



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** September 14, 2015

**SUBJECT:** Discussion/Approval of 2015-2016 Training and Technical Assistant (T/TA) 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:** Training & Technical Assistance (T/TA) Plan

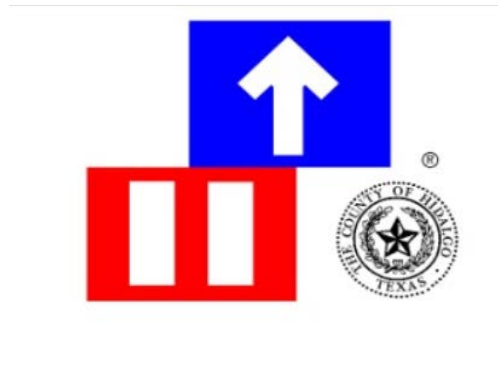
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**INITIATED BY:** Nora S. Munoz, Assistant Director for Programmatic Services *NM*

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** *Teresa Flores*

# Hidalgo County Head Start Program



## Training and Technical Assistance Program Plan 2015-2016

Policy Council Approval: 00.00.15  
Commissioners' Court Approval: 00.00.15



## 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 the symptoms of alcohol and substance abuse.	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.	Daniel Rodriguez, Behavioral Health Solution of South Texas	1. PC  2. Power Point Presentation	\$ 5,000 For all Pre- Service Training	Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities	Participants will be provided with necessary training as required by the American with Disabilities Act (ADA) Section 504	Maria Cordero, TEAM PROJECT	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
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”	Participants will be provided with necessary training as required by the Texas Family Code 745.8551.	Sylvia Hernandez, Common Initiative Specialist	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

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<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to identify 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 receipt of 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>David Guel, Administrator for Human Resources</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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

<b>Content Area: Administration</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to identify and address sexual harassment in the workplace.</p>	<p>The presenter will provide information to Head Start employees on how to recognize and prevent incidents of sexual harassment.</p>	<p>Rene Parrao, Safety 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 identify and utilize preventive measures to promote a safer work environment.</p>	<p>Participants will be provided with the necessary training to respond appropriately to work violence.</p>	<p>Armando Guzman, Hidalgo County Safety Officer Supervisor</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 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>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>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>David Guel, Administrator for Human Resources</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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

<b>Content Area: Administration</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<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>	<ol style="list-style-type: none"> <li>1. Caring for Pre-School Children Curriculum, Volumes I &amp; II</li> <li>2. Power Point Presentation</li> <li>3. Essentials to complete course work.</li> </ol>	<p>\$ 5,000</p>	<p>12-18 Months</p>	<p>Training Calendar</p> <p>Syllabus</p> <p>Final CDA Assessment</p>
<p>At the Leadership Training participants will be able to describe the roles and responsibilities of a Parent committee Member that will enable them to be part of the decision making process.</p>	<p>Participants will be provided materials and information 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>Elvira Segura, Interim Family Services Director</p>		<p>\$ 2,000</p>	<p>Sept. 19, 2015</p>	<p>Training Calendar</p> <p>Evaluation</p>



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

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<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<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>\$ 3,000</p>	<p>Oct. 23-25, 2015</p>	<p>Training Calendar  Evaluation</p>
<p>Participants will be able to describe the valuable role of fathers and fatherhood to our present and future generations.</p>	<p>Participants will engage in discussion affirming fathers in valuable contribution to the lives of their children.</p>	<p>Consultant Internal Education Professionals</p>		<p>\$ 6,000</p>	<p>February 18, 2016</p>	<p>Program Calendar  Agenda  Evaluation</p>



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

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<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to successfully establish a career path, for their job responsibilities, that aligns with the Head Start mandates</p>	<p>The HCHSP Staff Development professional will provide counseling and guidance to all employees on developing their staff Development Plan and monitor the progress of goal achievement. She will serve as the liaison between the HCHSP and the Institutions of Higher Education. She will manage and coordinate all training and workshops for the Program.</p>	<p>Sylvia Garza Staff Development Director</p>		<p>\$ 74,000</p>	<p>Pre-Service  On-Going</p>	<p>Training Calendar  Staff Development Plan  Evaluation</p>



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

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<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to implement the goals and objectives of the School Readiness Plan and the Education Services Plan</p>	<p>HCHSP Education professionals will provide hands on training and technical assistance on curriculum assessment and instruction to all classroom staff. Reinforce and promote coaching strategies to improve CLASS scores.</p>	<p>Susie Saenz Homero Carrera Hector Guerra Nadia De Leon, Education Area Directors</p>		<p>\$ 73,131</p>	<p>Pre-Service  On-Going</p>	<p>Training Calendar  Feedback Forms  Evaluation</p>



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

<b>Content Area: Family Services</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to implement 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, Interim 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 implement 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>Ana Villaurrutia, 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

<b>Content Area: Family Services</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will identify the different volunteer opportunities and the requirements to become a volunteer.	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.	Head Start Executive Team Members	1. PC 2. Power Point Presentation	\$ 3,000	Aug. 24-27, 2015	Training Calendar  Survey  Evaluation
Participants will work collaboratively with other agencies to identify and access services and resources through direct services or referrals.	The Parent Fair will be organized for parents to participate and respond to family needs and assist in developing family goals.	Elvira Segura, Interim Family Services Director	1. PC 2. Power Point Presentation	\$ 5,000	Nov. 20, 2015	Training Calendar  Evaluation
Participants will be able to apply Head Start Performance Standard as it pertains to (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance specifically for children with disabilities and will implement specific strategies to retain enrollment of children with disabilities.	Participants will receive instructions and guidance on how to implement strategies and procedures at the center classroom and center level.	Elvira Segura, Interim Family Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation



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<b>Content Area: Family Services</b>						
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<p>Participants will be able to describe the three major goals for the 21<sup>st</sup> Century Exploring Parenting Program.</p>	<p>The 21<sup>st</sup> Century Exploring Parenting program will provide participants an approach to parent education based on the philosophy that parents are mature capable adults who know their children best; that there is no single best way of parenting; and that each parent makes his or her own child-rearing decisions based on their values, beliefs, cultures and experiences.</p>	<p>Elvira Segura, Interim Family Services Director  Center Managers  Support Services Staff</p>	<ol style="list-style-type: none"> <li>1. Exploring Parenting Curriculum</li> <li>2. Handouts</li> <li>3. Registration Form</li> <li>4. Supplies</li> </ol>	<p>\$ 2,000</p>	<p>Pre-Service Program Year 2015-2016</p>	<p>Training Calendar  Survey  Evaluation</p>



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

<b>Content Area: Family Services</b>						
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<p>Participants will be able to identify the 10 financial education modules of the Financial Literacy Program: Wealth Creating Through Financial Education</p>	<p>Participants will be trained on 10 financial education modules that will provide the ability to make informed decisions and take effective actions regarding the use and management of money.</p>	<p>Elvira Segura, Interim Family Services Director</p> <p>Gloria Casas, Consultant</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service  Program Year 2015-2016</p>	<p>Training Calendar</p> <p>Survey</p> <p>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>Elvira Segura, Interim Family Services Director</p>			<p>Feb. 08, 2016</p>	<p>Training Calendar</p>



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

<b>Content Area: Child Nutrition</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will be able to implement safe food handling practices.	Participants will be able to participate in activities to identify safe food handling practices.	Karina Beckmann, Child Nutrition Coordinator	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to locate and utilize Child Nutrition Program required information.	The required information for the Child Nutrition Program will be presented and reviewed with staff. Copies of presentation will be provided.	Gilbert Silva, Child Nutrition 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

<b>Content Area: Child Nutrition</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
Participants will receive Food Handler's Certification required by Hidalgo County Health and Human Services Department.	The presenter will provide information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.	Hidalgo County Health and Human Services Department	1. PC 2. Power Point Presentation	\$ 2, 200	Pre-Service	Training Calendar  Survey  Evaluation



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

<b>Content Area: Mental Health</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to prepare the necessary information and recognize the route needed for a referral in the area of mental health.</p>	<p>Participants will take part in discussion by asking questions and discussing different scenarios in the classroom in regards to referrals and staffing's.</p>	<p>Maria Luisa Barrera, Mental Health 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 describe different strategies to manage children with challenging behaviors.</p>	<p>Participants will take part in discussion by asking questions and discussing different strategies for children with challenging behavior in the classroom.</p>	<p>Maria Luisa Barrera, Mental Health 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: Transition and Community Partnership

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 relate the information to the Program Plan</p>	<p>Participants will actively listen and review the Performance Standards and the Program Plan.</p>	<p>Ramiro Silva, Community Partnership and Transition 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 access Community Resources for children, families and pregnant women.</p>	<p>The Networking Meeting is designed to develop community partnerships supported by interagency agreements to secure appropriate services for children and families.</p>	<p>Ramiro Silva, Community Partnership and Transition Director</p>		<p>\$ 1,000</p>	<p>Aug. 28, 2015</p>	<p>Training Calendar  Evaluation</p>



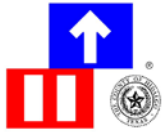
## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

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.	Lucy Hernandez, RN Interim Health Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to identify all updates regarding Local and State 2015 Immunizations requirements and recommendations.	Participants will participate in discussion and ask questions on different scenarios regarding Local and State Health.	Patricia Garcia, TVFC Educator	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to recognize symptoms, assess the health concerns within their classroom and manage the different scenarios of Communicable Diseases in their classroom.	RN will explain and discuss topics in relation to Hidalgo County Head Start Program Performance Standards & Health Services Manual.	Lucy Hernandez, RN Interim Health 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: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to generate health reports utilizing the PROMIS program.	Participants will discuss and ask questions on the collection of health data for all health services including mental health.	Lucy Hernandez, RN Interim Health Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be able to describe the Medication Administration Protocol.	Participants will receive guidance and instruction on the storage and administration of medication to Children.	Lucy Hernandez, RN Interim Health Services Director	1. PC  2. Power Point Presentation		Pre-Service	Training Calendar  Survey  Evaluation
Participants will be certified on First Aid and CPR procedures.	Participants will receive guidance and instruction to perform emergency first aid and CPR procedures.	Noemi Flores, Risk Management Specialist	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: Field Operations						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to describe the policies and procedures in the area of <i>Transportation</i>.</p>	<p>A detailed presentation of the Performance Standards including future mandates will be conducted.</p>	<p>Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator</p>			<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to describe the policies and procedures in the area of <i>Warehouse operation</i>.</p>	<p>A detailed presentation of the Performance Standards including future mandates will be conducted.</p>	<p>Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator</p>			<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>
<p>Participants will be able to access and use local, state and federal standards relating to buildings and grounds.</p>	<p>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.</p>	<p>Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator</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 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



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

Content Area: Special Services						
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>Maria Cordero TEAM PROJECT</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 generate accurate Special Services Report.</p>	<p>An overview of the Special Services Reports will be presented to the staff. Handouts will be provided to the staff.</p>	<p>Edna Snider, Interim 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: Special Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the federal law (IDEA) and the 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>Roy Ballesteros/Julia Longoria</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 administer the Speech Screening Tool to children in an effort to identify children who warrant further evaluation.</p>	<p>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.</p>	<p>Pat Doria, MA, CCC-SLP Melody Kids Care</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar  Survey  Evaluation</p>



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<b>Content Area: Special Services</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able 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>Edna Snider, Interim Special Services Director</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>The participants will be able to describe 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>Edna Snider, Interim Special Services Director</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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**

<b>Content Area: Finance</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to complete and submit reports on allowable in-kind contributions, complete and submit their Travel Expense Reports (excluding commuting miles) and follow procedures to secure and access their payroll information.</p>	<p>Participants will be presented the steps on how to complete the Certificate of In-Kind Report and the Local Travel Expense Report. They will also develop a better understanding of the importance of retaining payroll records and will be reminded to submit any changes to their personal information to Human Resources (HR) AND Payroll/Finance Department.</p>	<p>Elma P. Keller, Chief Financial Officer</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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

<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to apply the information in the Procedures Manual to their daily instructional processes and center activities.</p>	<p>Participants will be engaged in the whole group discussion and become able to relate and apply applicable standards and guidelines.</p>	<p>Homero Carrera, Education Director</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to access and implement the Performance Standards and the School Readiness Plan</p>	<p>Participants will be able to recognize the connection between Performance Standards, School Readiness Plan and Education services program plan.</p>	<p>Homero Carrera, Susie Saenz, Hector Guerra Nadia De Leon Education Directors</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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

<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to write comprehensive lesson plans addressing the unique needs of each child.</p>	<p>The participants will review the lesson plan format and its content which reflect the individual needs of the children.</p>	<p>Susie Saenz, Education 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 integrate and categorize children's data by entering information into the PROMIS system.</p>	<p>Participants will establish a new and effective tracking system of children's data to encourage parents to be full partners in the education of their children as indicated on Performance Standard 1304.40(i)(2)</p>	<p>Nadia De Leon, 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

<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to analyze and utilize data collected from the LAP-D Profile Report to individualize instruction and record progress.</p>	<p>Participants will utilize the Red-e-learner Website and run reports from the website. They will have an opportunity to analyze the LAP-D Classroom Profile Report, the Dual Language Checklist and the Social Emotional Checklist. They will identify individual objectives and classroom objectives using LAP-D Assessment results. Staff will be able to ask questions and discuss concerns to secure information needed.</p>	<p>Nadia De Leon, Education Director</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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 identify the Texas Department of Family and Protective Services- Child Care Licensing Minimum Standards Updates.</p>	<p>Participants will review the minimum standards and the importance of full compliance with the standards will be emphasized. An analysis of the weight designated for each deficiency will be made. The staff will have an opportunity to ask questions and discuss concerns.</p>	<p>Helen D. Meave, Compliance, Accountability &amp; Monitoring Director</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>		<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

<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will acquire strategies to implement the Dual Language Program</p>	<p>Participants will explore different strategies that will assist them in working with Dual Language Learners</p>	<p>Anabel Castillo Ofelia Venegas PSJA ISD Teachers</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 describe Best Practices in Early Childhood classrooms</p>	<p>Participants will have an opportunity to analyze, discuss and review Best Practices used when working with young children.</p>	<p>Lizet Valenciana, MLS</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

<b>Content Area: Education</b>						
<b>Objective:</b>	<b>Strategies: (Plan of Action)</b>	<b>Person Responsible:</b>	<b>Resources Needed:</b>	<b>Estimated Cost:</b>	<b>Timeline:</b>	<b>Evaluation:</b>
<p>Participants will be able to plan and implement a program to engage children and families in reading.</p>	<p>Participants will be introduced to different strategies to encourage parents into making their reading time a home more purposeful and more fun.</p>	<p>HCHSP Teachers Center Managers</p>	<p>1. Books</p>		<p>On Going</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 all the components of the Frog Street Curriculum.</p>	<p>Participants will have an opportunity to engage in discussion and hands on activities using the Frog Street Curriculum</p>	<p>Lisa Steinbauer, Frog Street Consultant</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> <li>3. Frog Street Curriculum</li> </ol>	<p></p>	<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to identify and define the C.L.A.S.S. domains and dimensions and utilize their information to assess classroom quality.</p>	<p>Participants will engage in discussion activities and video exemplars to acquire a strong theoretical and research based foundation regarding relationship building between teacher and child.</p>	<p>Helen Meave, C.L.A.S.S. Trainer</p>	<ol style="list-style-type: none"> <li>1. PC</li> <li>2. Power Point Presentation</li> </ol>	<p>\$ 65,000</p>	<p>Pre-Service</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>

**Hidalgo County Head Start Program**  
**Training and Technical Assistance - Practiced Based Coaching Plan**

The Hidalgo County Head Start Program is committed to utilize and promote evidence-based teaching and learning practices to achieve our School Readiness goals and the best outcomes for our children. Our intention is to ensure that effective teaching and learning practices become everyday practices by utilizing the Head Start Early Learning Outcomes Framework Ages Birth to Five.

For 2015-2016, we are prepared to integrate the use of our expanded Practice-Based Coaching (PBC) plan to support teachers in the implementation of effective practices/behaviors and to address CLASS needs individually and directly through a more comprehensive and cyclic professional development approach. It is a process, according to OHS, that has shown promise for supporting our teachers in the “use of effective teaching practices which will lead to positive outcomes for children”. There are three components included in the cycle: 1) Planning goals and action steps; 2) Engaging in focused observation; 3) Reflecting on and sharing feedback about teaching practices. The model is research based and experience base as defined by the National Center on Quality Teaching and Learning. This Plan incorporates the use of peer coaching approach to improve teachers’ performance in CLASS beginning with half of our centers the first year and the

other half the following year. The Program has invested in getting two staff members to become CLASS certified trainers through Teachstone. This has made it possible for us to increase the number of CLASS reliable staff and to meet the goals for our PBC Plan. Currently fifty-five (55) program staff members are CLASS reliable. Our PBC Plan is a multi-year Plan which began year one implementation in PY 2015-2016. Objectives for year one are as follows: 1) To secure Trainers of Trainers; 2) To identify and select a coach for every 6 to 8 teachers in designated coaching sites; 3) To provide training for the peer coaches and assist them to become CLASS reliable; 4) To assist coaches in the development of coaching competencies through specific training modules; 5) To develop a Calendar of Coaching Activities; 6) To implement Activities; 7) To report on desired outcomes and to review and update them regularly and revise the individual teacher professional growth plans and the overall program plan for Year Two and subsequent years; 8) To expand the plan to secure the additional CLASS reliable staff to meet the coach/teacher ratio listed in Objective 2. Through the Plan specific CLASS behaviors/practices will be targeted based on individual needs and when the desired change is accomplished and teachers internalize and use the desired practices intentionally, the desired children outcomes will follow.

**Practice Based Coaching Plan Year One 2015-16**

**Program Goal: To improve teacher performance in CLASS: Emotional Support**

**Objective 1: To secure trainers of trainers to address the need for CLASS reliable coaches.**

**Expected Outcome(s): Teachers will demonstrate a Standard of Excellence Performance-Level 6 or higher in Emotional Support**

Action/Strategy	Person(s) Responsible	Timeline	Tools/Evidence
1. Identify CLASS reliable staff to become trainers of trainers.	Assistant Program Directors, Executive Director	Spring 2015	Train the Trainer Certificate Records of Attendance
2. Allocate funds for training of trainers.	Assistant Program Directors, Executive Director	Spring 2015	Training and Technical Assistance (T&TA) Budget
3. Request training slots, secure schedule and participate in training and meet criteria for trainer certification.	Assistant Program Director, Selected participants for training	Spring 2015, Fall 2015, Spring 2016	Attendance information from Teachstone

**Practice Based Coaching Plan Year One 2015-16**

**Program Goal: To improve teacher performance in CLASS: Emotional Support**

**Objective 2: To identify and select a coach for every 6 to 8 teachers in designated coaching sites (centers).**

**Expected Outcome(s): Teachers will demonstrate a Standard of Excellence Performance-Level 6 or higher in Emotional Support**

Action/Strategy	Person(s) Responsible	Timeline	Tools/Evidence
1. Develop criteria for selection of coaches.	Education Department Staff	Spring 2015	Selection Criteria Checklist, List of Coaches
2. Secure commitment for participation in Practice Based Coaching.	Education Department Staff	Spring 2015	Commitment Letter on file
3. Select twenty coaching sites.	Education Department Staff	Spring 2015	List of Coaching Sites
4. Budget for CLASS reliability expenditures and for compensation for Coaching activities/stipends.	Assistant Program Directors, Executive Program Director, Chief Financial Officer	Fall 2015	2015-16 Budget Plan

**Practice Based Coaching Plan Year One 2015-16**

**Program Goal:** To improve teacher performance in CLASS: Emotional Support

**Objective 3:** To provide training for the peer teacher coaches and assist them to become CLASS reliable.

**Expected Outcome(s):** Teachers will demonstrate a Standard of Excellence Performance-Level 6 or higher in Emotional Support

Action/Strategy	Person(s) Responsible	Timeline	Tools/Evidence
1. Schedule and conduct CLASS reliability training for peer teacher coaches.	CLASS Trainers, Assistant Director	Spring 2015	Roster of attendance, Registration with Teachstone
2. Individual coaches will schedule and participate in reliability assessment.	Coaches	Spring, Summer, Fall 2015	Reliability Certification
3. Conduct review sessions for coaches who or may need assistance prior to 2 <sup>nd</sup> and 3 <sup>rd</sup> assessment.	Training of Trainers	Spring, Summer, Fall 2015	Attendance Records, Individual Certificates

**Practice Based Coaching Plan Year One 2015-2016**

**Program Goal: To improve teacher performance in CLASS: Emotional Support**

**Objective 4: To assist coaches in the development of coaching competencies through specific training modules.**

**Expected Outcome(s): Teachers will demonstrate a Standard of Excellence Performance-Level 6 or higher in Emotional Support**

Action/Strategy	Person(s) Responsible	Timeline	Tools/Evidence
1. <b>Module 1: Overview of Practice-Based Coaching (PBC)</b>	ECE Specialist, Education Department Staff	Spring 2015	Resources provided by ECE Specialist Attendance Rosters
2. <b>Module 2: CLASS Reliability Training</b>	Trainers of Trainers	Spring 2015, Fall 2015	CLASS Reliability Resources Attendance Rosters Certificates of Reliability
3. <b>Module 3: Other Competencies</b> <ul style="list-style-type: none"> <li>• Observation/Feedback Process</li> <li>• Interpersonal Relationships</li> <li>• Prof. Development Planning</li> </ul>	Trainer of Trainers, Education Department Staff	Prior to First Observation	Attendance Rosters Resources from ECE Specialist ECLKC Coaching resources Other Resources

**Practice Based Coaching Plan Year One-2015-2016**

**Program Goal: To improve teacher performance in CLASS: Emotional Support**

**Objective 5: To develop and implement Calendar of Coaching Activities**

**Expected Outcome(s): Teachers will demonstrate a Standard of Excellence Performance-Level 6 or higher in Emotional Support**

Action/Strategy	Person(s) Responsible	Timeline	Tools/Evidence
1. Calendar of Activities will be developed.	Assistant Director	September 2015	Calendar

**Practice Based Coaching Plan Year One-2015-2016**

**Program Goal: To improve teacher performance in CLASS: Emotional Support**

**Objective 6: To report outcomes, review and revise Coaching Plan**

**Expected Outcome(s): Teachers will demonstrate a Standard of Excellence Performance-Level 6 or higher in Emotional Support**

Action/Strategy	Person(s) Responsible	Timeline	Tools/Evidence
1. Teacher CLASS Performance Report will be prepared.	Education Area Director Assigned	After each CLASS Observation	Teacher CLASS Performance Report
2. A yearly report will be prepared •By Teacher •By Center •By Program	Education Area Director Assigned	May 2016	Annual Report on CLASS