responsiveness to Head Start Families.</p>	<p>Participants will engage in an activity that will focus cultural understanding and strength based outcomes. The activity will emphasize professional development to build sustainable learning outcomes for families who are culturally and linguistically diverse.</p>	<p>Irma Pena, Family Services Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to identify and incorporate existing parent engagement programs, strategies and activities into day-to-day operations</p>	<p>Participants will review the PFCEF which is a framework for building relationships with families to support family well-being and building strong relationships between parents and their children. Participants will be able to use the PFCEF as a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. The activities are systemic and integrated across program foundation impact areas.</p>	<p>Irma Pena, Family Services Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Family Services

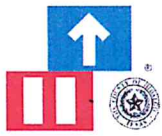
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will review and utilize the Head Start Operational Policies and provide information to parents regarding these policies.</p>	<p>Participants will be able to understand, communicate and clarify the Head Start Operational Policies to Head Start parents through the Parent Handbook. Participants will also learn how to disseminate information contained in the Handbook during Parent Orientation Meetings.</p>	<p>Irma Pena, Family Services Director</p>	<p>1. PC  2. Power Point Presentation</p>			<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to identify the eligibility criteria for children enrolling with the Hidalgo County Head Start Program.</p>	<p>The Recruitment Training is for the purpose of providing Head Start services to eligible children, three to five years of age regardless of sex, creed, color, national origin or disabling condition.</p>	<p>Irma Pena, Family Services Director</p>			<p>Feb. 10, 2014</p>	<p>Training Calendar</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Child Nutrition

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement Performance Standards and relate them to the Program Plan.</p>	<p>Participants will actively listen and review the Performance Standards and Program Plan.</p>	<p>Gilbert Silva, Child Nutrition Director</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to locate and utilize Child Nutrition Program required information.</p>	<p>The required information for the Child Nutrition Program will be presented and reviewed with staff. Copies of presentation will be provided.</p>	<p>Gilbert Silva, Child Nutrition Director</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Child Nutrition

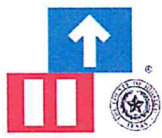
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will receive Food Handler's Certification required by Hidalgo County Health and Human Services Department.</p>	<p>The presenter will provide information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.</p>	<p>Hidalgo County Health and Human Services Department</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to identify critical control points within food received and consumed. Participants will be given resources to follow these guidelines.</p>	<p>Participants will actively participate in a question and answer session. Critical information will be provided in order to maintain food from being contaminated from point of receiving to point of consumption.</p>	<p>Gilbert Silva, Child Nutrition Director</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Mental Health

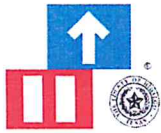
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to utilize the Mental Health Process and implement the steps when addressing challenging behavior.	Participants will be engaged in a discussion describing each step of the Mental Health Process and will be able to provide examples of the appropriate place/time to implement the Mental Health Process.	Lupita Valdez, Health Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to utilize the inventory Check List and Individual Positive Guidance Plan to address child behavior.	Participants will be engaged in a discussion about describing and developing an inventory check list and individual positive guidance plan. Participants will be able to provide examples of when to implement the plans.	Noe Hernandez, Mental Health Coordinator	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to implement a tiered model of social emotional support for children in the classroom	Participants will be engaged in a discussion and review of techniques and strategies in building a positive learning environment for children as designed by the tiered model of support.	Noe Hernandez, Mental Health Coordinator	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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### Content Area: Mental Health

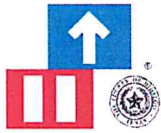
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will define the importance of responsible fatherhood.</p>	<p>The Fatherhood Conference for Hidalgo County Head Start Program was initiated to encourage fathers to support their positive involvement in the lives of their children. Sessions on parenting skills and promoting involvement of fathers in their children's schooling will be provided.</p>	<p>Lupita Valdez, Health Services Director</p> <p>Noe Hernandez, Mental Health Coordinator</p>	<ol style="list-style-type: none"> <li>1. Appropriate place for the conference.</li> <li>2. PC</li> <li>3. Power Point Presentation</li> </ol>	<p>\$ 1,200</p>	<p>Feb. 21, 2014</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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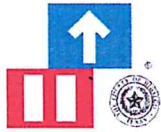
### Content Area: Transition and Community Partnership

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and implement the Performance Standards and relate the information to the Program Plan	Participants will actively listen and review the Performance Standards and the Program Plan.	Ramiro Silva, Community Partnership and Transition Director	1. Computer  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to access Community Partnership services for children, families and pregnant women.	The Networking Meeting is designed to develop community partnership supported by interagency agreements to secure appropriate services for children and families.	Ramiro Silva, Community Partnership and Transition Director		\$ 1,200	Aug 30, 2013	Training Calendar  Evaluation



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access, utilize and interpret the Health Policies and Procedures in regards to the Performance Standards.	The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.	Lupita Valdez, Health Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to read, review and utilize all updates on local and state immunization requirements.	Participants will participate in a discussion of the regulations for documentation of children's immunization records.	Delia Garza, TVFC Educator	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will review and utilize policies, procedures, and the process involved in caring for sick children and the spread of communicable diseases.	Participants will be engaged in a whole group discussion in relation to Performance Standards and Head Start Health Manual.	Lucy Hernandez, Registered Nurse Hidalgo County Head Start Program	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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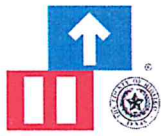
Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will have a better understanding of the Head Start Health Services Department Procedures.	Participants will take part in a discussion related to Health Policies, Procedures and Medications.	Lupita Valdez, Health Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to follow procedures in handling medication with Hidalgo County Head Start Children.	Staff will participate in hands-on training and review appropriate procedures to take when administering medications.	Lucy Hernandez, Registered Nurse Hidalgo County Head Start Program	1.PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify the specifics of challenging behavior and utilize prevention strategies to decrease inappropriate behavior.	Participants will be involved in a whole group discussion of how to teach appropriate developmental social skills	Anita Sandoval, Positive Awakenings Counseling Services	1.PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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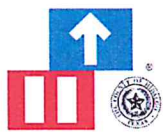
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify and implement strategies/techniques of classroom management in order to create a positive, effective classroom environment</p>	<p>Participants will be engaged in a discussion and review the strategies and techniques in creating a positive, effective classroom environment (especially when there is a non-compliant child). Participants will also be engaged in self-evaluating their classroom management plan.</p>	<p>Esmeralda Meave, Licensed Professional Counselor - Supervisor</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will review and acquire techniques and information on how to transform parents into educators.</p>	<p>The participants will be involved in a discussion describing techniques, ideas and strategies on how to help parents become educators for the academic benefit of their school age children.</p>	<p>Ashley Clark, Alyssa Ashley Trevino, The Ashleys' Consulting Firm Early Childhood Specialist</p>	<p>1.PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Field Operations

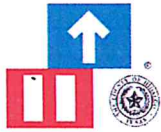
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to review the policies and procedures in the area of <i>Transportation</i> .	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to review the policies and procedures in the area of <i>Warehouse operation</i> .	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to access and use local, state and federal standards relating to buildings and grounds.	An overview of the applicable standards will be presented and discussed as they apply to the requirements for facilities and playgrounds for children and staff.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar  Survey  Evaluation



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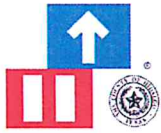
### Content Area: Field Operations

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to prepare cleaners and chemicals used for sanitizing.	An overview of appropriate product application and applicable Performance Standards will be presented to the participants. The formulas for preparing cleaners and chemicals will be reviewed.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to follow the required office procedures and processing of required documentation for purchases.	A comprehensive explanation of departmental operating procedures will be made.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to prepare and process the monthly supplies order request form.	Participants will participate in an overview of the standard procedure for determining on hand quantities, needs, ordering procedures and product implementation.	Oscar Palacios, Field Operations Director			Pre-Service	Training Calendar  Survey  Evaluation



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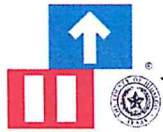
Content Area: Disability						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities.</p>	<p>An overview of the federal law will be presented to the staff. Handouts will be provided.</p>	<p>Luis Echeverria, Attorney Disability Rights Texas</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to implement the Head Start Performance Standards in the area of disability.</p>	<p>An overview of the Performance Standards and Special Services Program Plan will be presented to the staff via a power point presentation. All centers are provided with the Performance Standards and the Program Plan.</p>	<p>Connie Horta, Special Services Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Disability

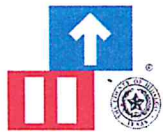
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the federal law (IDEA) and the services it provides to individuals with disabilities.	An overview of the federal law will be presented to the staff. Handouts will be provided.	Luis Echeverria, Attorney Disability Rights Texas	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to administer the Speech Screening Tool to children in an effort to identify children who warrant further evaluation.	Participants will develop their skills in using this tool screener to evaluate if children's sound acquisition, voice and fluency is reflective of their developmental age. A copy of the Speech Screener will be provided to staff.	Pat Doria, MA, CCC-SLP Melody Kids Care	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to correctly complete required Special Services Reports.	An overview if the Special Services Program Reports will be presented to the audience. Handouts will also be provided.	Connie Horta, Special Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Disability

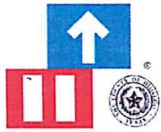
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will gain the knowledge to correctly complete a referral packet to LEA on children requiring evaluation.</p>	<p>The training will focus on the required data collection which is vital to the referral packet. Handouts will be provided to the staff.</p>	<p>Connie Horta, Special Services Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>The participants will gain knowledge on the purpose of the ARD Meeting</p>	<p>The ARD training will cover the content and information discussed at the meeting. This will be presented to the staff via power point.</p>	<p>Connie Horta, Special Services Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: MIS

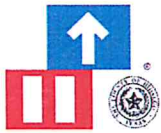
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to follow the steps required to fully operate the many functions available to the end user of the Kyocera C2626 MFP.</p>	<p>The participants will become familiarized with guidelines, tips, examples, and limitation in the functionality of the multifunctional printer to effectively use the printer. These guidelines will include but are not be limited to: printing from a device, making copies from the device control panel, faxing from the device control panel, scanning documents.</p>	<p>Conrad Cabrera, MIS Director</p> <p>Yanett Rodriguez, Trainer, Digital Office Systems</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

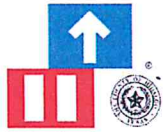
### Content Area: Education

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to access and implement the Performance Standards and the School Readiness Plan and relate the information to the Education Program Plan.</p>	<p>The participants will actively listen and review the Performance Standards and the School Readiness Plan.</p>	<p>Homero Carrera, Sandra Renteria, Susie Saenz, Juanita Gonzales-Navarro, Education Directors</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to analyze and utilize data collected from the LAP-D Profile Report to give information so that they can individualize instruction and record progress</p>	<p>Participants will be provided with information so that they will be able to utilize the Red-e-learner website and run reports from the website. Staff will have an opportunity to analyze the LAP-D Classroom Profile Report, the Dual Language Checklist and the Social Emotional Checklist. Staff will identify individual objectives and classroom objectives using the LAP-D assessment results. Staff will be able to ask questions and discuss concerns.</p>	<p>Helen D. Meave, Compliance, Accountability &amp; Monitoring Director  Nadia De Leon, Education Coordinator</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

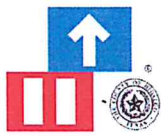
Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement developmentally appropriate instructional strategies to ensure that Dual Language Learners will develop their receptive and expressive communication skills and ensure compliance on standards and Readiness Plan</p>	<p>Center staff will understand the needs of the Dual Language Learners and be able to align the instruction so that the children are ready for the transition to public school.</p>	<p>Juanita Gonzales-Navarro, Education Director for Curriculum and Instruction</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to understand and apply the information in the Procedures Manual to their daily instructional process and center activities.</p>	<p>Participants will be engaged in a whole group discussion and be able to relate standards and guidelines</p>	<p>Helen D. Meave, Compliance, Accountability &amp; Monitoring Director</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Education

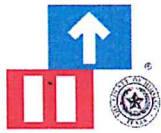
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to write comprehensive lesson plans addressing the unique needs of each child and will participate in a whole group discussion concerning the importance of planning for individual needs utilizing the program assessment instruments.</p>	<p>Participants will be able to plan more effectively for classroom instruction based on assessment data to meet every child's need.</p>	<p>Nadia De Leon, Education Coordinator</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to discuss the importance of language development in young children; identify and practice language building strategies.</p>	<p>The participants will actively participate and learn new activities to promote English language development in the classroom.</p>	<p>Sandra C. Renteria, Education Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Education

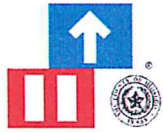
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to understand and apply the information in the Procedures Manual to their daily instructional process and center activities.</p>	<p>Participants will be engaged in a whole group discussion and be able to relate standards and guidelines.</p>	<p>Homero Carrera, Sandra Renteria, Azucena Saenz, Juanita Gonzales-Navarro, Education Directors</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to understand the HCHSP Readiness Goals; apply the Goals to the Instructional Process; review the mandatory guidelines pertaining to Performance Standard 1307 as it pertains to the classroom.</p>	<p>Participants will take part in a discussion describing the HCHSP Readiness Goals.</p>	<p>Janie Navarro, Education Area Director</p>	<p>1. PC  2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Education

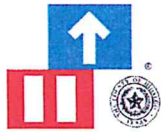
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will review and be able to apply the Texas Department of Family and Protective Services – Child Care Licensing Minimum Standards</p>	<p>Participants will review the minimum standards and the importance of full compliance. An analysis of the weight designated for each deficiency will be made. The most common deficiencies will be presented. Staff will have an opportunity to ask questions and discuss concerns.</p>	<p>Helen D. Meave, Compliance, Accountability &amp; Monitoring Director</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>The participants will be able to follow steps and demonstrate proficiency in reading aloud to children.</p>	<p>Participants will be expected to organize and demonstrate steps to prepare and encourage parents to use the lending library in the classroom and provide a reading environment at home. All parents will be trained as readers by the teachers/center staff.</p>	<p>Juanita Gonzales-Navarro, Education Director for Curriculum &amp; Instruction</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Education

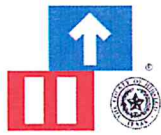
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will engage in strategies to utilize the scientific method for teaching Science.</p>	<p>Participants will utilize strategies and science activities that are appropriate for 3 to 5 year olds using: the senses and tools to gather information; observing and discussing differences and making comparison; investigating, observing, drawing conclusions and generalizing; collecting, describing, discussing and drawing maps and charts; predicting and explaining based on past experiences; observing, describing and discussing living things; and observing properties of materials and transformations.</p>	<p>Homero Carrera, Education Director</p> <p>Cynthia Cantu, Olga Garza, HCHSP Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Education

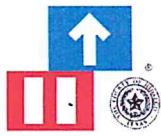
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement and utilize activities aligned with the Head Start Early Learning Framework in mathematics from C.I.R.C.L.E. and the Planning Guide Resources.</p>	<p>Participants will be engaged with hands on activities for math using the C.I.R.C.L.E. and the Planning Guide Resources.</p>	<p>Azucena Saenz, Education Director</p> <p>Alma Zepeda, Amelia Perez, HCHSP Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>
<p>Participants will be able to implement activities from the new "Play Start" Physical Development Activity Guide to maximize instructional time thus enabling teachers to improve &amp; maintain the physical fitness of Head Start Children.</p>	<p>Participants will be involved in whole group discussion regarding the Play Start Guide concept/curriculum set forth by this Hidalgo County Head Start Initiative.</p>	<p>Nadia De Leon, Education Coordinator</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

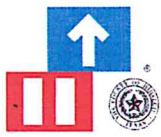
### Content Area: Education

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to define the Teacher Sensitivity &amp; Regard for Student Perspective Dimensions in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the <i>Positive and Negative Climate Dimensions</i> under the Emotional Support Domain. Short video vignettes will be utilized to demonstrate classroom use of the dimension</p>	<p>Noe Hernandez, Mental Health Coordinator</p> <p>Maria Najera, Ninfa Munguia, Alejandra Perez, HCHSP Center Managers</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to define the Behavior Management Dimensions in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Behavior Management Dimension under the Classroom Organization Domain. Short video vignettes will be utilized to demonstrate classroom use of the dimension.</p>	<p>Jesus Vela, Alicia Becerra, Olga Rubio, Veronica Zamora, HCHSP Center Managers</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to define the Postive and Negative Climate Dimension in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom.</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Positive and Negative Climate Dimension under the Emotional Support Domain. Short video vignettes will be utilize the demonstrate classroom use of the dimension.</p>	<p>Helen D. Meave, Compliance, Accountability and Monitoring Director</p> <p>Estefano Barco, Mariza Garcia, Mario Rendon, Maria Salinas, HCHSP Center Managers</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to define the Productivity Dimension in the C.L.A.S.S. Instrument and implement instructional strategies to exhibit the use of this dimension in the classroom.</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Productivity Dimension under the Classroom Organization Domain. Short video vignette will be utilized to demonstrate classroom use of the dimension.</p>	<p>Homero Carrera, Education Director</p> <p>Irma Gonzalez, Estela Gonzalez, Veronica Garcia, Ludivina Almaguer HCHSP Center Managers</p> <p>Margie Moreno, HCHSP Facilitator</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

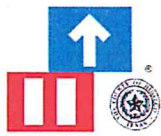
Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to define the Instructional Learning Format Dimension in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom.</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Instructional Learning Format Dimension under the Classroom Domain. Short video vignettes will be utilized to demonstrate classroom use of the dimension.</p>	<p>Nadia De Leon, Education Coordinator</p> <p>Diana Anzaldua, Imelda Vela, Virginia Montanez, HCHSP Center Managers</p> <p>Aholibama Lopez, Debra Gamboa, HCHSP Facilitators</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to define the Quality of Feedback Dimension in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom.</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Quality of Feedback under the Instructional Support Domain. Short video vignettes will be utilized to demonstrate classroom use of the dimension.</p>	<p>Azucena Saenz, Education Director</p> <p>Norma Donava, Maricela Infante, Natalias Salas, Anna Villaurrutia, HCHSP Center Managers</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

### Content Area: Education

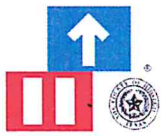
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to define the Concept Development in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom.</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Concept Development Dimension under the Instructional Support Domain. Short video vignettes will be utilized to demonstrate classroom use of the dimension.</p>	<p>Juanita Gonzales-Navarro, Education Director for Curriculum and Instruction</p> <p>Martha De Leon, Cynthia Gonzalez, Anna Cedillo, Juan Naveja, Marissa Guerra HCHSP Center Managers</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to define the Language Modeling Dimension in the C.L.A.S.S. instrument and implement instructional strategies to exhibit the use of this dimension in the classroom.</p>	<p>Participants will have an opportunity to analyze, discuss and review the use of the Language Modeling Dimension under the Instructional Support Domain. Short video vignettes will be utilized to demonstrate classroom use of the dimension.</p>	<p>Sandra C. Renteria, Education Director</p> <p>Petra Martinez, Zoraida Garcia, Simona Pena, Mirta Trigo, HCHSP Center Managers</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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### Content Area: Education

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The participants will be able to define phonological awareness and phonics; identify the order that children acquire phonological awareness; and identify ways to teach phonological awareness.</p>	<p>Participants will be engaged in a whole group Spanish discussion. The area of Phonological Awareness will be address so that the cognitive and linguistic needs of the DLLs are met in the classroom instructional process.</p>	<p>PSJA Independent School District Staff</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to identify the stages of writing; discuss the importance of writing in early literacy development; identify the roles in writing development; identify the four techniques of writing; and the level of teacher support for each.</p>	<p>Participants will be engaged in a whole group Spanish discussion. The area of written expression/pre-writing will be addressed so that the cognitive and linguistic needs of the DLLS children are met in the classroom instructional process.</p>	<p>PSJA Independent School District Staff</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



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### Content Area: Education

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to Participate in an interactive read aloud session; practice introduction, comprehension and vocabulary strategies; use a Read-Aloud Chart; and identify the purpose of shared reading.</p>	<p>Participants will be engaged in a whole group Spanish discussion. The area of reading aloud will be address so that the cognitive and linguistic needs of the DLLs are met in the classroom instructional process.</p>	<p>PSJA Independent School District Staff</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>